

# spd 12

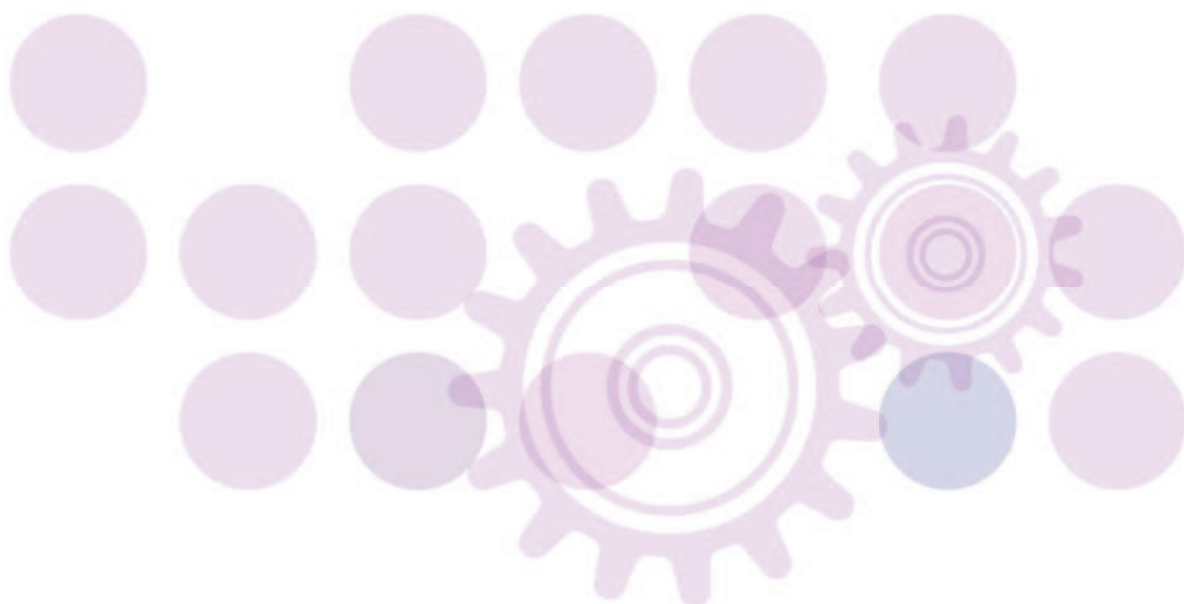
supplementary planning document



*Brighton & Hove City Council Local Development Framework*

adopted XX 2013

# design guide for extensions and alterations





## Contents

<b>1. Introduction</b>	page 3
What is an SPD?	page 3
What is the Purpose of this SPD?	page 3
<b>2. Core Design Guidance</b>	page 4
<b>3. Design Guidance for Extensions and Alterations</b>	page 7
<b>3.1 Rear Extensions (including conservatories)</b>	page 7
Single Storey Rear Extensions	page 7
Two (or more) Storey Rear Extensions	page 9
Infill Extensions	page 10
<b>3.2 Side Extensions</b>	page 11
Single Storey Side Extensions	page 11
Two (or more) Storey Side Extensions	page 11
Extensions on Corner Plots	page 13
<b>3.3 Front Extensions and Porches</b>	page 14
<b>3.4 New and Replacement Windows</b>	page 15
<b>3.5 Roof Extensions and Alterations</b>	page 16
Roof Extensions, Additional Storeys, Dormer Windows and Rooflights	page 16
Solar Panels	page 19
Satellite Dishes	page 19
Balconies, Roof Terraces and Raised Decks	page 19
<b>3.6 Other Structures: Residential Annexes, Detached Garages, Outbuildings, Boundary Walls and Hardstandings</b>	page 20
<b>4. If you live in a Conservation Area, Listed Building, or Building of Local Interest...</b>	page 22
Listed Buildings	page 22
Conservation Areas and Buildings of Local Interest	page 23
<b>Appendix A- The 45 degree rule</b>	page 26
<b>Appendix B- Major Roof Enlargements- Mansards and Gambrels</b>	page 27
<b>Appendix C- How to make an Application</b>	page 28
<b>Appendix D- Sustainable Building Design</b>	page 30
<b>Appendix E- Useful Contacts and References</b>	page 32



## 1 Introduction

### What is an SPD?

A supplementary planning document (SPD) provides greater detail on policies in the development plan. Where relevant to the planning application being determined, an SPD is one of the material considerations that must be taken into account when determining the application. This SPD supplements policies QD1, QD2, QD3, QD14, QD27, HE1, HE3, HE6 and HE10 of the saved Brighton & Hove Local Plan 2005, and policies SS1 and CP12 of the Submission City Plan Part One and has been the subject of formal public consultation.

### What is the purpose of this SPD?

The primary purpose of this SPD is to provide detailed design guidance for extensions and alterations to residential buildings, be it houses, flats or maisonettes. It is also to be used as a design guide for extensions and alterations to commercial buildings of a traditional domestic appearance, but not large scale purpose-built modern commercial buildings<sup>1</sup>- these will instead be considered on a case-by-case basis outside of the guidance contained within this document.

**The design guidance does not detail whether planning permission or building regulations approval are required or not** (see Appendix B for more information on where to get advice on whether planning permission is required), but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document therefore if a particular development type is not covered specifically by this guidance then applicants are advised to contact the Council for further pre-application advice.

The document is intended for use by prospective applicants, agents, architects, members of the public with interest in an application, elected Members of the Council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from an officer of the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against.

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<sup>1</sup> Purpose-built modern commercial buildings are defined as large modern style buildings constructed after 1945 for the sole purpose of accommodating commercial businesses. This applies to buildings that have subsequently been converted into residential accommodation either part or in full.



## 2 Core Design Guidance

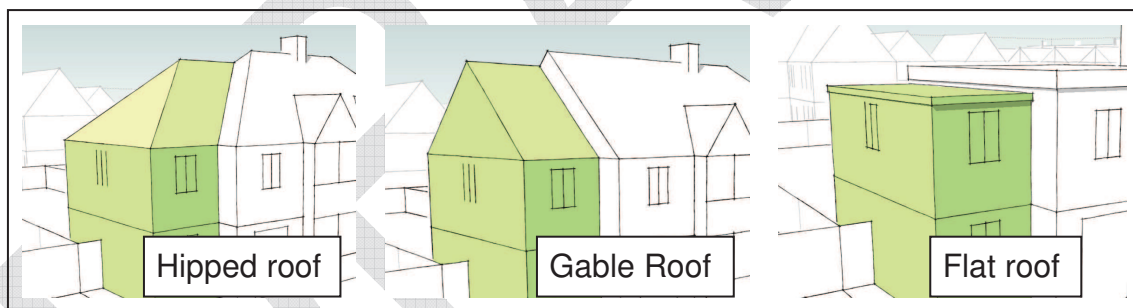
Planning applications must be determined in accordance with the development plan unless material considerations indicate otherwise. The general principles in this chapter underlie the detailed advice found throughout this guide and form the main planning considerations when determining applications for extensions and alterations to buildings.

### 2.1 General Principles

#### Design and Appearance

The original design of the building and its setting (including the general character of the street/area) should form the primary influence on the design of any extension or alteration. As a general rule, extensions should not dominate or detract from the original building or the character of an area, but should instead play a subordinate 'supporting role' that respects the design, scale and proportions of the host building. The main design elements which should be considered include:

- The materials, design and detailing used for the original property, including window materials and proportions;
- The relationship with adjoining properties, including the building line, roof line, orientation, and the slope of the site; and
- The pitch, shape and materials of the original roof, including the presence of original dormers and chimneys.



All extensions and alterations, particularly those incorporating modern design approaches, should be considered holistically with the original/main building to avoid an awkward jarring of materials and forms. Modern designs using contemporary and sustainable materials will be generally welcomed and the Council would not wish to restrict creative designs where they can be integrated successfully into their context. Such approaches, where well designed, can serve to both improve the sustainability of buildings and significantly improve the appearance of buildings to the general benefit of the streetscene.

However, where inappropriately designed, located and finished, such approaches can be harmful to the character of a building and its surrounds, and become a local eyesore. Modern design approaches will therefore not always be the most appropriate solution and in most cases the character and form of the building and its context will demand a more traditional and reserved design approach.





As a rule of thumb, the Council will seek to ensure that the visual symmetry of semi-detached pairs and the continuity of terraced buildings is retained and where possible enhanced, especially at roof level and on elevations visible from the street. In this respect design approaches that depart from the scale, form, materials and detailing of the host building will be best located at ground floor level on elevations that are not visible from the street.

Detached buildings in varied streetscenes have the greatest capacity to accommodate contemporary extensions and alterations, provided such works are considered holistically. Where buildings form a clear and continuous grouping, greater care will be required to preserve the visual rhythm of the group, particularly at roof level. In most cases this may require a more reserved design approach that reflects the overall character of the group.



### Impact on Neighbours

Inappropriately scaled and designed extensions have the potential to be overbearing and harmful to the amenities of neighbouring properties, by way of overshadowing, loss of daylight, sunlight and privacy, and oppression to outlook. In assessing amenity harm, particular consideration will be had to the impact of an extension on light and outlook to the principal windows<sup>2</sup> within neighbouring buildings, and to the private amenity areas directly to the rear of neighbouring properties.

- Extensions should not be so large as to result in the excessive overshadowing or overlooking of neighbouring properties; this may include in some cases an increased perception of overlooking. Such harm is particularly likely when the area is formed of residential flats.
- The orientation of a development and/or the topography of the site may result in extensions having a greater than normal impact on the amenity of neighbouring buildings.

<sup>2</sup> Principal windows are defined as the windows that provide the main source of light and outlook to the main living rooms within a building, including dining rooms, kitchens and bedrooms. Windows to bathrooms, utility rooms, hallways and garages are not considered to be principal windows for the purposes of this document.



- Where acceptable, balconies and roof terraces should be discretely located so as to avoid overlooking and noise disturbance to adjacent properties.

In some cases, applicants may wish to submit a joint application with their neighbour in order to address amenity issues that may otherwise arise. This approach can be supported provided the extensions proposed remain in general accordance with the design guidance set out in Chapter 3. Such joint works will be expected to be carried out simultaneously to both properties, and will be secured by condition if necessary.

#### Sustainability

The Council will strongly encourage proposals to take the opportunity to improve the energy efficiency of buildings by incorporating sustainable technologies into designs, provided the development as a whole remains in accordance with the guidance set out in this document. Further details and advice on sustainable technologies can be found in Appendix D.

#### Trees

Trees in close proximity to a proposed extension may be specially protected by Tree Preservation Orders or protected from felling and heavy pruning by virtue of being in a Conservation Area. It is advisable to check with the Council first if you intend to remove or undertake works to a tree to accommodate an extension.



### 3 Design Guidance for Extensions and Alterations

The following chapter is primarily directed towards non-listed buildings outside of Conservation Areas, however its general principles apply to all building types. Chapter 4 provides additional and more detailed guidance for extensions and alterations to buildings within Conservation Areas, Listed Buildings, and Buildings of Local Interest, and should be read in conjunction with this chapter where applicable.

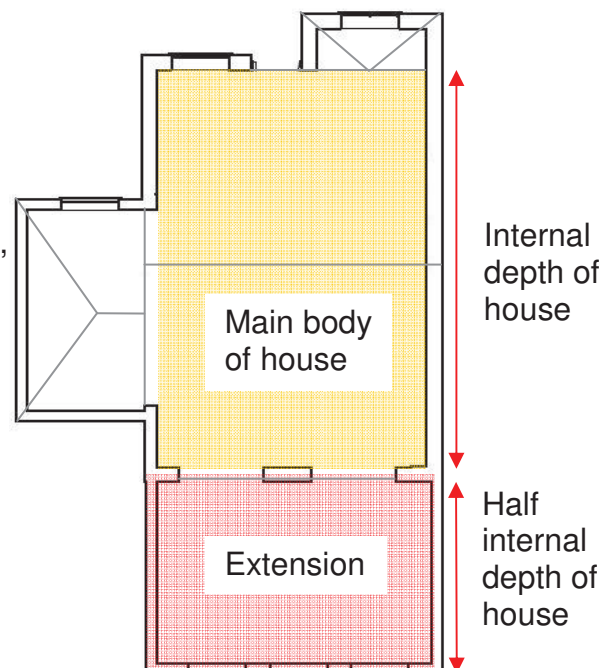
#### 3.1 Rear extensions (including Conservatories)

Rear extensions, if excessively large and poorly designed, can be harmful to the appearance of the building, can reduce useable garden space for existing and future residents, and can be overbearing for neighbours, reducing their daylight and/or outlook.

##### Single Storey Rear Extensions

###### Design principles:

- Rear extensions (individually and cumulatively) should not consume more than half the depth of the original rear garden/yard to avoid the overdevelopment of sites
- Rear extensions should normally be no deeper than half the depth of the main body of the original building (measured internally- see example below). Larger extensions may occasionally be acceptable on substantial detached properties, but only in cases where it can be demonstrated that no harm to neighbouring amenity would result (NB the 45° rule is a useful tool to demonstrate this). In the case of semi-detached and terraced properties, where such extensions are located adjacent to the shared boundary, a lesser depth will normally be required for the extension as a whole to minimise any harmful impacts on the amenities of the attached neighbour. Extensions that step close to the boundary to overcome such concerns will be considered to represent a contrived design approach.
- Rear extensions should not normally extend beyond the main side walls of the building (including all projections/wings)
- Where a pitched roof is proposed, the ridge height must be visibly lower than the cill of the first floor windows.
- Extensions should not overshadow, overlook, or have an overbearing or enclosing affect on adjacent properties by way of their height or depth.
- New windows and doors should reflect the design and alignment of the existing fenestration to the building, where possible.
- Where side-facing windows are required for light, they should generally be high level or obscurely glazed to prevent the overlooking of neighbouring properties.







### Examples of acceptable rear extensions

- ✓ Extension does not cover more than half of garden, has suitable roof and does not harm amenities of neighbouring properties
- ✓ Position, scale, design and depth not harmful to building or amenities of neighbouring properties
- ✓ Extension does not extend beyond side wall and has roof to match

### Examples of harmful rear extensions

- ✗ Extension covers over half of rear garden  
Scale reduces light and outlook to neighbouring property.  
Roof not visibly lower than upper windows
- ✗ Extension more than half depth of main dwelling  
Staggered rear elevation contrived to reduce impact on neighbour  
Poor relationship between the flat roof of the extension and the eaves and pitch to the main dwelling
- ✗ Extension extends beyond the side wall of the house and relates poorly to the original layout of the building



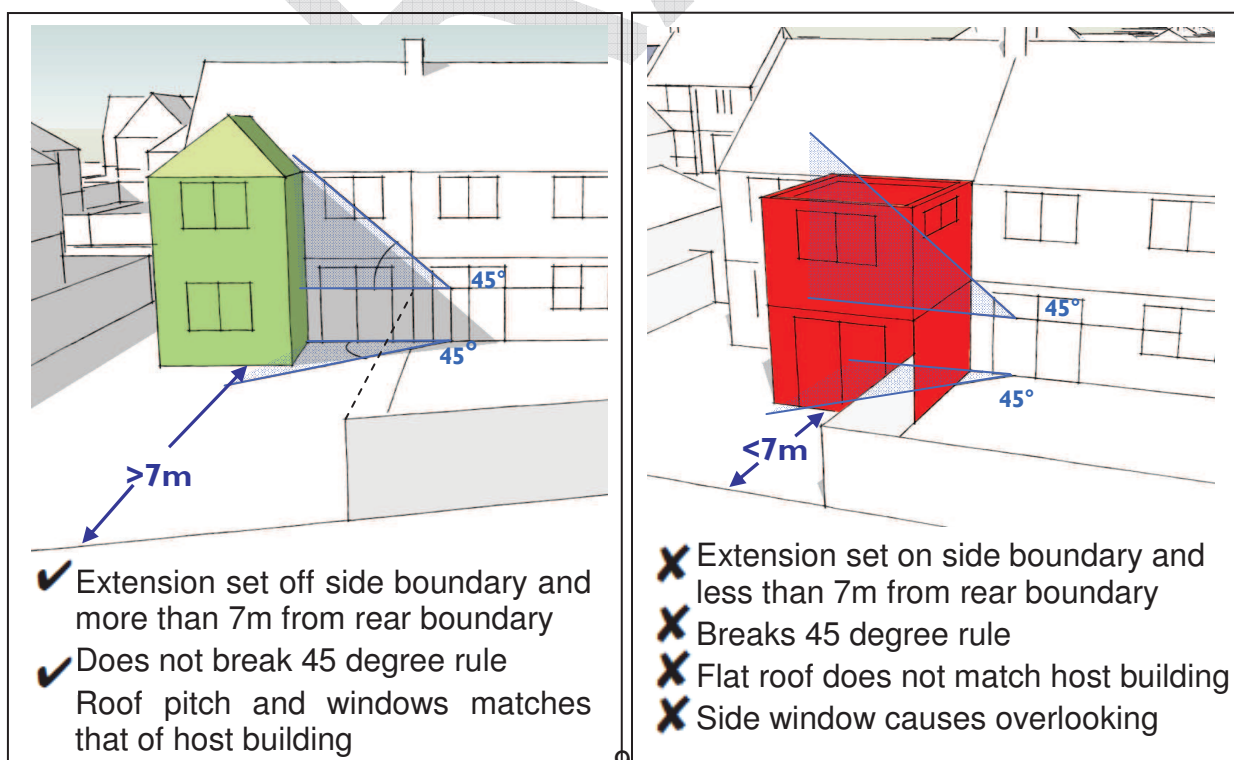


## Two (or more) Storey Rear Extensions

The extra height and bulk of a two or more storey extension compared to a single storey structure can exacerbate problems of overlooking, overshadowing, loss of light and a general sense of enclosure to neighbouring properties. The additional height also gives the extension greater visual prominence in the neighbourhood.

### Design principles:

- Two storey (or more) rear extensions should not normally project beyond a side wall to a building, and should sit within, and not replace, the boundary wall/fence. Two storey (or more) extensions to terraced properties will generally be unacceptable owing to their close proximity to neighbouring properties and windows.
- The roof form and pitch should reflect that of the host building, and should normally be set lower than the main ridge of the building. Flat roofs are generally unacceptable unless the host building has a flat roof or flat roofs at the proposed level are a common feature of the particular style of building to be extended (for instance on more historic terraces).
- Materials and detailing should normally match that of the main building, especially on terraced or semi-detached buildings.
- Window design, positioning and method of opening should match that of the main building. Side-facing windows should generally be avoided however where windows are required for light, they should either be high level or obscurely glazed and fixed shut to prevent overlooking.
- All two storey (or more) extensions should comply with the 45° rule both extending to the rear and upwards (see Appendix A) to avoid harming neighbouring amenity.
- In most cases a minimum separation of 7m should be retained to the rear boundary of the property, and 14m to the nearest facing residential window to avoid amenity issues.



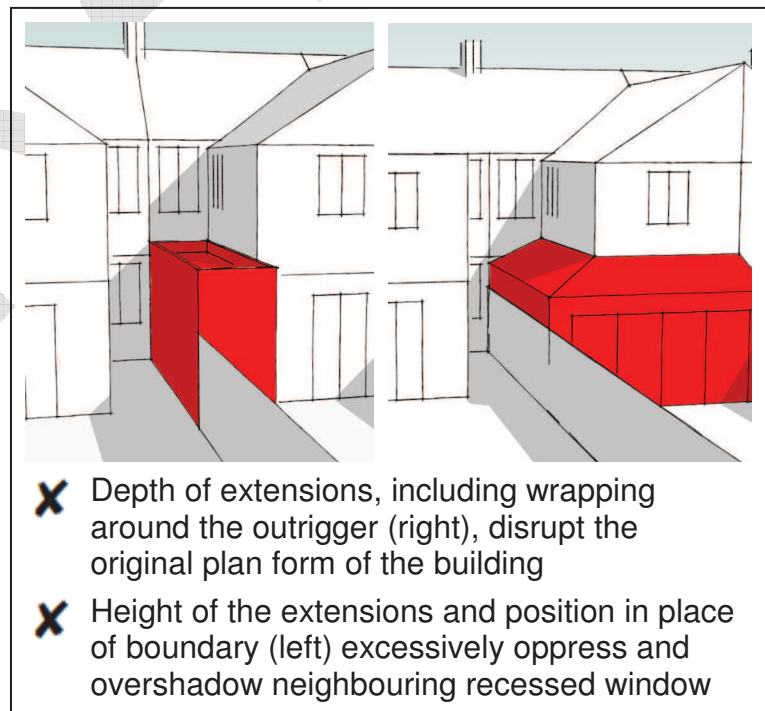
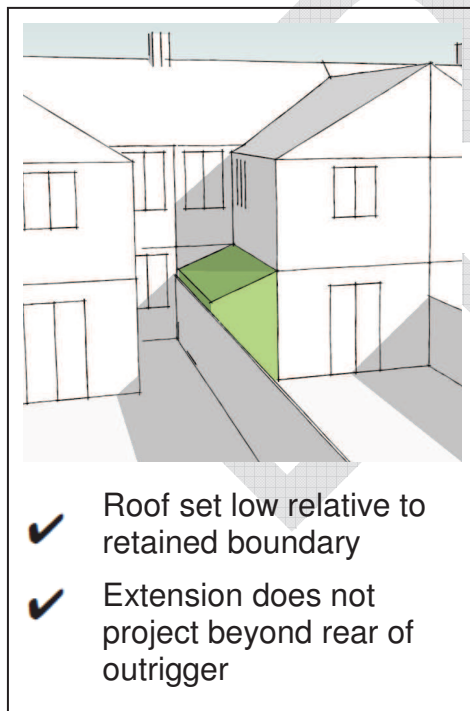


### Infill Extensions

Within Brighton and Hove there are many terraced and semi-detached buildings that are L-shaped by virtue of sharing two-storey rear projections (commonly referred to as an 'outriggers'). It is common practice for applicants to seek to infill the garden/yard area to one side of the rear outrigger in order to create modern open plan living accommodation. Where treated insensitively, such extensions can result in an increased sense of enclosure and loss of light to neighbouring residents. The acceptability of such extensions is generally dependant upon the design proposed, the land levels between properties and whether the adjacent property themselves have an existing infill extension.

### Design Principles

- Infill extensions should not have an overbearing impact or cause adjacent properties to be excessively overshadowed or enclosed. The bulk of the extension alongside the shared boundary should therefore be kept to a minimum, and as close to 2m in height<sup>3</sup> as reasonably possible.
- Infill extensions should not overhang neighbouring properties and should not replace the boundary wall/fence (unless the adjacent property has an existing extension themselves and the loss of the wall is required for better maintenance purposes).
- Infill extensions should not normally extend beyond the rear wall of the outrigger or wrap around to the rear elevation in order to preserve the original plan of the building and avoid excessive amenity harm to adjacent residents.
- Two storey infill extensions will be considered generally unacceptable as they would disrupt the original layout and form of the building and likely excessively harm the amenities of adjacent residents.



<sup>3</sup> When measured from the highest natural ground level, the maximum height of a boundary wall or fence is commonly 1.8-2m. The optimum design solution would be for the extension to have a sloping roof, with the eaves alongside the shared boundary kept as low as is possible (see diagram above).



### 3.2 Side Extensions

Side extensions, if poorly designed, can harm the appearance of the streetscene by excessively infilling the rhythm of spaces between buildings to create a 'terracing' effect, removing the continuity within a streetscene, or by over-extending buildings in a disproportionate and unbalanced manner. Two (or more) storey side extensions in particular can have a greater dominance in the street scene therefore greater care has to be taken to ensure that they assimilate well with the host building and streetscene.

The space between detached or semi-detached buildings in which the extension would sit is usually an important component of the character and rhythm of a street. This sense of space and separation can be lost if adjacent property owners seek to build two storey extensions which join up, or sit too close together.

#### Design Principles- Single Storey Side Extensions (including garages)

- The extension should normally be no wider than half the frontage width of the host building, and set back from the front of the building by a minimum 0.5m in order to ensure a subordinate appearance that retains the integrity of the original building. A minimum 0.5m set back also helps avoid difficulties in matching and aligning old and new materials. Extensions that sit flush with the front elevation will only rarely be considered appropriate in instances where it can be clearly demonstrated that the extension integrates well with the design of the host building.
- On street elevations the design, detailing, and materials used in the extension, including window sizes, proportions, style and method of opening, should match those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the street scene.
- Where the extension is set close to the front of the building, the roof form and pitch of the extension should compliment that of the main building. Flat parapet roofs or dummy 'false' pitched roofs will normally only be permitted on garage extensions or extensions that are recessed considerably from the front elevation.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.

#### Design principles: Two (or more) Storey Side Extensions

- Two or more storey side extensions should be subservient to their host building and generally set back from the frontage and main ridge line by at least 0.5m with a width no greater than half the frontage width of the main building.
- A minimum 1m gap should be left between the site boundary and the extension. Where the property is located in a more spacious plot, a greater separation may be more appropriate
- The roof form and pitch should reflect that of the host building so that the extension blends with the character of the building. Flat roofs are generally unacceptable unless the host building itself has a flat roof.
- The design, detailing, and materials used in the extension, including window sizes, proportions, style and method of opening, should match those of the main building to ensure a continuity of appearance and to avoid harm to the rhythm of the street scene.
- Side windows should generally be avoided unless it can be demonstrated that they would not result in overlooking of neighbouring properties.





### Examples of acceptable side extensions

	<ul style="list-style-type: none"> <li>✓ Extensions subordinate to host building and set at least 1m off side boundary</li> <li>✓ Roofs and eaves match host building.</li> <li>✓ Extensions no wider than half main building</li> </ul>	
	<ul style="list-style-type: none"> <li>✓ Extensions subordinate to host dwelling</li> <li>✓ Roof (right) compliments host building</li> <li>✓ Roof (left) acceptable as extension considerably recessed</li> <li>✓ Windows match host building</li> <li>✓ Extensions no wider than half main building</li> </ul>	

### Examples of harmful side extensions

	<ul style="list-style-type: none"> <li>✗ Extension (right) subordinate to host but not set 1m off boundary</li> <li>✗ Rooflines fail to match host building</li> <li>✗ Windows fail to match those of host building</li> </ul>	
	<ul style="list-style-type: none"> <li>✗ Extension (left) excessively wide in relation to host dwelling.</li> <li>✗ Extension (right) not subordinate to dwelling and has uncharacteristic roof form</li> <li>✗ Windows to both extensions not in keeping with host building</li> </ul>	



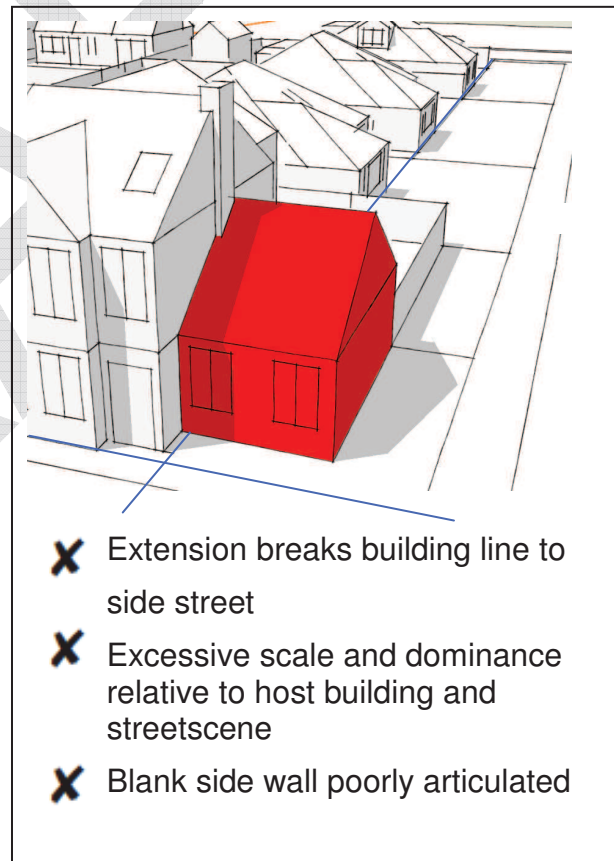
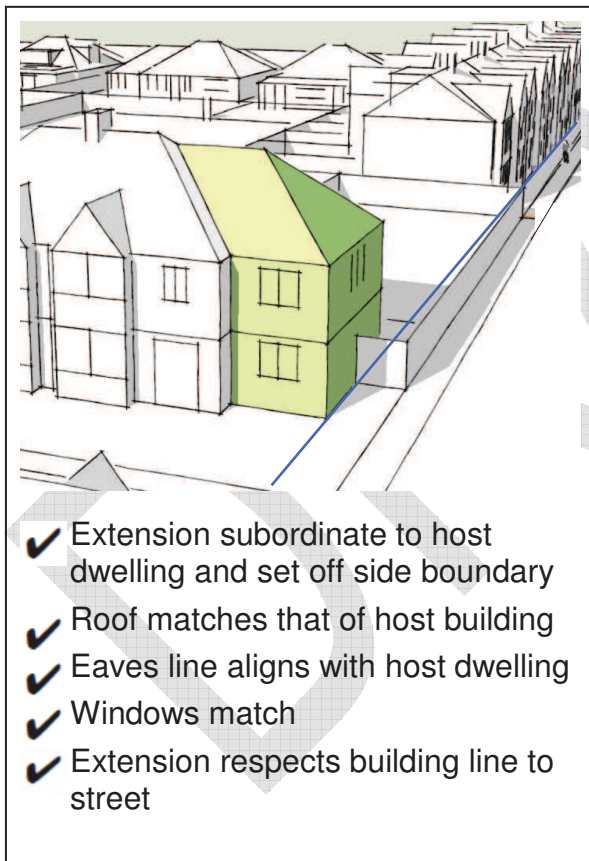


## Extensions on Corner Plots

Extensions to properties on corner plots may be regarded as rear and/or side extensions. It is important to present an interesting frontage to both of the streets

### Design Principles:

- The general guidance for side extensions as set out at the start of section 3.2 remains applicable to corner plot extensions.
- Corner plot extensions should respect the building line to both streets, and be set within existing boundary treatments.
- A sufficient gap should be left between the extension and the boundary of the site so as not to appear intrusive in the street scene. Two storey extensions will be expected to retain a greater separation to the boundary than single storey extensions to avoid being excessively cramped within the plot and dominant within the streetscene.
- The insertion of windows in the side elevation adds interest to the street scene and can prevent an otherwise featureless elevation.



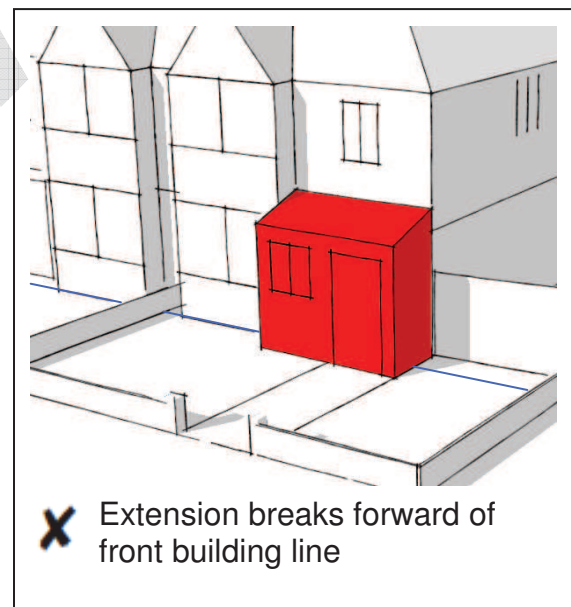
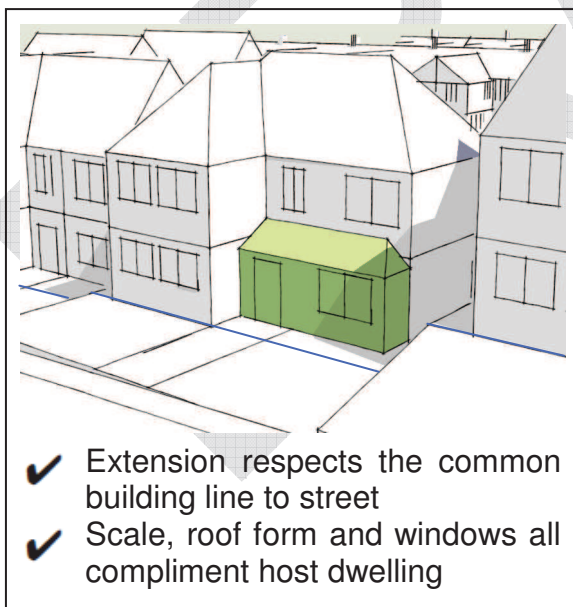


### 3.3 Front Extensions and Porches

Extensions to the front of buildings will normally be highly visible in the street scene therefore particular care should be taken to ensure they do not detract from the appearance of the property, or the general character of the street. Particular regard will be had to the materials, detailing and fenestration of front extensions to ensure a close match with the host building. All front extensions will be expected to respect the building line to the street, particularly where a strongly defined building line forms an important characteristic of the street.

#### Design principles:

- Front extensions (excluding small porches) to semi-detached and terraced properties will be considered generally unacceptable where they unbalance a building or disrupt the continuity of a terrace or group.
- On detached properties, a front extension should respect the building line of the street and should normally be of a subservient scale that does not dominate the building.
- The roof pitch of the extension should be at the same pitch as the original building so that the extension blends with the character of the building.
- The design, detailing, windows and materials of all front extensions should normally match exactly that of the main building to ensure a continuity of appearance and to avoid harm to the general streetscene.
- A small porch is generally acceptable on all building types provided it does not compete with other architectural features on the building, for example by cutting across an adjacent bay window.







### 3.4 New and Replacement Windows

Poor window design and placement can disrupt the general appearance of buildings and the rhythm of the streetscene, particularly on large blocks of flats and more traditional building forms where the continuity of fenestration is a key design element. Plastic, aluminium and timber windows tend to have different frame dimensions and light-reflecting qualities therefore care should be had to the use of materials, particularly on street elevations. The Council will seek to retain continuity and consistency to the appearance of buildings, and return continuity in incidences where previous alterations have been harmful to the appearance of the building.

#### Design principles:

- The materials and detailing of new and replacement windows on street elevations (including those to non-original dormer windows) should be consistent with the original windows, or the predominant windows, to the host building/terrace in order to retain and reinforce the uniformity of the façade as a whole. Greater flexibility will be had to windows to side and rear elevations that are not visible from public areas.
- New and replacement windows in uniform blocks of flats should match the original or predominant window style to the building in scale, design, material finish and opening arrangement.
- New and replacement windows should match the materials of the other windows on the building, particularly on front elevations, with their scale, proportions and alignment relating to both the other windows in the building and the architectural hierarchy of the building.



Variety of window styles, opening arrangements, materials and colours harmful to appearance of building



### 3.5 Roof Extensions and Alterations

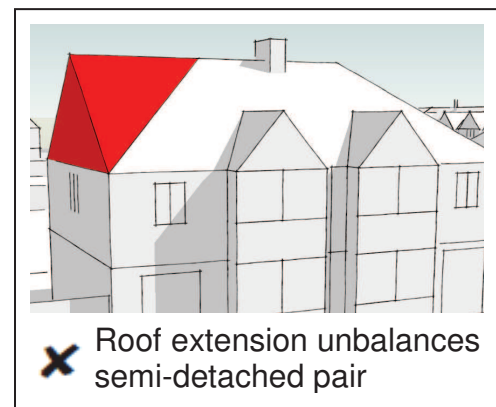
Many streets in Brighton and Hove are composed of uniform terraces or uniform groups of semi-detached or detached buildings. The rhythm and continuity of the rooflines to such buildings are often a key visible element within a streetscene therefore any poorly designed or excessively bulky additions can have a significantly harmful impact on both the appearance of the property and the continuity of a streetscape. This impact can also occur in streetscenes containing varied building forms where the scale and bulk of roofs remains largely consistent.

#### Roof Extensions, Additional Storeys, Dormer Windows and Rooflights

Not all roof spaces are suitable for extension/alteration to provide additional accommodation. For example, the scale of extensions required to enlarge a roof with a shallow or limited roof pitch may add significant and visually harmful bulk to the building and wider streetscene. The presence of inappropriate roof alterations in the street will not be accepted as evidence of an established precedent. However, where the overwhelming majority of roofs to a terrace, semi-detached pair or group of buildings have been altered, the Council may permit additions that seek to recreate some sense of unity and coherence. This may in isolated instances entail a more flexible approach to the guidance prescribed below. Such exceptions will always be considered on a case-by-case basis.

#### Design principles:

- Roof extensions that alter the basic shape of the roof, for example, from a hip to a gable end on a semi-detached house, will be unacceptable where they would result in an imbalance between the semi-detached pair and create a visually heavy roof to one half. However, where one half of a semi-detached pair of houses has previously been altered and this has created an imbalance, a well designed alteration that returns symmetry to the pair may be acceptable. Such cases will always be dependant on the individual design merits of the existing alterations.
- Materials should match those of the main building.
- Additional storeys or raised roofs may be permitted on detached properties where they respect the scale, continuity, roofline and general appearance of the streetscene, including its topography. Additional storeys should respect the design and materials of the host building and should not have a harmful impact on the amenities of adjacent residents by way of an overbearing impact or by blocking light or outlook to principal windows.

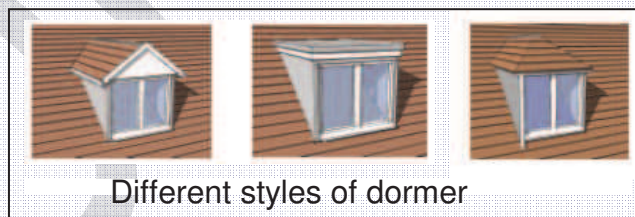






### Dormers and Rooflights

- Dormer windows will not be permitted on front or side roof slopes where they would unbalance a building or disrupt the continuity of a terrace or group. In such cases roof lights will generally be the preferred design solution (subject to the guidance below).
- Where a terrace or group was built with dormers, these original features should not be removed or altered. Where a terrace or group was originally designed without dormers, but over the years a majority of the buildings now have them, new dormers may be acceptable provided their scale, design and positioning is sympathetic to the continuity of the terrace/group.
- **In all cases, box dormers constructed using the full width (and/or height) of the roof are an inappropriate design solution and will not be permitted as they give the appearance of an extra storey on top of the building.**
- Dormer windows should instead be kept as small as possible and clearly be a subordinate addition to the roof, set appropriately in the roof space and well off the sides, ridge and eaves of the roof. In some cases a flat roof may be considered preferable to a pitched roof in order to reduce the bulk of a dormer. The supporting structure for the dormer window should be kept to a minimum as far as possible to avoid a “heavy” appearance and there should be no large areas of cladding either side of the window or below. As a rule of thumb a dormer should not be substantially larger than the window itself unless the particular design of the building and its context dictate otherwise.
- Dormer windows should normally align with the windows below however in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- Materials should generally match those of the existing roof, with the window materials, placement and opening style relating closely to the scale and proportions of the windows below and aligning where possible.



- Roof lights (particularly to street elevations) should be kept as few and as small as possible and should relate well to the scale and proportions of the elevation below, including aligning with windows where possible or centring on the spaces between them where appropriate. Irregular rooflight sizes and positioning should be avoided, and in particular will be resisted on street elevations.
- Balconies held within dormers or formed from rooflights (eg ‘Cabrio’-style rooflights) are visually inappropriate and will generally not be permitted, especially if they overlook neighbouring properties.



### Examples of acceptable roof alterations

Above

- ✓ Dormer (left) modestly scaled within roof plane and aligns with window below
- ✓ Dormer (right) modestly scaled and re-balances semi-detached pair.

Below

- ✓ Dormers (left) modestly scaled within roof plane and align with windows below
- ✓ Rooflight (centre) respects balance of semi-detached pair
- ✓ Rooflight (right) aligns with doorway below and does not clutter roof

### Examples of harmful roof alterations

Above

- ✗ Box dormer (left) excessively scaled within roof, poor window alignment with building below.
- ✗ Dormer (right) excessively bulky in roof, despite returning symmetry to the pair

Below

- ✗ Dormers (left) excessively tall within roof plane, despite aligning with windows below
- ✗ Side dormer unbalances the roof of building
- ✗ Rooflights do not align with fenestration below and clutter roof



### **Solar Panels**

Solar panels are a common method of introducing greater sustainability benefits to a property, and as such are welcomed in principle. The number and location of the panels should be carefully considered as they can have a significant visual impact on a building or street scene as they are larger, bulkier, and often protrude further beyond the plane of a roof than a traditional rooflight.

- Solar panels should be located in the most unobtrusive manner possible, and should be avoided on street elevations unless necessary. Where multiple solar panels are proposed, these should be set in a square or rectangular pattern and set off the ridge and eaves lines to the roof.
- Solar panels mounted at an angle on supporting frames on flat roofs should generally not rise above the height of any surrounding parapet walls

### **Satellite Dishes and other aerials**

Satellite dishes and aerials add to visual clutter and can detract from the appearance of a building and streetscene if located in a prominently visible position.

- Satellite dishes and aerials should be sited in the most unobtrusive position possible and not be located on walls, chimneys or roofs visible from the street. Where it is not possible to find an acceptable location for a satellite antenna or other aerial on a building, alternatives such as a separate rear garden ground level dish or cable services may have to be considered.
- Multiple dishes and aerials should be avoided and where more than one connection is needed a communal dish or aerials should instead be installed.
- All dishes should closely match the building's paint colour where possible, especially on lightly rendered properties. All cabling should be run internally or up the rear wall in discrete positions and be coloured/painted to match the background wall.

### **Balconies and Roof Terraces**

Balconies and roof terraces can affect a neighbour's privacy, particularly if they are located where it is possible to look into gardens or windows that were previously largely private. Such alterations may also result in noise disturbance, particularly to nearby bedroom windows, and can be harmful to the appearance of a building. Careful consideration of the location and design of any roof top balcony is needed to avoid this problem.

- Roof terraces and balconies will in most cases be considered unacceptable to the front of buildings and other prominent locations visible from the street because of their negative impact on the appearance of the building and streetscape.
- Balconies on terraced and semi-detached properties (including flats) will be generally considered unacceptable as they would result in significant overlooking and noise disturbance issues. The use of screening in such circumstances will generally not be considered sufficient mitigation as it would result in increased visual bulk.





### 3.6 Other Structures: Residential Annexes, Detached Garages, Outbuildings, Boundary Walls, and Hardstandings

Detached outbuildings can have a cluttering and visually harmful affect on a neighbourhood if they are excessively scaled or not sited sympathetically. Such buildings should be located in the rear garden or down the side of the main building where they have less visual impact. Tall boundary walls or gardens covered by hardstandings can be harmful to the streetscene, particularly so in uniform streets. Likewise the removal of front boundary wall can disrupt the continuity of a streetscene.

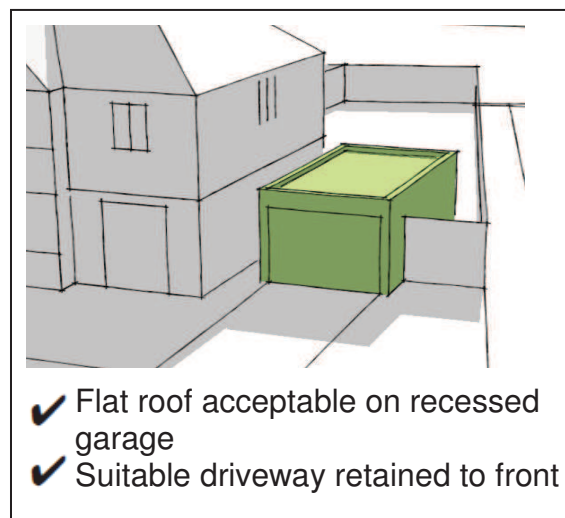
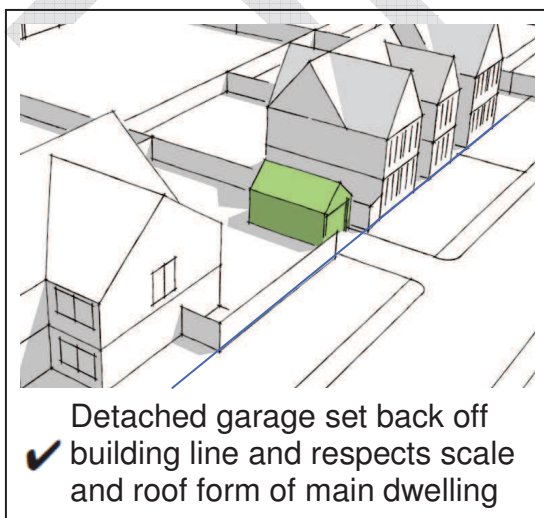
#### Design principles:

##### Residential Annexes

- Detached 'granny' annexes will only be acceptable where the scale and appearance of the building is modest in proportion to the site, and a clear dependency<sup>4</sup> is retained at all times with the main building. Detached annexes will rarely be acceptable within conservation areas, within the curtilage of listed buildings, or where the plot is of insufficient size to comfortably cater for the building
- Attached 'granny' annexes will be acceptable where they follow the general guidance for extensions contained within this document, and a clear dependency is retained at all times with the main building.

##### Detached Garages and Outbuildings

- All outbuildings, including garages, bin stores and cycle stores, should be set behind the front building line of the building to avoid obscuring views of the property or intruding into the wider streetscene.
- Detached garages should be proportionate in scale to the site and be completed in materials to match the appearance of the main building. On very large sites, garages may be acceptable in front gardens if they are appropriately scaled, modestly located to avoid harm to the street scene, do not obscure the property's façade, and are completed in materials that match the main building.



<sup>4</sup> Dependency can be demonstrated through the clear sharing of facilities/links with the main building. This can include the sharing of garden space, kitchen/bathroom facilities, site access, and the retention of internal links.





- Small storage structures should be sited to minimise views from the street and neighbours, be designed attractively in appropriate materials, and be screened by landscape planting.

#### Boundary Walls

- The design and height of boundary walls (including pillars), railings and gates should relate to the character of the street/surrounding area, particularly if of a uniform character. Details such as railed sections and pillars can reduce the visual impact of a high wall.



#### Hardstandings and Dropped Kerbs

- Where the ground requires levelling to form a hardstanding, the level should usually not be raised or lowered by more than 0.5m, or be higher than the cill of the ground floor windows when raised. In exceptional circumstances, greater heights may be considered acceptable where the resultant appearance and amenity impact is deemed acceptable. Where acceptable, a hardstanding should not normally cover more than 50% of the front garden area, in order to retain a vegetated frontage to the building and street.
- Dropped kerbs to provide vehicular access onto a property will generally be granted in incidences where they would not result in significant hazard to users of the highway and a significant boundary to the site would be retained. The presence of other dropped kerbs in the vicinity of the site would not set a direct precedent for further such dropped kerbs.



## 4 If you live in a Conservation Area, Listed Building, or Building of Local Interest...

The following guidance is intended to support and build on the guidance contained within chapter 3, and take primacy in the determination of applications pursuant to these building types. Applications affecting historic buildings will always be assessed on a case-by-case basis for their impact on the building's significance, in particular its architectural and historic interest and its contribution to the character of the wider area. The presence of existing unsympathetic extensions or alterations to the host building or adjacent buildings will not be considered to set a precedent for extensions and alterations that fail to comply with the guidance contained within this document.

Further information regarding alterations to historic buildings can be found within: **SPD09 'Architectural Features'**, **SPG11 'Listed Building Interiors'** and **SPG13 'Listed Buildings- General Advice'**. Applicants are strongly advised to read these documents prior to submitting an application for works to a Listed Building, Building of Local Interest or buildings within a Conservation Area.

### Listed Buildings

Brighton & Hove has around 3,400 buildings listed as being of special architectural or historic interest. Where a building has been listed, it is listed in its entirety, which means that both the exterior and the interior are protected. The listing includes any object or structure fixed to the building (such as railings or boundary walls), and any object or structure within the curtilage of the building, which although not fixed to the building, forms part of the land and has done so since before 1 July 1948. All interior features such as room layouts, staircases, doors, wall panelling, fireplaces and decorative ceilings are covered by the listing. Formal 'Listed Building Consent' is required from the Council for any works that would affect a building's special character, alongside an application for planning permission (if required). A directory of all Listed Buildings within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001398>

Applications for works to listed buildings will always be treated on a case-by-case basis outside of the general guidance contained within this document, as the acceptability of such schemes is strongly dependant upon the individual character, form, layout and detailing of the building. Proposals for extensions and/or alterations to listed buildings will be expected to demonstrate that the significance of the building has been understood and conserved, and will be expected to show an exceptional level of design quality and detailing.

Previous unsympathetic alterations to a listed building will not be considered to set a precedent for further unsympathetic works. In incidences where original detailing has been lost, the Council will seek the re-instatement of such detailing where appropriate and reasonable. Applicants are strongly advised to seek pre-application advice from the Council and seek specialist advice before submitting an application for planning permission or listed building consent, as many of the considerations involve matters of precise detailing.



## Conservation Areas and Buildings of Local Interest

### Conservation Areas, Buildings of Local Interest

Many buildings within Brighton & Hove are located within conservation areas and/or are designated as buildings of local interest. Proposals that affect any of these heritage assets will be expected to demonstrate a clear understanding of the importance of the historic form, layout, design and detailing of these buildings, and demonstrate a high level of design and detailing that would preserve or enhance their special character for future generations. In many cases a more restrained approach to modern design approaches will be expected. A street directory of all Conservation Areas within the City can be found at <http://www.brighton-hove.gov.uk/index.cfm?request=c1001585>.

### Side, Rear and Front Extensions

- All extensions to Buildings of Local Interest and Buildings within Conservation Areas should be completed to a high design standard, with materials and detailing matching exactly those of the host building. The Council will expect the submission of material samples and design details where appropriate, for approval prior to the commencement of works.
- Modern design approaches and finishes may be acceptable in exceptional cases, where it can be demonstrated the scale and exceptional design quality of the extension would enable the special character of the host building or the area to be better conserved. For example, a modern, lightweight approach can be appropriate for infill extensions where this would enable the original building form to be more clearly distinguished.
- Side extensions and rear infill extensions will not be acceptable where they would result in the loss of symmetry of a historic building, symmetrical pair or group of historic buildings, or result in excessive disruption or loss of the original plan form of the building.
- The roof form and pitch of an extension should normally reflect the host building's roof form and pitch, especially when visible from the street, and be clearly read as a subordinate addition to the building. Flat roofs are normally unacceptable unless the host building has a flat roof, particularly where this would affect the street scene. In some cases historic buildings with pitched roofs have flat roofed rear extensions and where this is typical of a terrace or group it may be acceptable to follow this precedent. Such roofs should be concealed behind parapet walls.
- Front extensions are unacceptable in principle to historic buildings and the original front façade should be retained unaltered. Porches are not acceptable unless it can be shown that the building was originally intended to have one, whilst unnecessary clutter from new flues, pipes and cables will not be permitted on street elevations.

### New and replacement windows

- Plastic or aluminium windows will not be acceptable on elevations visible from the street where the original windows were designed to be timber. In such cases the Council will seek the retention or re-instatement of timber windows. Further guidance on fenestration within historic buildings can be found within SPD09 Architectural Features, and this will be used to guide decision making.





### Roof Extensions and Alterations

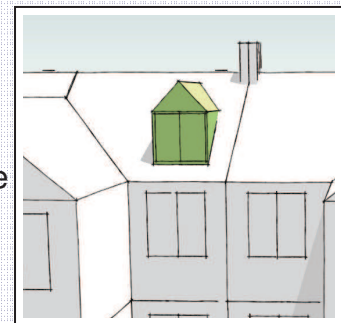
On historic buildings the roof is often the 'crowning glory' and an integral part of the overall design. Alterations to the shape of the roof, the use of unsympathetic materials and the loss of original features can all have a serious effect on the appearance and character of historic areas. Original or historic decorative features at roof level, including dormers, party wall upstands, ridge tiles and lantern lights should always be retained, and where appropriate, re-instated. Appendix B provides additional design guidance for major roof alterations to historic buildings, including how to set out mansard and gambrel roofs.

Traditional dormers or roof lights were located to provide a small amount of daylight and ventilation to the loft or attic rooms, or to provide access onto a valley roof for maintenance purposes. Larger ones were sometimes used to light a stairwell. Lantern lights were often also used where more light was required to stairwells and other areas. Historically, rooflights were small and confined to rear roof slopes or hidden valleys. Where significant amounts of daylight are needed for rooms in the roofscape, a dormer window is often a more architecturally and historically appropriate solution.

- The original form, shape and fabric of the main roof must not be altered and its ridge height must not be raised. Exceptions to this may only be considered where the roof is not a visible feature of the building and its alteration would not harm group value. Consent will not be granted to remove a pitched roof to form a roof terrace.
- Where a street has developed with buildings of varying height and scale, and where a varied roof-line is an important aspect of its character, this should be respected, and any tendency to level up buildings to a uniform height, will be resisted.
- Roof extensions, including dormers, must respect the particular architectural character of the building and be carefully related to it. Not all roof spaces will be suitable for extension/alteration to provide additional accommodation; for example those with shallow or limited roof pitches.

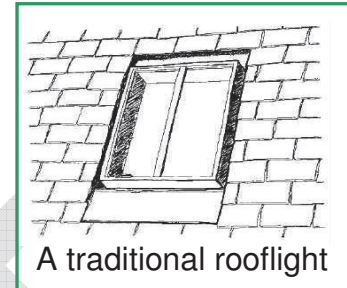
#### **Dormer windows**

- Where acceptable in principle, within conservation areas and on buildings of local interest dormer windows should be positioned well off the sides, ridge and eaves of the roof and kept as small as possible with an overall width no wider than the windows below. There should be no large areas of cladding either side of the window or below it whilst the thickness of the dormer cheeks should be little wider than the window frame.
- The dormer should have a roof form and detailing appropriate to the character of the building. Oversized structural timbers and an unnecessarily deep or projecting fascia is a common error in detailing and is particularly disfiguring when applied to new dormers on historic buildings.
- The windows, materials, and general detailing should closely match that of the host building, or adjacent dormers if in a terrace or group.
- All flat-roofed dormers should be finished in lead, zinc or in some cases copper, but not in roofing felt.





- Rooflights should be located discretely such that they are not readily visible from the street. Where a terrace or group within a Conservation Area remains unaltered, rooflights on the front roof slopes will be considered unacceptable. In all other cases a single small rooflight may be acceptable provided it lies flush with the roof covering and is of traditional proportions, design and construction with slim steel or cast iron frames.
- Solar panels to street elevations within Conservation Areas will be resisted at all times unless the panels are suitably integrated into the roof materials of the building
- Where roof terraces are acceptable in principle on top of flat roofs, any necessary balustrades or railings should not be visible above existing eaves or parapet lines and should not alter the visible roof profile. Conditions will be applied to restrict paraphernalia that would result in visual harm to the roofscape of the area.



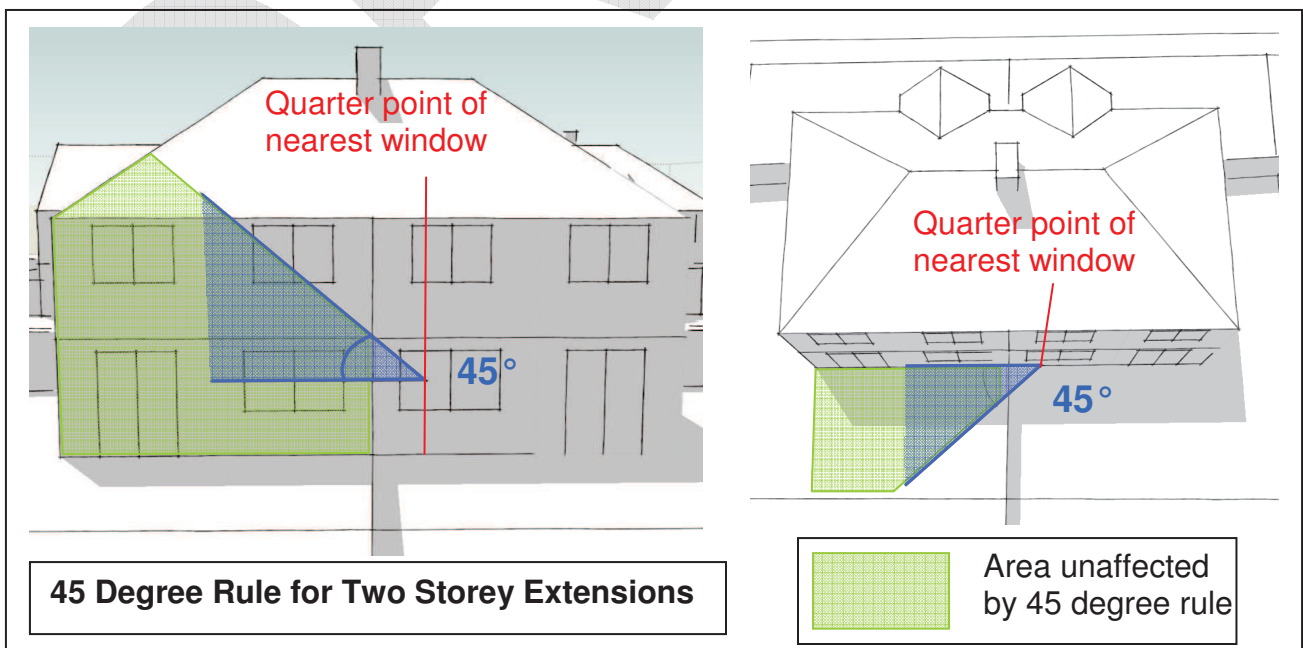
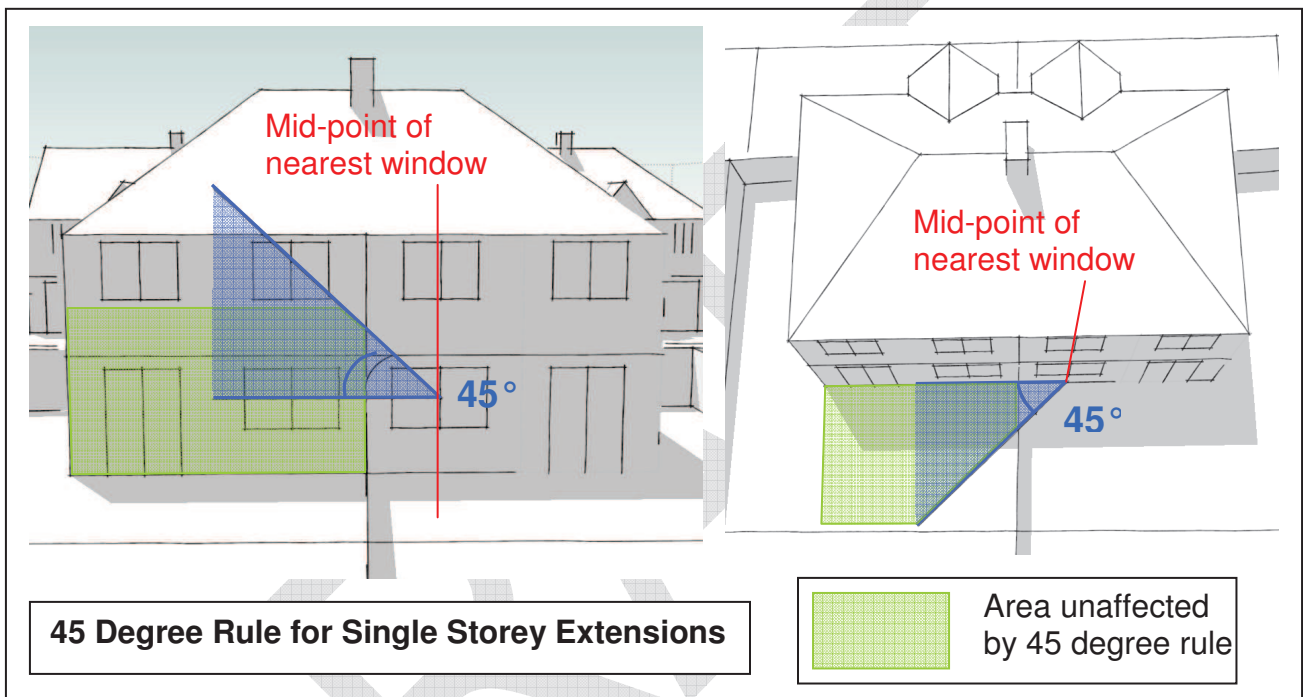
#### Other structures and alterations

- Miscellaneous structures in front gardens (such as cycle storage sheds), especially small front gardens, will rarely be considered acceptable because of the harm and clutter they would cause to the appearance and continuity of the street frontage.
- The loss of original boundary walls that contribute to the character of the area will be resisted. Where acceptable, new, altered or replacement boundary walls (including pillars) must be completed in traditional materials in keeping with the building/street scene. The Council will seek and encourage the reinstatement of missing walls, railings and gates. More detailed advice is given in SPD09 – Architectural Features.
- New hardstandings will not be considered acceptable where they replace original front gardens/yards in strongly defined streets. They may be acceptable where sited to the side of a house but should not lead to the loss of original paving or tiling and should not involve the removal of a significant portion of front boundary walls or gardens. Any boundary pillars removed should be relocated where appropriate and the new vehicular entrances should have gates. More detailed guidance is given in SPD09 – Architectural Features.



## Appendix A- The 45 degree rule

An important guideline when assessing the acceptability of proposed extensions is to check whether the extension would cut a line drawn at 45 degrees (both horizontally and vertically) drawn from the mid point on the nearest ground floor window (of a kitchen or habitable room) on a neighbouring residential property. In the case of two storey extensions the quarter point of the nearest ground floor window is used instead. This is best explained by looking at the drawings below.



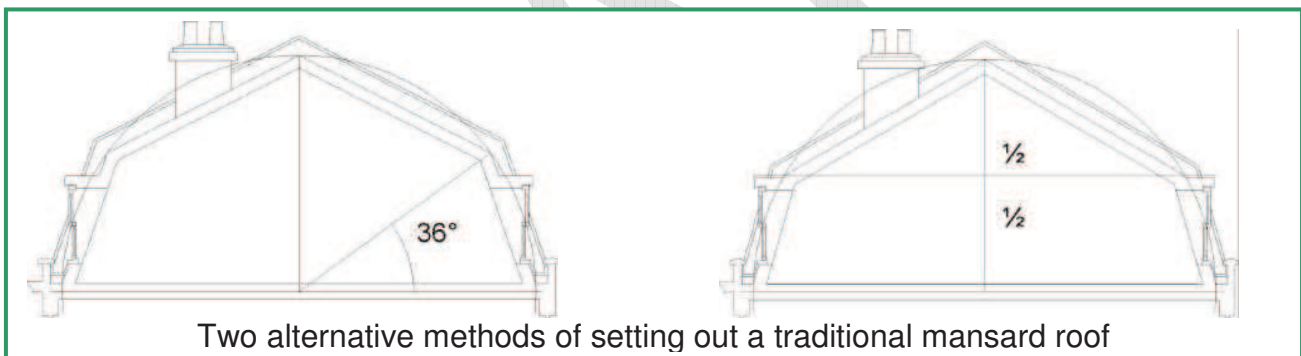




## Appendix B- Major Roof Enlargements- Mansards and Gambrels

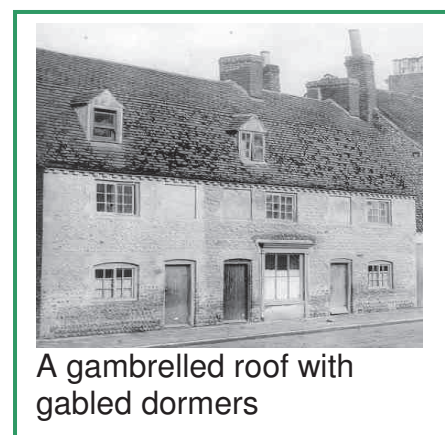
Where the roof space is too small and the ridge too low to create usable space within it, requests are sometimes received to enlarge the roof area by raising the ridge height or reshaping the roof structure. This is a significant change which will not be appropriate where the existing roof form is an important element of the building's character, contributes positively to the local street scene or where the extension would harm the amenities of adjacent properties. It will rarely be acceptable on a historic building and certainly not on a listed building. In situations where such extensions are acceptable on unlisted historic buildings, the design should complement the building, for example with a traditional steeper pitched roof, or mansard or gambrelled roof.

Traditional 18th and 19th century mansard roofs are normally subdued and subsidiary elements of the building. When building new mansards, care must be taken to ensure that the roofs are well balanced, are not over-dominant and are set behind a parapet and concealed gutter. The lower steeper slope should be about  $72^{\circ}$  -  $75^{\circ}$  from the horizontal and the upper gentler slope normally should be about  $27^{\circ}$  -  $30^{\circ}$  from the horizontal and therefore visible from the ground (see diagram). Flat topped roofs or those with very shallow upper slopes mimicking mansards are not acceptable on historic buildings unless they can be justified in terms of benefits to the street scene or appearance of the building.



The windows should be set in projecting dormers (see below). Some styles of buildings draw more from the vernacular tradition and have gambrelled roofs, often with eaves details. Gambrelled roofs have steeper pitches and higher ridges and in Sussex are often clad in handmade plain clay tiles.

- New mansard, gambrel or ridged roof extensions should as a rule be clad in the same material as the original roof structure.
- The party wall upstands between buildings and chimneys should be retained, and where necessary, extended.
- The roof should rise from the back edge of the parapet.





## Appendix C- How to make an Application

### Is Planning Permission Required- Permitted Development

Many alterations and small extensions to single dwellings do not require Planning Permission and may be carried out as '*permitted development*' under the provisions of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). Householder permitted development rights for single dwellings do not apply to flats/maisonettes or to houses occupied by more than 6 unrelated adults living together. It is worth noting that individual properties may have had their permitted development rights limited by a condition attached to a previous planning permission, whilst further limitations apply to properties within the South Downs National Park, Conservation Areas and areas subject to an Article 4 direction, as well as to Listed Buildings.

The '*Planning Portal*' website at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) provides guidance as to whether or not your proposals are likely to need planning permission, however it is always advisable to check with the planning department first as to whether you will need planning permission. The planning authority can give you a formal determination as to whether or not planning permission is needed if you apply for a '*Certificate of Lawfulness*' (also known as a '*Lawful Development Certificate*') for a proposed development. Further information on permitted development and how to contact the planning department is available on the Council's website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189>

### Making an Application

It is strongly advised that you discuss design proposals with a planning officer before submitting a planning application, since this process may highlight resolvable issues which could otherwise result in a refusal of the application. Details on how to contact the Planning Department are available on the website at <http://www.brighton-hove.gov.uk/index.cfm?request=b1154189> It is also recommended as best practice that you speak to all persons who may be directly affected by the development prior to submitting an application.

When submitting an application, the '*Planning Application Check List*' helps to clarify what information needs to be submitted in order for the application to be valid. This will ensure that the application is considered as speedily as possible. The checklist can be found alongside application forms and application fee information on the website at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1182695>.



## Non Planning Matters

### Building Regulations

Please note that even if planning permission is not needed, it is important to check with the building control team since building regulation permission will nearly always be needed. Planning permission and Building Regulations are two very separate requirements. It is advisable to contact the City Council's Building Control team early in the design process to discuss your proposals. Their contact details are at: <http://www.brighton-hove.gov.uk/index.cfm?request=c1117681>

**Important:** Please note that obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and changes sought by building control regulations may mean you having to revise your planning application.

### Party Wall Act

This Act regulates work carried out on or near to a boundary, whether or not the work needs planning permission. It is always advisable to check before you start work, see booklet available at available at:

<http://www.communities.gov.uk/documents/planningandbuilding/pdf/133214.pdf>

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## Appendix D- Sustainable Building Design

### Sustainability Advice

The greatest number of planning applications in the city are for householder works, so building in energy efficiency into each small development will result in a significant reduction in energy use for the whole city. Making an extension energy efficient can improve the energy rating of the whole home and save on running costs therefore measures to improve the environmental sustainability of buildings will be encouraged at all times. The Council's policy is to encourage the use of renewable energy where it will not have a significantly detrimental impact on the environment, the amenities of nearby occupiers and the general character of the area.

Applicants should be mindful that:

- Proposals incorporating renewable energy technologies should not have an excessively harmful impact on neighbouring properties or the character of a streetscene by virtue of their scale and positioning. Solar panels, solar photovoltaics and turbines should therefore be located where possible on roofslopes that are out of sight from public viewpoints, especially within conservation areas.
- On listed buildings and on historic buildings within conservation areas, the opportunities for improving the sustainability of buildings may be limited by virtue of their designation, especially if it would have an impact on the frontage appearance and/or historic integrity of the building. Applicants are advised to contact the Planning Department to discuss how to improve the sustainability of their homes in an acceptable manner prior to submitting a formal application.

Supplementary Planning Document SPD08 gives further planning guidance on minimum recommended standards for new development. The following links provide further useful information:

- For information on home energy efficiency please visit the following webpage on the council's website: <http://www.brighton-hove.gov.uk/index.cfm?request=c1164027#top>
- For information and advice on renewable energy technologies and planning application requirements please visit the Microgeneration Planning Advice Note (PAN02) web page on the council's website [http://www.brighton-hove.gov.uk/downloads/bhcc/planning/Microgeneration\\_PAN.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/planning/Microgeneration_PAN.pdf)
- Guidance on developing a green roof as well as other measures that could be of benefit to biodiversity can be found in the Nature Conservation and Development SPD11: [http://www.brighton-hove.gov.uk/downloads/bhcc/ldf/SPD11\\_Nature\\_Conservation\\_and\\_Development\\_ad\\_opted.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/ldf/SPD11_Nature_Conservation_and_Development_ad_opted.pdf)
- For the latest sustainability information, please visit the City's Council Sustainability website: <http://www.brighton-hove.gov.uk/index.cfm?request=b1114905>



- Guidance notes on energy saving are available from the Energy Saving Trust [www.energysavingtrust.org.uk](http://www.energysavingtrust.org.uk)
- For guidance on reducing waste going to landfill, see [www.brighton-hove.gov.uk/swmp](http://www.brighton-hove.gov.uk/swmp)
- For guidance on storage and collection of recyclables and waste, see PAN05: Design Guidance for the Storage and Collection of Recyclable Materials and Waste ([http://www.brighton-hove.gov.uk/downloads/bhcc/local\\_plan\\_2005/PAN05\\_Design\\_Guidance\\_for\\_the\\_Storage\\_and\\_Collection\\_of\\_Recyclable\\_Materials\\_and\\_Waste\\_Sept\\_07.pdf](http://www.brighton-hove.gov.uk/downloads/bhcc/local_plan_2005/PAN05_Design_Guidance_for_the_Storage_and_Collection_of_Recyclable_Materials_and_Waste_Sept_07.pdf))
- For guidance on Sustainable Timber, see the Forest Stewardship Council's advice at: [www.fsc-uk.org/](http://www.fsc-uk.org/)
- Information on wind energy is available at [www.bwea.com](http://www.bwea.com) and [www.dti.gov.uk/energy/sources/renewables/renewables-explained/wind-energy/onshore-wind/what-can-i-do/page16108.html](http://www.dti.gov.uk/energy/sources/renewables/renewables-explained/wind-energy/onshore-wind/what-can-i-do/page16108.html)

For further advice on improving energy efficiency in your home and the availability of grants contact your local Energy Efficiency Advice Centre on 0800 512 512.

#### Lifetime Homes

To help improve the long-term sustainability of homes, applicants are advised to consider incorporating Lifetime Homes Standards into their designs for residential extensions where possible. The Lifetime Homes Standards are a long established and nationally tested set of principles that should be implicit in sustainable housing design. The incorporation of the Standards into the general housing stock has the benefit of allowing older people to stay in their own homes for longer whilst reducing the need for costly home adaptations to meet the differing and evolving needs of households. The additional functionality, adaptability and accessibility it provides can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in ordinary daily life. For more information and advice please see Planning Advice Note 03 'Affordable Housing and Lifetimes Homes' and the Lifetimes Homes website: <http://www.lifetimehomes.org.uk/index.php>

#### Secured by Design

Secured by Design focuses on crime prevention at the design, layout and construction stages of homes and commercial premises and promotes the use of security standards for a wide range of applications and products. For more information and advice please see the Secured By Design website: <http://www.securedbydesign.com/>



## Appendix E- Useful contacts and references

### Brighton and Hove City Council Planning Department

Switchboard: 01273 292222 or <http://www.brighton-hove.gov.uk>

#### Supplementary Planning Documents

- SPD03 - Construction and Demolition Waste
- SPD06 - Trees and Development Sites
- SPD08 - Sustainable Building Design
- SPD09 - Architectural Details
- SPD11- Nature Conservation and Development
- SPG11- Listed Building Interiors
- SPG13- Listed Buildings- General Advice
- SPG19- Fire Precaution works to Historic Buildings

#### Planning Advice Notes

- PAN02- Microgeneration
- PAN03- Affordable Housing and Lifetimes Homes

### South Downs National Park Authority

Switchboard: 0300 303 1053 or <http://www.southdowns.gov.uk/>

### Planning Portal

For general Planning information and the submission of planning applications.  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Party Wall Act

The Party Wall etc Act 1995 (booklet available at Built Environment Reception) or online  
[www.communities.gov.uk/publications/planningandbuilding/partywall](http://www.communities.gov.uk/publications/planningandbuilding/partywall)