



**Residential Extensions and Alterations
Supplementary Planning Document
Adopted 2011**

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1 Introduction

What type of building work does this document provide guidance for?

- 1.1 This Supplementary Planning Document (SPD) provides design guidance for residential extensions and alterations in Havering. Some development of this kind will require planning permission, while other work will be permitted development and you will not need to submit a planning application to the Council. In both instances, the Council encourages householders to maintain the high quality residential streets and neighbourhoods which make Havering a great place in which to live.
- 1.2 Advice on residential conversions (subdivision of a house into two or more flats), or other types of building such as new houses, is not provided in this document.

Purpose of this document

- 1.3 Havering's 20 Year Vision 'Living Ambition' seeks to provide the highest quality of life in London. The places where people live affect their quality of life. If the urban environment is well planned, designed and managed, it is likely to contribute to a better quality of life for residents and visitors.
- 1.4 The Council recognises and will generally support home owners who wish to adapt their homes to allow them to meet their changing housing needs within the borough.
- 1.5 It is essential that extensions and alterations to Havering's built form enhance and protect the positive qualities and characteristics of both individual dwellings as well as the wider streetscape which they form part of. Poorly designed and ad hoc extensions and alterations can erode the character of the house(s) and streetscape and reduce the quality of the appearance and value of the property and area.
- 1.6 This Residential Extensions and Alterations SPD aims to provide clear design guidance to householders, developers, planners, the public and other parties involved in bringing forward residential extensions and alterations within Havering. It seeks to explain what the Council looks for when considering planning applications, and aims to ensure householder development is sympathetic to the existing property and the street scene and does not detrimentally affect the living conditions of neighbouring properties.

How to use this document

- 1.7 This document has four main sections: Understanding the Planning Process; Housing Typologies in the Borough; General Design Principles; and Detailed Guidance.
- 1.8 The first section explains the planning process, the types of extensions and alterations which require planning permission, and the issues the Council will consider in assessing applications.
- 1.9 The following section on Housing Typologies provides an overview of the diversity of housing within Havering and the need to recognise the unique design features of different styles of houses. The appropriateness of design solutions will vary considerably from house to house.
- 1.10 The section on General Design Principles provides advice on a range of design considerations for all development, regardless of whether planning permission is

required, particularly on the importance of respecting the original building and neighbouring properties, and responding to local character and context.

- 1.11 The Detailed Guidance section provides information on specific types of extensions and alterations which require planning permission within Havering. The guidance is not prescriptive and is not intended to stifle innovative, well designed solutions which may not meet all the design criteria but still make a positive contribution to the character of the existing property and the street scene.
- 1.12 Many of the standards in the guidance are minimum standards and are designed to suit the majority of cases. However, there will always be individual cases which do not fit easily into any category and it is recognised that applicants may have special requirements which call for a different approach.

Status

- 1.13 This SPD forms part of Havering's Local Development Framework (LDF) and it supplements the policies contained within the LDF and the London Plan (Consolidated with Alterations since 2004) which together form the Development Plan for the borough. This guidance is therefore a material consideration for decisions on planning applications. It has been prepared in line with the requirements of the Planning and Compulsory Purchase Act 2004 and associated regulations and guidance on Supplementary Planning Documents.

How this fits within the Havering Local Development Framework

- 1.14 This SPD is one of a suite of documents which provide further guidance on the implementation of those policies contained within Havering's Local Development Framework (LDF) which relate to residential development, particularly Development Control Policy DC 61 (Urban Design).
- 1.15 Policy DC 61 (Urban Design) outlines the Council's expectations for design quality in development. In particular, it states that *permission will only be granted for development which complements or improves the amenity and character of the area through its appearance, materials used, layout and integration with surrounding land and building*. It also states that permission will not be granted for development which *results in unacceptable levels of overshadowing, loss of sunlight/daylight, overlooking, loss of privacy to existing or new properties*. Furthermore, development must not *prejudice the satisfactory development of adjoining land and the development of the surrounding area*. These aspects of DC61 are expanded upon in this SPD.
- 1.16 In addition to DC 61 (Urban Design), other LDF policies most likely to apply to householder applications are listed below:
- DC3 Housing Design and Layout
 - DC33 Car Parking
 - DC45 Appropriate Development in the Green Belt
 - DC60 Trees and Woodland
 - DC64 Telecommunications
 - DC67 Buildings of Heritage Interest
 - DC68 Conservation Areas
 - DC69 Other Areas of Special Townscape or Landscape Character
 - DC70 Archaeology and Ancient Monuments
 - DC71 Other Historic Landscapes

- 1.17 There are other policies and guidance contained in the LDF and related documents which may apply to residential extension and alteration proposals, depending on the circumstance. For example:
- Buildings in Conservation Areas will require additional consideration, including detailed design matters in relation to alterations and extensions and the protection of trees.
 - If the property is a listed building, Listed Building Consent will be required for any alterations, extensions, or demolition, both internally or externally.
 - Tree Preservation Orders may apply to trees within a property and the Council's Tree Officer will be able to identify these and provide advice.
- 1.18 The Council has already adopted a number of Supplementary Planning Documents, with several more forthcoming. This Residential Extensions and Alterations SPD should be used alongside these current and forthcoming SPDs:
- Emerson Park Policy Area, February 2009
 - Hall Lane Policy Area, February 2009
 - Sustainable Design and Construction, April 2009
 - Protection of Trees during Development, April 2009
 - Protecting and Enhancing the Borough's Biodiversity, May 2009
 - Designing Safer Places, February 2010
 - Residential Design, April 2010
 - Heritage, March 2011
 - Landscaping (future)
 - Gidea Park Conservation Area (future)

Policy context

- 1.19 This Residential Extensions and Alterations SPD takes account of current national and regional planning policy and guidance on design and housing. Further policy, guidance and relevant material used in the production of this document can be found in the reference section of this document.

National Policy

- 1.20 National Policy is committed to high quality and inclusive design and making places better for people, which is embodied in Planning Policy Statement 1: Delivering Sustainable Development, CLG 2005, and Planning Policy Statement 3: Housing, CLG 2010.

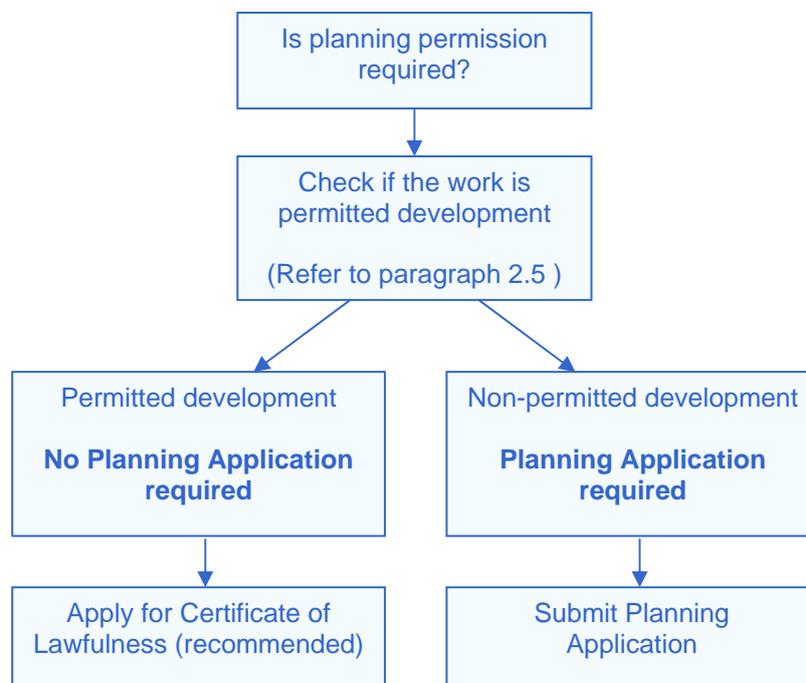
Regional Policy

- 1.21 The London Plan (Consolidated with Alterations since 2004) sets out design principles for new development which promote high-quality and inclusive design.
- 1.22 The Mayor of London has published the Draft Replacement London Plan, Spatial Development Strategy for Greater London (October 2009), and this is currently the subject of a public examination. It reinforces the Mayor's commitment to design quality for new development, with a new focus on quality of life.

2 Understanding the Planning Process

Do you need planning permission?

- 2.1 Basic information on the kind of development requiring planning permission is set out below. However, further information can be obtained from the Planning Portal website: www.planningportal.gov.uk
- 2.2 The Planning Portal is an online resource for planning information and services. In addition to practical information, the Portal can assist in applying electronically for planning permission or appealing against a decision.
- 2.3 It is important to note that when assessing an application, the Council will consider objections from neighbours, and for this reason it may be helpful to discuss proposals with any neighbour who may be affected from the outset.
- 2.4 The flow chart below sets out the main steps in the process and further explanation of each step is provided in the subsequent paragraphs.



Current permitted development rights

- 2.5 Permitted developments rights allow for minor householder extensions and alterations to be undertaken without the need to apply for planning permission. In certain cases, the Council may remove permitted development rights and therefore it is important to check with the Council's Development Control staff prior to development (refer to Chapter 12 for contact details).
- 2.6 The Government introduced changes to permitted development rights under regulations that came into effect on 1 October 2008. A simplified list of current permitted development rights is located in Appendix A to this document. Further detailed information on permitted development rights for householders can also be

found on the planning portal website which includes an interactive guide to home improvements: <http://www.planningportal.gov.uk>

- 2.7 Please note that permitted development rights which apply to many common projects for houses do not apply to flats, maisonettes or other buildings.
- 2.8 If the property is a Listed Building, consent will be required for any alterations, extensions or demolition both internally or externally. Furthermore, Conservation Area Consent is required for the demolition of any building larger than 115m³ within a Conservation Area. Refer to the Council's Heritage SPD for further guidance.
- 2.9 Separate consent is likely to be needed under Building Regulations (refer to paragraphs 2.29 – 2.31).

Article 4 directions

- 2.10 Where the exercise of permitted development rights would erode the character and appearance of the area, the Council will introduce special controls through Article 4 directions which withdraw some or all permitted development rights. There are a number of Article 4 directions in place across the borough and further information on these can be obtained by contacting the Development and Building Control Service. There may also be restrictive planning conditions which mean that permission is needed for works which otherwise would be permitted development.

Submitting a planning application

- 2.11 If the development is not considered to be permitted, you will be required to submit a planning application. There are two options for submitting applications, electronically through the Planning Portal website (preferred method) or by post. Information on submitting an application and associated requirements can be obtained from the Planning section of Havering Council's website.
- 2.12 Householder applications are typically dealt with within 8 weeks. By law, the Council is unable to make a decision inside the first 3 weeks to allow local residents, Councillors and businesses the opportunity to comment on the proposals. Larger applications may take up to 13 weeks to deal with.

Issues the Council will consider

- 2.13 When assessing applications for residential extensions or alterations, the Council will consider the following:
- The quality of the design of the proposal
 - The scale of the proposal in relation to the main building
 - Impact of the proposal on the property
 - Impact of the proposal on neighbouring and attached properties
 - Impact of the proposal on the local street scene
 - Parking levels, layout of front gardens and size of rear gardens
 - Whether the site is in the Green Belt
- 2.14 An important point is that some houses in the borough will have been extended under previous planning guidance and will not comply with the design principles set out in this document. These will not necessarily be considered as setting a precedent when assessing your application. Planning policies and guidance change and adapt over time to improve the planning system and prevent inappropriate development from occurring.

Consulting your neighbours

- 2.15 In most cases, the Council will inform neighbours about your planning application. However, it is often helpful to speak to your neighbours informally about what you are proposing before submitting an application. They will still receive official notification from the Council, but talking things through first can help avoid disagreements and delays at a later stage.
- 2.16 In some cases, neighbours may wish to liaise over joint proposals, particularly for rear extensions.
- 2.17 Your neighbours have the right to comment on your application to the local planning authority and their views will be taken into account when the planning application is decided. Any comments made on applications can not be treated as confidential.

Householder telecommunications apparatus

- 2.18 Some small satellite dishes and other minor telecommunications apparatus are permitted development and do not require planning permission. However, planning permission for such development may be required in Conservation Areas and areas that are subject to Article 4 directions.
- 2.19 In those cases where planning permission is required, applicants will be encouraged to choose unobtrusive locations for the telecommunications apparatus/equipment thereby minimising the visual impact on the dwelling and surrounding area.

Party Wall Act

- 2.20 The Party Wall Act provides a framework for preventing and resolving disputes in relation to party walls, boundary walls and excavations near neighbouring buildings.
- 2.21 The Act states that anyone intending to carry out work of the kinds described in the Act must give adjoining owners notice of their intentions. Where the intended work is to an existing party wall (section 2 of the Act) a notice must be given even where the work will not extend beyond the centre line of a party wall.
- 2.22 More information on the Party Wall Act can be found in the Government's Explanatory Booklet which can be downloaded from the GOV.UK website.

Design and Access Statements

- 2.23 Design and Access Statements are required to be submitted with householder planning applications in Conservation Areas.
- 2.24 Design and Access Statements allow the applicant to demonstrate that their proposal is based on a thorough design process. A key part of the statement is an explanation of how local context has influenced the final design.
- 2.25 Further information on the requirements for Design and Access Statements is contained in Appendix B. Additionally, guidance on how to write, read and use Design and Access Statements can be downloaded from the Commission for Architecture and the Built Environment (CABE) website.

Applying for a Certificate of Lawfulness

- 2.26 A Certificate of Lawfulness establishes if the use or development of a building is lawful and can also be used to confirm that a development does not require planning permission.
- 2.27 If the development has already taken place, the only way to ensure it is lawful is to make a Certificate of Lawfulness application. These applications can be useful for people selling their home several years after perhaps converting a garage or building a conservatory without having established at the time if permission was required.
- 2.28 In either case you can apply online or download the forms and post them to the Development and Building Control Service, along with the relevant fee.

Building Regulations

- 2.29 Building Regulations are national standards which provide for the health, safety, welfare and convenience of people in and around buildings. The Regulations generally apply to new, extended and altered buildings whether they are residential, commercial or industrial.
- 2.30 Applications must comply with and satisfy minimum standards in: structural stability; fire safety; damp-proofing; sound insulation; stairs; ramps and guards; ventilation; drainage; energy conservation; access to and use of buildings; glazing; heat producing appliances; and electrical safety.
- 2.31 Practical guidance on ways to comply with the functional requirements of the Building Regulations and application requirements can be obtained from the Building Control section of the website.

Enforcement

- 2.32 Failure to obtain planning permission (where it is required) can lead to enforcement action being taken by the Council and the possible requirement to remove any extension or alteration built without planning permission. Similarly, it is important to build what has been given permission. Where works are undertaken that do not accord with the approved drawings, enforcement action may be taken and it may be necessary to significantly alter or rebuild an extension in order to comply with the planning permission.

Contacting the Council

- 2.33 Officers from the Council's Development and Building Control Service are on hand to discuss proposals with applicants before a formal planning application is submitted. This is encouraged especially if you are unsure as to whether planning permission is required or not. Duty Planning Officers are available at specified times. Refer to Chapter 12 of this document for contacts for further advice.

3 Housing Typologies in Havering

- 3.1 Havering has a rich and diverse housing stock and the pattern of development reflects influences from various periods. It contains several areas of special local character (Policy Areas) and conservation interest (Conservation Areas) which are covered by specific policy guidance.¹
- 3.2 The majority of Havering's houses were built between 1919 and 1964 and are typically suburban in nature. This suburban character has changed over time as residents extend and alter their homes to reflect changing needs. Some of these changes have undermined the character of the borough through unsympathetic alterations and extensions to street frontages, including paving over front gardens, altering roof form and removal of original features of houses. The following section provides a brief overview of the historical pattern of residential development in Havering along with key housing typologies in the borough.

Pattern of residential development in the borough

- 3.3 For most of its history, the villages of Havering were part of the agricultural life of Essex, with trade in the 17th and 18th centuries focused on Romford as an important town on the road to London, and Rainham as a stopping point along the Thames.
- 3.4 Development of Havering in the 19th century followed the general pattern of development in outer north and east London boroughs, absorbing expansion from the crowded east end of London. Additionally, the extension of the railway network during the later half of the 19th century initiated suburban development around railway stations. Major Edwardian developments at Gidea Park and Upminster were inspired by the garden suburb movement.
- 3.5 A combination of factors, including new arterial roads, expansion of the Underground, low interest rates and cheap building materials led to a surge in speculative development in the 1930s, which established Havering's dominant character of suburban, primarily semi-detached, interwar residential neighbourhoods. Larger planned developments during this period include the Elm Park Estate and developments at Collier Row and Rise Park.
- 3.6 The post-war period saw the development of a number of Council housing schemes, most notably Harold Hill in the late 1940s, which allowed 25,000 people to move from poor conditions in central London to more pleasant suburban surroundings. Other post-war local authority developments include parts of Elm Park, South Hornchurch, Hacton, Collier Row, Heaton Grange and Harold Wood, together with later schemes at Mardyke and Waterloo Road. With Havering's character largely established by the second half of the 20th century, more recent development has consisted mainly of small scale infill schemes and higher density town centre schemes.
- 3.7 Therefore most residential dwellings in Havering generally fall into one of four established typologies: late Victorian/Edwardian; interwar; post-war; or recent development. Each typology has a distinct architectural style, based on several key elements of design that taken together create a character unique to that period of development. The following sections briefly outline the distinguishing features on different styles of housing within each period.

¹ Refer to Heritage SPD; Emerson Park SPD; Hall Lane SPD and the forthcoming Gidea Park SPD

Victorian (1837-1901) and Edwardian (1901-1910)

- 3.8 The largest concentration of Victorian housing in Havering is focused in and around Romford. This style of housing exists in various forms including terraced, semi-detached and detached. Victorian housing is generally built on modest, narrow plots, back to back in a perimeter block layout.
- 3.9 Typical design features of Victorian style housing include the bay window (both ground floor and later double height), recessed porch, chimney, pitched roof made of slate or terracotta tiles, sliding sash windows and stone detailing and decoration on the facades of houses. Individual houses have a strong vertical rhythm. Buildings from this period were generally built from London Stock brick, originally yellow in colour but discoloured over time due to weathering and air pollution, and many of the houses in Havering have been rendered or cladded.
- 3.10 Victorian streets have a distinct character, with a strong sense of uniformity and enclosure, particularly in the case of terraced streets. Short front gardens are typical, with low brick walls which would have originally been topped with wrought iron detailing, and some streets are tree-lined.
- 3.11 Edwardian houses are built on slightly larger plots than Victorian houses, with greater external timber detailing, particularly to grand gables above double height bay windows. Square bay windows are typical of Edwardian houses and red bricks were often used in this period. In Havering, there are fewer examples of Edwardian houses than their Victorian counterparts.
- 3.12 Victorian and Edwardian houses retain a lot of their original character and are less conducive to extensions/alterations as they were built at higher densities and with generally good materials and workmanship. Common alterations to this style of housing include:
- Changes to or removal of boundary treatment
 - Replacement windows (both style and dimensions)
 - Cladding and rendering, including pebble dash and stone cladding
 - Filled-in porches
 - Small rear extensions
 - Paved over front gardens and loss of front garden planting to car parking

Mid Victorian semi-detached



- Decorative painted stucco door and window surrounds
- Timber hung sash windows
- Pillared inset porch with glazed and panelled front door
- Pitched roof with slate tiles
- Detailing concentrated on front elevation

Mid-to-late Victorian terrace



- Front bay windows at ground floor level
- Timber hung sash windows
- Pillared inset porch
- Continuous horizontal cornice along roof line
- Simple painted stucco door and window surrounds
- Cladded façade (not original)
- Original boundary treatment likely low brick wall with wrought iron railings

Late Victorian terrace



- Roof line runs the length of the terrace
- Double- height bay window
- Original boundary treatment of low wall with wrought iron railings

Edwardian



- Gabled roof with timber detailing over double height bay window
- Timber hung sash windows
- Pitched slate roof
- Decorative painted stucco door and window surrounds
- Extensive painted timber detailing to front elevation
- Pillared inset porch with glazed and panelled front door

Interwar (1914-1945)

- 3.13 Inter-war houses were built on more generous plots than those from the Victorian/Edwardian period, and the square shape of houses allowed for a wider variety of internal layouts. The block structure is more spacious and organic allowing for more trees and planting, and commonly side access to the rear garden.
- 3.14 In Havering, two storey semi-detached houses are most typical of this period, although there are also examples of terraces and bungalows. The character of the houses built in the interwar period reflect advances in construction materials and

methods in addition to the fashion of the time, including art deco. Interwar houses were built with a single brick layer rather than the double layer of the Victorian/Edwardian period.

3.15 While interwar streets appear to have uniformity, there are many subtle variations between houses. Many of the houses have been altered and extended to suit the changing needs of home owners, sometimes to the detriment of the original character. Common alterations to this style of housing include:

- Changes to or removal of boundary treatment
- Paved over front gardens and loss of front garden planting for car parking
- Replacement of oriel window with small sash window
- Hipped to gable end conversion to create additional roof space, resulting in an unbalanced pair of semi-detached houses
- Cladding and rendering
- Small front extensions, side and rear extensions, and garages

Small and medium semi-detached



- Fully glazed double height bay windows with gabled roof
- Timber casement windows
- Oriel window at first floor over door
- Pitched porch roof
- Glazed and panelled front door
- Plain clay tiled roof with wide overhang
- Central chimney
- Rendered bay and/or first floor

Large semi-detached



- Fully glazed double height bay windows with hipped roof
- Semi-circular arched inset porch; canopied porches also common
- Timber casement windows
- Glazed and panelled front door
- Plain clay tiled roof with wide overhanging eaves

Semi-detached, modern influence



- Square double-height bay windows with curved corners
- Hipped roof and bay
- Steel casement windows
- Concrete porches
- Horizontal proportions

Terraced



- Fully glazed double height bay windows with gabled roof
- Timber casement windows
- Plain clay tiled roof
- Glazed and panelled front door

Bungalow



- Retain features of two storey houses to the same scale
- Bay window with gable roof
- Oriel window beside door
- Hipped roof with clay tiles
- Central chimney
- Rendered bay and front facade

Post-war (1945-1979)

- 3.16 The post-war period saw substantial public sector development in a program to re-house people after the Second World War. Immediately after the war, building materials were scarce and poorer economic circumstances were not favourable to private land owner development. Local Authorities were able to start their own house building programmes due to loans from the Public Works Loan Commissioners. This was an experimental period in terms of design and materials, with the arrival of medium slab and high rise tower block developments in the 1960s.

- 3.17 Harold Hill is a large post-war development of the late 1940s to 1950s built as a self-contained estate by the London County Council. It consists of brick and prefabricated houses and flats. This estate was designed as a mixed community with a variety of house types and sizes set in a pleasant suburban environment with plenty of green space. Some of the houses in Harold Hill have been extended to accommodate changing needs and the generally spacious nature of the development has facilitated this well.

Semi-detached houses, Harold Hill



- Brick house, clay tiled roof
- Pitched-roof, gable ends
- Spacious plot
- No detail to front
- Front garden planting and street greenery
- Driveway in front garden

- 3.18 Council housing estates in the 1960s, built at the Mardyke Estate and Waterloo Road Estate, were built for and on behalf of the Council rather than individual purchasers and therefore provided little choice in terms of housing type and design. These estates comprise buildings, including high rise tower blocks, set in open space, irregular layouts, lack of legibility requiring the use of signs, flat-roofed buildings and non-active street frontages. Many 1960s style high rise Council housing estates across London are undergoing demolition and re-building programmes due to poor construction and living conditions .

Late twentieth century to present (1980 onwards)

- 3.19 Recent development in the borough has consisted mainly of smaller infill schemes and higher-density town centre schemes. There are many different architectural styles ranging from contemporary (in the case of many flatted schemes) to more traditional style brick detached and semi-detached housing. Materials from this period tend to be cheap and housing design simplified which contrasts with the intricate detail and the quality of materials used during the Victorian/Edwardian period.
- 3.20 Contemporary architecture tries to push the boundaries in terms of technology and innovation. Housing often has an angular or box-like appearance, with various roof forms (flat roofs are common for flatted schemes). A variety of different window styles and sizes, balconies and finishing materials create visual interest. Exposed timber, render, brick and stainless steel is commonly used.
- 3.21 An emerging sustainability agenda has influenced the design of housing with measures to increase the overall environmental sustainability of house building from the sourcing and recycling of materials to increased energy and water efficiency, and on-site renewables such as solar panels.
- 3.22 Recent housing is also designed to accommodate the car in curtilage, based on car parking standards set by the Council.

School redevelopment



- Traditional style detached brick house
- pitched-roof
- Side garage
- No detail to front, visual interest created through windows and door

Infill development



- Contemporary flatted scheme
- Variety of finishing materials
- Flat roof
- Communal amenity space
- Underground and above ground car parking and cycle storage

4 General Design Principles

Introduction

- 4.1 Every residential street in Havering has a unique character which is influenced by the individual houses along it and various other features which collectively make up the street scene, such as: the spacing and height of buildings; the depth of front gardens; trees and planting; architectural style; and building materials.
- 4.2 While extensions and alterations can bring many benefits to the householder in terms of extra space and security, they can also undermine the original character of both the property they are associated with and the street they are situated within. It is important that extensions and alterations do not dominate or detract from the character of the original house and the surrounding houses, or unacceptably reduce the amenity of neighbouring properties.
- 4.3 When planning and designing an extension/alteration, regardless of whether planning permission is required, careful consideration should be given to the effect of the development on the character of the original house, the wider street scene, and the amenity of neighbouring properties.

Consider the details of the original house

Size of extension

- 4.4 Extensions should be subordinate to the house to which they are being added. For example, a large detached house situated on a large plot can often accommodate a bigger extension than a smaller terraced house. An extension which is out of scale of the original house will appear obtrusive.



Architectural style and detailing

- 4.5 The architectural style of the original house should be respected and repeated in any extension or alteration so that it appears to be part of the original house. This will include materials, roof styles, and alignment and size of windows and doors.



- 4.6 Original features are generally a selling point as many buyers look for properties which have character and personality. Opportunities to enhance or restore original features such as chimneys, tiles, bay windows and decorative brickwork should be considered. Loss of original features is discouraged.

Materials

- 4.7 The type, colour and texture of materials used should match or complement those of the original house so that the extension appears to be part of the original house.

When choosing finishing materials, it is important to get the match as close to the original materials as possible. It can appear worse to almost match materials than to use complementary materials.

- 4.8 The decision to use complementary materials will depend on how visible the extension is from the street and the extent to which it affects the street's character. Complementary materials can be acceptable for rear extensions which are not visible from the street.



- 4.9 Finishing materials should always be high quality, durable and chosen to withstand their environment and possible abuse with minimal maintenance.

- 4.10 Obtaining matching bricks and mortar for an extension can be difficult, particularly when the original ones have weathered. Opportunities to salvage or reuse materials should be considered in order to blend old and new. The use of some form of setback within the design can often provide a convenient break between old and newer materials, further helping to minimise the visual impact of a development.

Arrangement and style of windows and doors

- 4.11 The size, proportion, positioning, style and detailing of windows and doors of an extension should relate to those of the existing house so that the extended property remains visually balanced.



- 4.12 Rearranging the vertical and horizontal dividers in a window, or their width and bulk, can completely alter the effect of the apparent overall window proportions to the detriment of the appearance of the house.

Consider your neighbours

Privacy and Overshadowing

- 4.13 Neighbours are often concerned that extensions will result in overshadowing or loss of privacy and outlook of their properties. These are important considerations in planning an extension or alteration. Even if the proposal satisfies the design advice in this guidance, it may still have an unacceptable adverse impact on the amenity of neighbours. Such cases will therefore not be granted planning permission.

- 4.14 Positioning of windows and balconies should be carefully considered so as not to reduce the privacy of habitable room windows and the more sensitive private area found normally to the rear of neighbouring properties. Privacy can be safeguarded through adequate window-to-window or window-to-balcony distances between buildings or by appropriate fencing.

- 4.15 The extent to which the proposed extension impacts on the sunlight and daylight levels of neighbouring properties will also be considered by the Council. These will

be determined by the size of the extension, the proximity to neighbouring windows and gardens and the orientation of the properties.

- 4.16 The potential for adjoining properties to be developed should not be compromised through, for example, building very close to boundaries or having intrusive overlooking windows.

Uniformity and symmetry

- 4.17 A defining characteristic of semi-detached and terraced housing is derived from the uniformity and symmetry of the attached dwelling(s).

- 4.18 Alterations to the front elevation of one of these properties through, for example, ill-conceived large front extensions, removal of original windows and doors, altering the roof form, adding box dormer windows and satellite dishes will upset the balance and harmonious appearance of neighbouring properties.



Consider the street scene

Roof styles and treatments

- 4.19 Collectively, roofs contribute to the rhythm of the street through their uniformity and repetition. This is particularly relevant to terraces and semi-detached dwellings. A change in roof style or treatment can interrupt the rhythm of the street and look out of place.

- 4.20 The roof of any extension should match the roof of the original property including the pitch, eaves treatment and materials. If a new roof connects into the existing roof, it is often possible to salvage tiles removed from where the roof connection is made for reuse on the elevations visible from the street.



Front gardens and boundary treatment

- 4.21 Front garden depth, planting and boundary treatment are important features of the street scene. Some streets in Havering are characterised by large, well-landscaped front gardens and continuous front walls and other streets are characterised by short front gardens.

- 4.22 Removing front walls, extending into front gardens and paving over front gardens can impact negatively on the street scene. Front gardens should contain an element



of soft landscaping.

Spacing between buildings

- 4.23 In streets with detached and semi-detached houses, spacing between buildings can form a characteristic part of the street, particularly where the spacing is consistent in distance. Side extensions have the potential to interrupt this pattern to the detriment of the street and therefore should normally be subordinate in size and set back from the front building line.

Rear gardens

- 4.24 Rear gardens contribute to Havering's green character and spacious layout. When assessing the suitability of rear extensions and outbuildings, the Council will consider the contribution rear gardens make to the character of the area, and the impact of the development proposal on the amenity of neighbouring gardens.
- 4.25 It is important that reasonable garden space is retained when extending the home. Rear extensions and outbuildings should not reduce the garden size such that it becomes unusable.

5 Rear Extensions

- 5.1 Rear extensions are usually the simplest way of extending the home, with the least amount of visual harm to the street scene. However, they have the potential to impact on the amenity of neighbouring properties if they are too large and not designed carefully. Particular consideration should be given to protecting privacy, maintaining sunlight and daylight, and maintaining a reasonable outlook from adjoining properties.

Single storey rear extensions and conservatories

Depth

- 5.2 The acceptable depth of any proposed rear extension will depend on a number of site-specific considerations, including:
- plot width, size and shape
 - size of the dwelling
 - size and usability of the garden
 - proximity to neighbouring dwellings
 - variation in building line
 - orientation
 - level changes
- 5.3 As a general rule, houses can be extended from the rear wall of the original dwelling by up to 3 metres in depth for a terrace house and up to 4 metres in depth for a semi-detached or detached dwelling. This is to ensure the extension is subordinate to the original dwelling. Any greater depth required should be within an angle of 45 degrees, taken from the 3 metre or 4 metre dimension on the property boundary, in order to ensure a reasonable level of amenity is afforded to neighbouring properties (Figures 1 and 2).

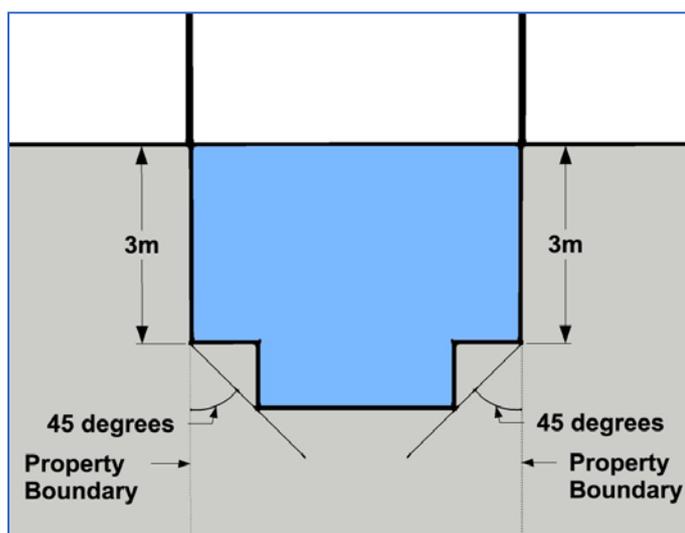


Figure 1 Depth of rear extensions to terrace dwelling

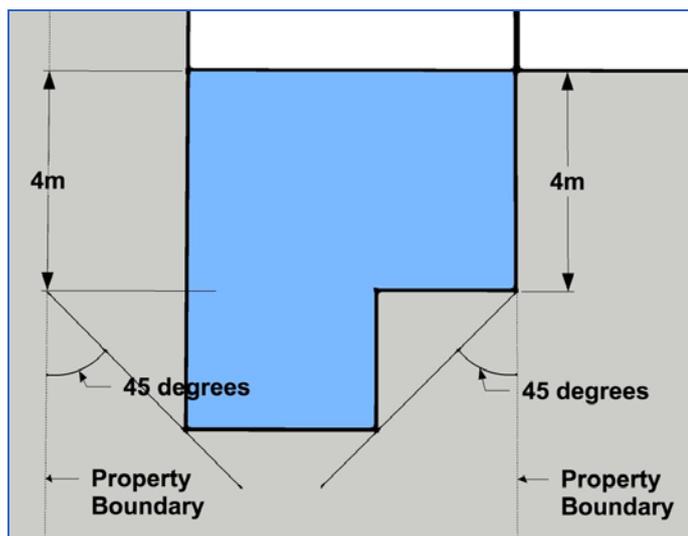


Figure 2 Depth of rear extension to semi-detached dwelling

- 5.4 Special care should be taken when designing rear extensions to properties on prominent corner locations so they do not appear too bulky when viewed from adjoining or side streets.

Conservatories

- 5.5 Conservatories of lightweight construction (no solid flank wall) are visually less intrusive than traditional rear extensions and therefore a more flexible approach to depth may be taken.

Height

- 5.6 The total height of a single storey extension should generally be no more than 3 metres for a single storey extension with a flat roof, in order to ensure there is no unreasonable loss of amenity to neighbouring properties or reduction in sunlight or daylight. When considering pitched roof proposals, an equivalent degree of protection should be afforded to the amenities of neighbouring properties. In some cases this may simply be achieved by hipping the roof away from the neighbouring boundary. If the roof pitch is overly steep your application is likely to be refused.

Roof style

- 5.7 Where a pitched roof is proposed it should be designed to minimise the bulk and avoid an overbearing appearance to neighbours (Figure 3). For large extensions, hipped roofs are generally preferable to gabled roofs.
- 5.8 Flat roofs are generally acceptable for single storey rear extensions except where they can easily be seen from the street or where an adjoining property already has a rear extension with a pitched roof.



Figure 3 Single storey rear extension with pitched roof

- 5.9 The creation of a balcony on the roof of an extension will generally not be permitted as it can reduce neighbours' privacy by overlooking ground floor windows and those parts of adjoining rear gardens which are usually most private (Figure 4). Similarly, a window in the side wall of a proposed extension could result in the loss of privacy to the neighbouring property as well as to the extension itself.



Figure 4 Single storey rear extension with balcony causing overlooking

Two storey rear extensions

- 5.10 Two storey rear extensions to terraced houses are rarely acceptable as they inevitably affect one or both of the adjoining properties. However, where neighbours jointly build their extensions side by side, neighbourliness issues may be overcome.

- 5.11 For terrace or semi-detached houses originally built with single or two storey rear projections, a rear extension of almost any size positioned in the recess between pairs of houses would cause disadvantage to the neighbours and would therefore not normally be acceptable. However joint proposals which are made simultaneously by adjoining neighbours may overcome this problem and ensure a visual symmetry of the properties is maintained (Figure 5).



Figure 5 Two storey rear extensions built simultaneously to adjoining terraces

- 5.12 Rear extensions to semi-detached houses should be carefully designed in order to minimise their bulk. Orientation is particularly important and extensions of this kind may be acceptable where they are proposed to the north of the adjoining property. The location and size of existing extensions will also be considered. For all two storey rear extensions, the roof should be pitched, set at right angles to the main roof and generally finished with a hipped end (Figure 6).

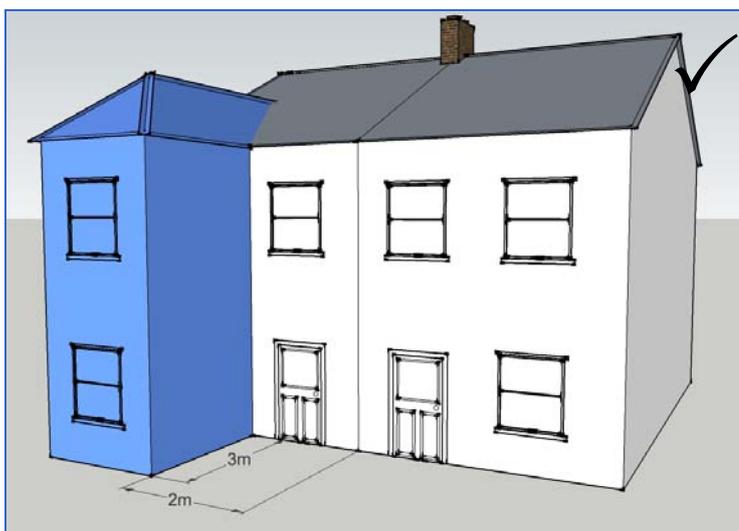


Figure 6 Two storey rear extension with pitched roof, finished with hipped end

- 5.13 Two storey rear extensions should be set in from the common boundary with any attached dwelling by not less than 2 metres, and should project no more than 3 metres (Figure 6). In exceptional local circumstances rear extensions of a greater depth up to a maximum of 4 metres may be acceptable where, for example, this would be sympathetic with the character of the local area and/or rear extensions of a similar depth already exist at neighbouring properties.
- 5.14 An equivalent degree of amenity should be secured for the neighbouring dwelling on the non-attached boundary both in terms of the existing house and rear garden and in terms of the ability to build an extension in line with this SPD. For this reason two storey extensions built up to the property boundary of the non-attached dwelling will not normally be acceptable.
- 5.15 To avoid overlooking, side walls of extensions should not contain windows at first floor level where the extension is close to the boundary. Where the amount of natural daylight penetrating an extension is of concern, obscurely glazed glass blocks are recommended (Figure 7).

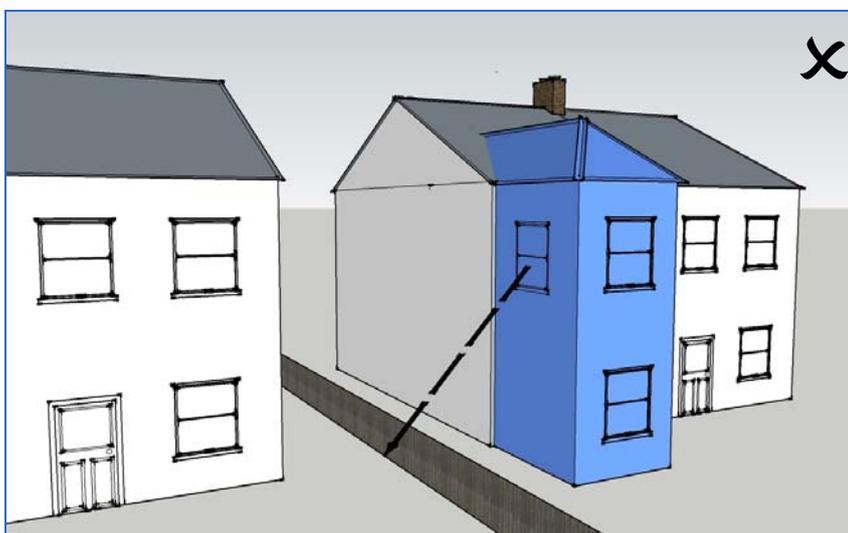


Figure 7 Two storey rear extension with inappropriate overlooking window

Contemporary design of rear extensions

- 5.16 In most instances an extension which closely matches the design of the original property in terms of roof style, materials and window size is likely to be the most appropriate design solution, particularly where the extension can be seen from the front or side of the property.
- 5.17 However, in some instances contemporary design solutions may be appropriate for rear extensions, through the use of high quality materials and design which complements the original house and has minimal impact on neighbouring properties. The use of high-quality light-weight materials such as timber and glazing can create a bright and usable extension.

6 Side Extensions

- 6.1 The character of many streets in the borough is derived from the uniform spacing of dwellings. Side extensions should be carefully designed so they do not interrupt this rhythm and do not detract from Havering's open and spacious character.
- 6.2 Side extensions are highly visible from the street, so it is important that their design closely reflects the original house in terms of finishing materials, roof style and positioning and style of windows (refer to Figures 8 and 9).

Detached

- 6.3 For detached houses, the approach taken will depend on the architectural style of the house, its relationship to neighbouring dwellings and the character of the street. Side extensions to detached houses may be constructed to the full height of the existing building, provided they appear as an integral part of the original house rather than an unrelated addition.
- 6.4 Detached houses should not be extended up to side boundaries since this would involve closing the characteristic spacing between dwellings and leave no access to the rear. The erection of a garage, through which access to the rear of the property may be gained, and space between buildings at first floor level maintained may overcome this.

Semi-detached

Two storey side extensions

- 6.5 The symmetry of semi-detached houses and the spacing between pairs are important considerations for side extensions. Side extensions should be subordinate to the existing dwelling to ensure they do not unbalance a pair of semi-detached properties, and to maintain the characteristic gap between neighbouring pairs of semi-detached houses.
- 6.6 Two storey side extensions should be set back at least one metre from the front wall of the dwelling at first floor level, to create a break in the roofline and facade, and avoid a terracing effect. The ground floor level should not project beyond the main building line on the front elevation and preferably should be set back by at least a brick course to provide a good junction between old and new materials (Figure 8).

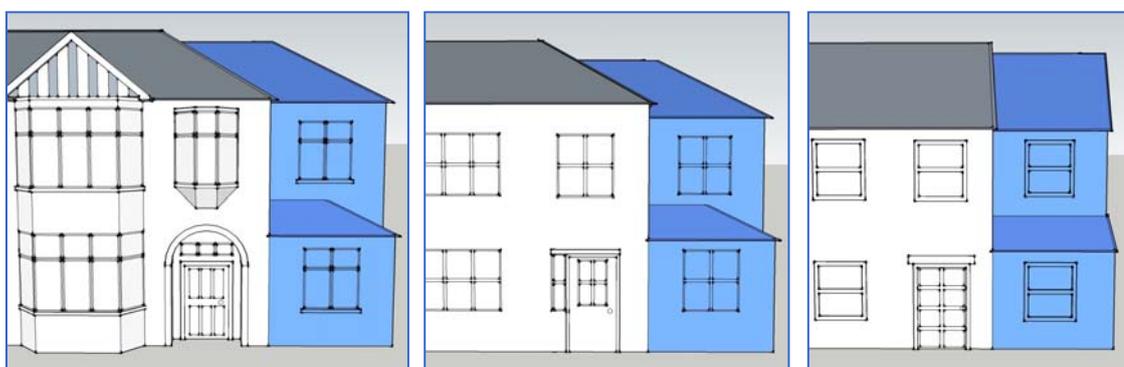


Figure 8 Two storey side extensions which reflect the design of the original house

Single storey side extensions

- 6.7 Single storey side extensions should normally be set back from the main building line to create a break in the façade (Figure 9).

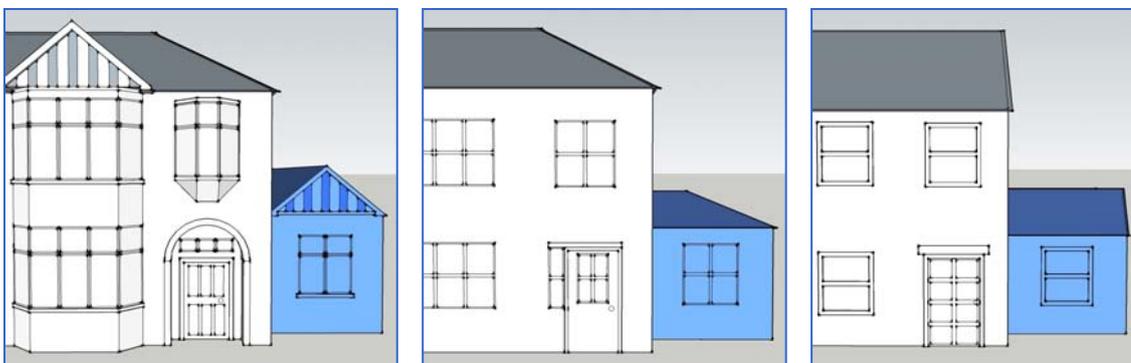


Figure 9 Single storey side extensions which reflect the design of the original house

Impact on side windows of neighbouring properties

- 6.8 Side extensions will not be permitted where they break a 45 degree line taken from the sill of the window of a primary original window serving a habitable room on the side wall of an adjoining house (Figure 10). This is to ensure that the proposed side extension does not result in undue loss of sunlight or daylight to the affected habitable room of the adjoining property.
- 6.9 In cases where neighbouring properties have been previously extended to the side with extensions incorporating primary flank windows to habitable rooms, each application will be determined on its particular merits but with generally less weight being afforded to any loss of light or other amenity arising from the development.

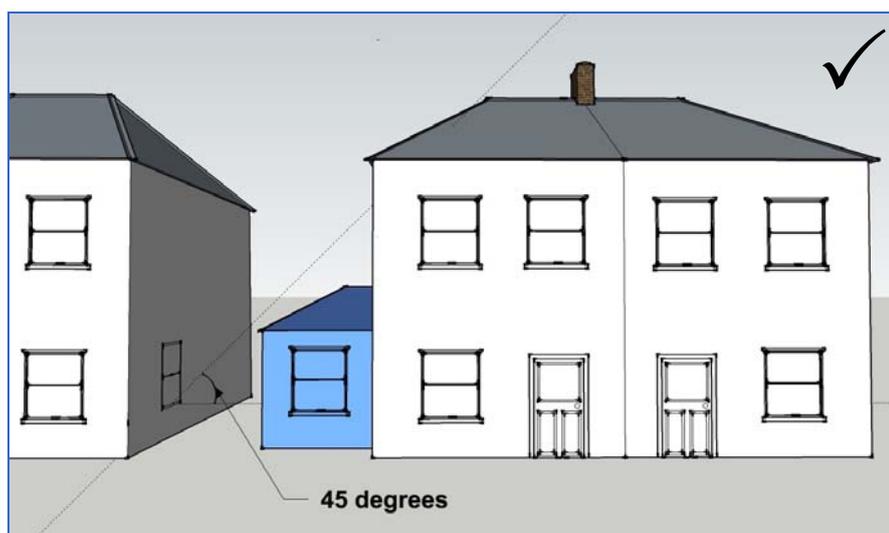


Figure 10 The 45 degree rule as applied to side extensions

Terraced

- 6.10 For an even row of terraces, side extensions should normally continue the existing building line of the front elevation, so that the architectural rhythm of the street is maintained (Figure 11).
- 6.11 However, a subordinate approach may be more appropriate where the terrace is staggered or where the merging together of two adjacent terraced blocks is considered harmful to the street scene. Side extensions should not project beyond the main building line.



Figure 11 Side extension to end of terrace dwelling continuing the main building line

Corner properties

- 6.12 The flank wall of side extensions to corner properties must be set back at least one metre from the back edge of the footway and should not project forward of the building line of properties along the adjoining street in order to maintain the building line.
- 6.13 Where a side extension is to be combined with a two storey rear extension a particularly sensitive approach should be adopted in view of the generally greater impact on the street scene (Figure 12). Where the side elevation is also visible from the street, a tiled front slope with a vertical drop and flat roof is not acceptable.



Figure 12 Combined side and rear extension to corner property

Guttering

- 6.14 Where development is open to public view or in a Conservation Area, a traditional gutter arrangement matching the existing house will nearly always be preferred. In some cases a secret gutter arrangement may be acceptable. Guttering must be located within the boundary of the property and must not overhang public or private property. Unsightly high parapet walls will be discouraged on grounds of visual impact and neighbourliness.

Parking

- 6.15 Where a side extension would remove the possibility of parking to the side of the house, the proposal will only be approved where adequate parking can be satisfactorily achieved elsewhere within the curtilage of the dwelling.

7 Porches and Front Extensions

Porches

- 7.1 In planning legislation, porches are regarded as standalone structures which provide covered approaches to external doors and do not include other kinds of accommodation such as a toilet or shower. Porches which are large enough to require planning permission can have a disruptive effect on the street scene.
- 7.2 If the character of the street is derived from the uniformity of the houses along it, none of which have any additions to their front elevations, then a porch is likely to disrupt the visual rhythm of the street and look out of place. However in some cases porches can be added without detriment to the street scene provided they:



- Are in proportion to the size of the house.
- Use finishing materials which match the finishing materials of the house.
- Take account of the size, style and layout of windows and doors of the house.
- Do not result in the loss of or disguise features which are important to the character of the house, in particular bay windows.
- Ensure the roof complements the style of the main roof of the house, e.g. pitched roof.

Figure 13 Well designed porch reflecting design of original house

- 7.3 For semi-detached or terraced houses, it is important to consider the design of the porch in relation to attached houses. If the neighbouring property has an existing well-designed porch, applicants will be encouraged to maintain symmetry and uniformity through a similar design.

Front extensions

- 7.4 Large front extensions are generally unacceptable in Havering due to the adverse effect they can have on the appearance of the original house and the character of the street.
- 7.5 In the exceptional circumstance of a front extension being acceptable, for example, in the case of a detached house set well back from the street or where the street comprises an irregular building line, it should not project more than one metre forward of the main building line and must be designed to appear as part of the original house through employing matching finishing materials and roof style.
- 7.6 The Council will closely scrutinise applications of this kind to ensure that the proposal does not detrimentally affect the character of the house and immediate surroundings. Where a front extension would remove the possibility of parking to the front of the house, the proposal will only be approved where adequate parking can be satisfactorily achieved elsewhere within the curtilage of the dwelling.

8 Roof extensions, Loft conversions and Dormer Windows

Roof extensions

- 8.1 Roof extensions and alterations can change the appearance and character of the dwelling, particularly when alterations are made to the front elevation. Proposals to convert a hipped roof to a gable end roof to one house on a pair of semi-detached dwellings can result in unbalancing the pair. Where the Council has control over such proposals and hipped roofs form a characteristic of the house and/or street, a gable end will not be considered acceptable.

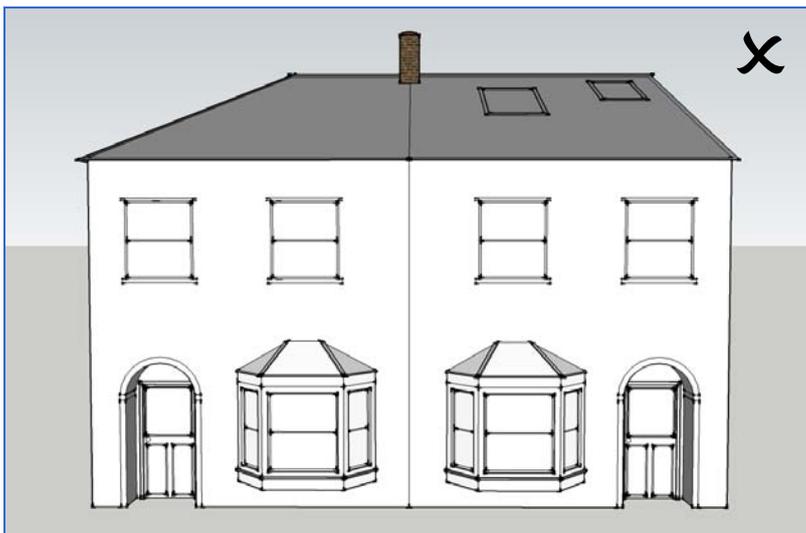


Figure 14 The disruptive effect of ill-conceived roof alterations (some of which can be achieved through the permitted development process)

Dormer windows and roof lights

- 8.2 Dormer windows should normally be located facing the rear garden so they are not visible from the street and do not harm the appearance or character of the original house.
- 8.3 Dormers should be contained well within the body of the roof, by being set well back from the eaves, and by setting the sides well in from any gables or party walls. Dormers must never extend above the ridge line of the roof and should be located well below it. All windows at roof level, particularly dormers, should relate to the windows of the original house in proportion, design and position (Figure 15). Dormers with pitched roofs set at right angles to the main roof are preferred.
- 8.4 If the Council considers that a dormer facing the highway will not cause harm to the original house or street scene, its width should be no greater than 1.2 metres. The width should also not exceed the height (measured vertically between the highest and lowest points at which any part of the dormer intersects with the main roof).
- 8.5 Where a larger window area is required on an elevation facing the highway, two smaller dormers with pitched roofs should be provided, suitably spaced apart, to minimise the apparent bulk of the additions. The combined width of a number of dormers on a roof facing the highway should not exceed half the width of the existing roof (measured at its mid-height).



Figure 15 Appropriate placement and sizing of dormer windows and roof lights

- 8.6 Dormers facing the highway should have pitched roofs, unless the use of an alternative form of roof can be clearly demonstrated to be more in keeping with the design of the original dwelling and the character of the street, particularly the neighbouring dwellings.
- 8.7 Dormer windows in a hipped roof end will not normally be acceptable due to overlooking and design considerations, particularly if it is also proposed to construct dormers on front or rear elevations (Figure 16).

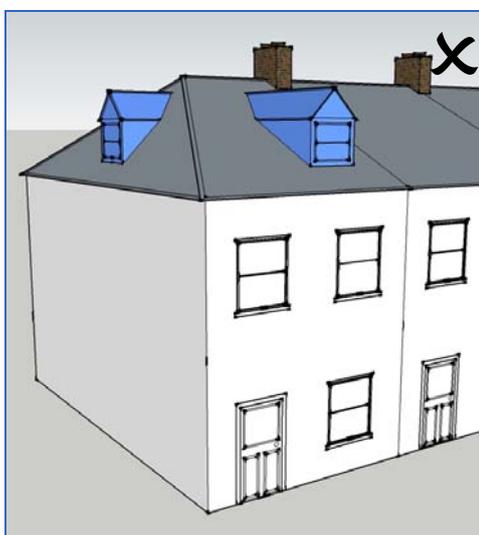


Figure 16 Inappropriate placement of a dormer window in hipped roof end

9 Annexes, Outbuildings and Garages

Annexes and dependent relatives accommodation

- 9.1 An extension of the house or conversion of an outbuilding may provide an opportunity to accommodate dependent relatives whilst allowing them some degree of independence. A residential annex is defined as accommodation ancillary to the main dwelling within the residential curtilage and must only be used for this purpose. The annex must form part of the same planning unit, sharing facilities, including access, parking and garden areas. The Council will attach conditions to prevent the annex becoming a self-contained dwelling.
- 9.2 The layout, design and physical relationship between the house and the proposed annex are important considerations, and the proposed annex must demonstrate clear connections with the main dwelling. The size and scale of the accommodation to be provided should be proportionate to the main dwelling. As a guide, the scale should be such that the annex could be used as a part of the main dwelling once the dependency need has ceased.

Outbuildings

- 9.3 An outbuilding should normally only be used for purposes incidental to the enjoyment of the house. Examples could include common buildings such as garden sheds, other storage buildings, garages, and summer houses. A purpose incidental to a dwelling house does not include use as separate self-contained accommodation, or other primary living accommodation incorporating such components as a bedroom, bathroom, or kitchen.
- 9.4 Proposals to provide separate accommodation or a commercial use (unless it constitutes working from home) in an outbuilding would normally require planning permission and will only be permitted in exceptional circumstances.
- 9.5 The outbuilding should be subordinate in scale to the existing dwelling and to the plot. In assessing proposals, the Council will consider factors such as the scale, height, proximity to boundaries, roof design, finishing materials and prominence in the street scene or rear garden environment. As with all extensions, outbuildings should not detract from the character of the area and should be unobtrusively located to the side and rear of the existing dwelling.
- 9.6 The design of outbuildings should reflect their intended use. Outbuildings should not cause undue loss of light to neighbouring properties or adversely affect the living conditions of neighbouring properties.

Garages

- 9.7 Where it is possible for a garage to be built immediately adjacent to a dwelling, particularly where a garage is clearly visible and forms part of the street scene, it should preferably have a pitched roof with gable or hipped ends reflecting the design of the main house (Figure 17). Where the side elevation is also visible from the street a tiled front slope with a vertical drop and flat roof is not acceptable.
- 9.8 Garages should not project forward of the main building line of the house and will rarely be acceptable if located in the front garden. A sufficient distance must be provided from the edge of the public highway boundary to the front of the garage to enable the garage door to be opened with a car standing in front of it. This will vary

from a minimum of 6 metres for a traditional door or an up and over garage to a minimum 4.8 metres for a roller door.



Figure 17 Garage reflecting the design of the original house

10 Front gardens, Car parking and Boundary Treatment

Car parking

- 10.1 Streets which are characterised by front gardens with trees and planting are generally more pleasant than those in which front gardens are paved over for the use of parking. The loss of front gardens to parking has negative implications for the character of streets (Figure 18), results in the loss of habitats for biodiversity, and can increase surface water run-off which ultimately contributes to flooding.



Figure 18 Cumulative effect of paved over front gardens and removal of boundaries

- 10.2 Car parking in front gardens rarely increases the overall capacity of parking in the area, as the provision of crossovers usually results in the loss of an on street car parking space. This can lead to pedestrian-vehicular conflict along pavements where visibility is poor (Figure 19). Parking of large vehicles in front gardens can also result in overshadowing of windows of adjoining dwellings.



Figure 19 Parking in front gardens resulting in pedestrian-vehicle conflict

- 10.3 In cases where the Council would have control over such proposals (e.g. applications relating to flats or maisonettes), permission will generally only be granted where front gardens have a depth of not less than 4.8m and provided that approximately 40 percent or more of the front garden remains soft landscaped for visual amenity reasons and to minimise flooding. Proposals must also comply with highway requirements.
- 10.4 The formation of parking spaces for first floor flats is unlikely to be acceptable where located adjacent to ground floor living room or bedroom windows of neighbouring

accommodation, due to potential disruption to ground floor residents through noise and light pollution. Special controls relating to car parking and the provision of hard standings exist within the Conservation Area of Gidea Park.

Government Guidance on paving over your front garden

- 10.5 To reduce the impact of flooding and pollution of water courses, the Government has introduced new legislation to control how people pave their front gardens. Hard surfaces such as concrete and asphalt driveways collect pollution (oil, petrol, brake dust) that is washed off into drains. Many drains carry rainwater directly to streams or rivers where the pollution damages wildlife and the wider environment.
- 10.6 Planning permission is now required to lay traditionally paved driveways that do not self drain. If the new driveway is constructed using a material that is permeable and therefore allows rainwater to drain through it, or if rain can soak directly into the ground before it reaches the road, then the work will be permitted.
- 10.7 If the surface area to be covered is more than 5m², planning permission will be required for laying traditional, impermeable driveways that do not provide for the water to run to a permeable area. Applicants will have to justify why permeable paving is not possible. Where permission is required the Council would also seek the surface to be free-draining and for the materials to complement those of the house and street scene as a whole. For those householders residing in flats or maisonettes, planning permission will always be required for the formation of a new hard standing.
- 10.8 An exception to this would be for a house in a Conservation Area, in which case planning permission may be required. Special controls are in place for the Gidea Park Conservation Area and applicants are advised to contact the Development and Building Control Service for further advice.

Non-domestic parking or storage

- 10.9 Planning permission will be required if the hard surface is not for domestic purposes and is to be used instead, for example, for parking a commercial vehicle or for storing goods in connection with a business. You will also need to obtain the separate approval from the Highways Department of Havering Council if a new driveway would cross a pavement or verge. Planning permission will also be required to make a new or wider access for a driveway on to a trunk or other classified road.

Boundary Treatment

- 10.10 Retention of boundary treatment, such as a low wall or fence, is important in providing a buffer between the public and private realm and increases security and privacy for the home owner.
- 10.11 When paving over part of the front garden for the purpose of parking, home owners should aim to retain at least part of the existing front wall/fence to maintain the boundary between public and private ownership. Boundary treatments should reinforce the prevailing character of the streetscape and have regard to provision of appropriate pedestrian sightlines, for example through setting back or splaying the boundary. Further guidance is provided in the *Landscaping SPD*.



11 Climate Change and Sustainability

- 11.1 One of the Core Strategy objectives in the Council's Local Development Framework is to ensure Havering reduces its impact on the environment and minimises its impacts on the causes of climate change, whilst planning for adaptation and mitigation of its effects.
- 11.2 There are certain measures households can take to support this objective around the following issues: waste recycling, re-use and recycling of aggregates, sourcing and lifecycle of materials, minimising vulnerability to flood risk (such as the use of Sustainable Urban Drainage Systems, SUDS), protecting and enhancing biodiversity, water supply and drainage quality, air, noise and light pollution. The Council's Sustainable Design and Construction SPD provides further information on these issues.
- 11.3 To support biodiversity, wherever possible the opportunity to create new areas of wildlife habitat should be taken. For example, extensions and alterations may allow incorporation of features such as green walls, balconies and roofs, or nesting and roosting spaces.

Photovoltaic panels

- 11.4 The optimum location for photovoltaic (PV) cells and panels for solar water heating systems is an un-shaded south facing aspect, however, an un-shaded southeast and southwest aspect can still be appropriate. The cells or panels should preferably be integrated into the existing roof tiling systems and laid to the same angle as the roof pitch so as not to appear overbearing.
- 11.5 In line with the Council's approach to design, the panels should be located to the rear of the property so as not to cause visual harm to the street scene.

Climate change

- 11.6 The Mayor of London has produced guidance for home owners on ways in which to adapt homes in response to climate change entitled *Your Home in a Changing Climate: Retrofitting Existing Homes for Climate Change Impacts* (February 2008).

SUDS

- 11.7 Sustainable Urban Drainage Systems (SUDS) is the preferred method of managing runoff from buildings and hard standings as an alternative to traditional approaches. SUDS reduce the total amount, flow and rate of surface water that runs directly to rivers through storm water systems which is a contributory factor in flooding incidents and affects the biological quality of waterways.
- 11.8 SUDS can include permeable pavements, permeable and porous hard landscaping, filter drains and strips, swale, temporary basins, ponds, wetlands, and green/brown roofs. More information on SUDS is contained in the Sustainable Design and Construction SPD.

12 Contacts for Further Advice

Planning Control - Customer Service

2nd Floor, Mercury House, Mercury Gardens, Romford, RM1 3SL
Phone : 01708 433100, Fax : 01708 432672, Textphone: 01708 433175
Email : planning@havering.gov.uk

Havering Crime Prevention Design Advisor

Free impartial advice on all aspects of designing for community safety can be obtained by contacting the Havering Police, Borough Crime Prevention Design Advisor
Phone: 01708 432658

Building Control Services

8th Floor Mercury House, Romford, RM1 3SL
Phone : 01708 432700, Fax : 01708 432690, Textphone : 01708 433175

Planning Aid for London

Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant.

The Planning Aid Resource Centre
Unit 3.01
Whitechapel Technology Centre
65-75 Whitechapel Road
London
E1 1DU
Tel: 020 7247 4900
Fax: 020 7247 8005
Email: info@planningaidforlondon.org.uk

Planning Portal

www.planningportal.gov.uk

Environment Agency

Advice on residential extensions within Flood Risk Zones 1, 2 and 3

References and Further Guidance

Planning Policy Statement 1: Delivering Sustainable Development, Department for Communities and Local Government, 2005

Planning Policy Statement: Planning and Climate Change – supplement to Planning Policy Statement 1, 2007

Planning Policy Statement 3: Housing, Department for Communities and Local Government, 2010

Planning Policy Statement 5: Planning for the Historic Environment, Department for Communities and Local Government, 2010

London Plan, Mayor of London, Consolidated with Alterations since 2004

London Plan, Spatial Development Strategy for Greater London, Consultation draft replacement plan, October 2009

Permitted Development for Householders Technical Guidance, Department for Communities and Local Government, August 2010

The Party Wall etc Act 1996: Explanatory Booklet, Department for Communities and Local Government, March 2004.

Your home in a changing climate, Retrofitting Existing Homes for Climate Change Impacts, London Climate Change Partnership, February 2008

Guidance on the permeable surfacing of front gardens, Department for Communities and Local Government and Environment Agency, May 2009

Glossary

Main Building line: A designated line beyond which a building cannot extend.

Character: A term relating to Conservation Areas or Listed Buildings, but also to the appearance of any rural or urban location in terms of its landscape or the layout of streets and open spaces, often giving places their own distinct identity.

Conservation Area: areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance.

Curtilage: The area normally within the boundaries of a property surrounding the main building and used in connection with it.

Dwelling/dwelling house: A self-contained building or part of a building used as a residential accommodation, and usually housing a single household. A dwelling may be a house, bungalow, flat, maisonette or converted farm building

Elevation: The actual facade (or face) of a building, or a plan showing the drawing of a facade.

Flank Wall: Side wall.

Habitable room: Any room used or intended to be used for sleeping, cooking, living or eating purposes. Enclosed spaces such as bath or toilet facilities, service rooms, corridors, laundries, hallways, utility rooms or similar spaces are excluded from this definition.

Highway: A publicly maintained road, together with footways and verges.

Hipped roof: Hipped roof has sloped instead of vertical end.

Gable end: Roof with a vertical end.

Layout: The way buildings, routes and open spaces are placed or laid out on the ground in relation to each other.

Original House: A building as it existed on 1 July 1948 where it was built before that date, and as it was built when built after that date.

Overbearing: A term used to describe the impact of a development or building on its surroundings, particularly a neighbouring property, in terms of its scale, massing and general dominating effect.

Overlooking: A term used to describe the effect when a development or building affords an outlook over adjoining land or property, often causing loss of privacy.

Overshadowing: The effect of a development or building on the amount of natural light presently enjoyed by a neighbouring property, resulting in a shadow being cast over that neighbouring property.

Parapet wall: Walls which project above the surrounding roof level.

Party Wall: A wall that stands astride the boundary of land belonging to two (or more) different owners.

Permitted development rights: Permission to carry out certain limited forms of development without the need to make an application to a local planning authority, as granted under the terms of the Town and Country Planning (General Permitted Development) Order.

Principal elevation: The part of the house which fronts (directly or at an angle) the main highway serving the house (the main highway will be the one that sets the postcode for the house concerned). It will usually contain the main architectural features such as main bay windows or a porch serving the main entrance to the house. Usually, but not exclusively the principal elevation will be what is understood to be the front of the house.

Roof light: An opening in a roof that allows light to enter the building.

Roof pitch: The angle of the roof.

Secret gutter: Gutter which reduces the visual impact.

Street scene/Streetscape: The view along a street from the perspective of a driver or pedestrian, especially of the natural and man-made elements in or near the street right of way, including roof line, street trees, lawns, landscape buffers, signs, street lights, above-ground utilities, draining structures, sidewalks, bus stop shelters and street furniture.

Subordinate: Inferior in size to.

Symmetrical: Balanced, being almost identical on both sides.

Window sill: Slab of wood or stone at base of window. The window rests on the sill and it serves to shed water away.

Appendices

Appendix A Permitted Development

Front, Side and Rear Extensions

- A.1 A technical guidance document covering permitted development regime for householders has been published by Communities and Local Government and can be downloaded from the Planning Portal website.
- A.2 This 49-page document is intended to help understand the amendments made to permitted development legislation in October 2008. These set out the rules concerning what extensions, improvements and alterations a householder may make to their house and the area around it without the need for an application for planning permission.
- A.3 A simplified list of permitted development rights is contained below.
- A.4 Under regulations which came into effect on 1 October 2008, an extension or addition to your house is considered to be permitted development, not requiring an application for planning permission, subject to the following limits and conditions:
- No more than half the area of land around the "original house"¹ would be covered by additions or other buildings.
 - No extension forward of the principal elevation or side elevation fronting a highway.
 - No extension to be higher than the highest part of the roof.
 - Maximum depth of a single-storey rear extension of 3 metres beyond the rear wall for an attached house and 4 metres beyond the rear wall for a detached house.
 - Maximum height of a single-storey rear extension of 4 metres.
 - Maximum depth of a rear extension of more than one storey of 3 metres beyond the rear wall including ground floor.
 - Maximum eaves height of an extension within 2 metres of the boundary of 3 metres.
 - Maximum eaves and ridge height of extension no higher than existing house.
 - Side extensions to be single storey with maximum height of 4 metres and width no more than half that of the original house.
 - Two-storey extensions no closer than 7 metres to rear boundary.
 - Roof pitch of extensions higher than one storey to match existing house.
 - Materials to be similar in appearance to the existing house.
 - No verandas, balconies or raised platforms.
 - Upper-floor, side-facing windows to be obscure-glazed; any opening to be 1.7m above the floor.
 - On designated land² no permitted development for rear extensions of more than one storey.

² For the purpose of this document refers to Conservation Areas

- On designated land no cladding of the exterior.
- On designated land no side extensions.

A.5 You will also need to apply for planning permission if the extension or addition exceeds the above criteria.

A.6 For the purposes of the above criteria the height of building(s) should be measured from the normal ground level immediately next to it. If the ground is uneven, you should measure from the highest part of the surface.

Loft conversions

A.7 A loft conversion for your home is considered to be permitted development, not requiring an application for planning permission, subject to the following limits and conditions:

- A volume allowance of 40 cubic metres for terraced houses
- A volume allowance of 50 cubic metres for detached and semi-detached houses.
- No extension beyond the plane of the existing roof slope of the principal elevation that fronts the highway.
- No extension to be higher than the highest part of the roof.
- Materials to be similar in appearance to the existing house.
- No verandas, balconies or raised platforms.
- Side-facing windows to be obscure-glazed; any opening to be 1.7m above the floor.
- Roof extensions not to be permitted development in designated areas².
- Roof extensions, apart from hip to gable ones, to be set back, as far as practicable, at least 20cm from the eaves.

Porches

A.8 The planning rules for porches are applicable to any external door to the dwelling house. You need to apply for planning permission when:

- The ground floor area (measured externally) would exceed 3 square metres.
- Any part would be more than 3 metres above ground level (height needs to be measured in the same way as for a house extension).
- Any part of the porch would be within 2 metres of any boundary of the dwellinghouse and the highway

Outbuildings

A.9 Outbuildings are considered to be permitted development i.e. not needing planning permission, subject to the following limits and conditions:

- No outbuilding on land forward of a wall forming the principal elevation.
- Outbuildings and garages to be single storey with maximum eaves height of 2.5 metres and maximum overall height of four metres with a dual pitched roof or three metres for any other roof.
- Maximum height of 2.5 metres in the case of a building, enclosure or container within 2 metres of a boundary of the curtilage of the dwellinghouse.
- No verandas, balconies or raised platforms.
- No more than half the area of land around the "original house"¹ would be covered by additions or other buildings.
- In National Parks, the Broads, Areas of Outstanding Natural Beauty and World Heritage Sites the maximum area to be covered by buildings,

- enclosures, containers and pools more than 20 metres from house to be limited to 10 square metres.
- On designated land buildings, enclosures, containers and pools at the side of properties will require planning permission.
- Within the curtilage of listed buildings, any outbuilding will require planning permission.

Decking

A.10 Decking, or other raised platforms, in your garden is permitted development i.e. not needing an application for planning permission, providing:

- The decking is no more than 30cm above the ground
- Together with other extensions, outbuildings etc, the decking or platforms cover no more than 50 per cent of the garden area.

Appendix B Design and Access Statements

What is a Design and Access Statement?

- B.1 A design and access statement is a short report accompanying and supporting a planning application to illustrate the process that has led to the development proposal and to explain the proposal in a structured way. Design and Access Statements help to ensure that development proposals are based on a thoughtful design process and a sustainable approach to access. Statements should improve the quality of proposals; in preparing the design and access statement, applicants need to consider and subsequently explain the merit of the design and how it relates to existing setting.

When are they required?

- B.2 Statements are required for all planning applications except the following:
- Change of use applications unless operational development has taken place
 - Engineering or mining operations
 - Householder development, including to flats; unless within a Conservation Area
 - Extensions to the time limits for implementing existing planning permissions
 - Extensions to non-domestic buildings, where the floorspace created does not exceed 100 square metres; unless within a Conservation Area
 - Erection, construction, improvement or alteration of a gate, fence or wall up to 2 metres high (or existing height, if higher); unless within a Conservation Area or the curtilage of a listed building
 - New buildings in connection with an existing non-domestic use of land less than 100 cubic metres in volume and 15 metres in height; unless within a Conservation Area
 - Alterations to existing buildings, where there is no increase in its size; unless within a Conservation Area
 - Erection, alteration or replacement of plant or machinery, where the plant or machinery would not exceed 15 metres above ground level or the height of original plant or machinery if greater; unless within a Conservation Area
 - Removal or variation of conditions attached to planning permission
 - Advertisement consent
 - Works to preserved trees
 - Non-material amendments to existing planning permissions

What should they contain?

- B.3 The statement should cover eight areas. Although it is not required to use each of the sections as a title, doing so may help to ensure that the topic has been covered, and helps officers to check the statement against certain criteria once received. The Design Component comprises seven of the eight areas to be covered, including:
- Amount: how much is to be built on the site
 - Layout: arrangement of public and private spaces
 - Scale: how big the buildings and spaces will be
 - Landscaping
 - Appearance
 - Appraising the Context
 - Use: what buildings and space will be used for

B.4 The access component comprises one of the eight areas to be covered, and includes:

- Access: how everyone can get to and move within the space

The Design Component

B.5 **Amount:** How much is to be built on the site – this means the number of proposed units for residential use and for all other development, this means the proposed floor space for each proposed use:

- How the proposal uses will be distributed across the site
- How the proposal relates to its surroundings
- Consideration as to how to ensure accessibility for users and between parts of the development is maximised

B.6 **Layout:** How the proposed buildings, routes and public/private spaces will be arranged on the site and the relationship between them and the existing buildings and spaces around the site.

B.7 The statement should explain why a particular layout has been chosen, eg. the relationships between buildings private/public spaces and how these relationships will create safe, vibrant and successful places. The layout of buildings can also have a profound impact on the energy consumption and thermal comfort during winter and summer, and thus the building's carbon emission performance.

B.8 It must also demonstrate how crime prevention measures have been considered in the design and how it reflects the attributes of safe, sustainable places set out in the DCLG's 'Safer Places' guidance document, found in the "downloads" section on the right of this page.

B.9 **Scale:** The height, width and length of a building or buildings in relation to its surroundings:

- Details of how the scale of the proposal responds to the specific site and its surroundings/skyline
- Explanation of the size of the building parts, particularly entrances and facades with regard to how they relate to the human scale

B.10 **Landscaping:** How external spaces will be treated:

- Details of design scheme: more than just plants/trees, covers all outdoor spaces - street furniture, road materials etc.
- Explanation of how the landscaping fits in with the overall scheme

B.11 **Appearance:** What the proposed buildings and spaces will look like:

- Details of building materials and architectural details
- Pictures of what the scheme would look like based on details included in the application

B.12 **Appraising the Context:** Explanation of how local context has influenced the design:

- Demonstration of steps taken to appraise the context
- Assessment of the site's immediate and wider context in terms of physical, social and economic characteristics
- Indication of how the findings of any consultation have been taken into account

- Identifying opportunities and constraints and balancing of any conflicting issues identified
- Demonstrate that design has evolved from an appraisal of the context

B.13 **Use:** The use or mix of uses proposed for land and buildings:

- Explanation of proposed uses and their distribution across the site
- Relationship to uses surrounding the site

The Access Component

B.14 It is important to note that the access component relates only to access to the development and does not extend to internal aspects of individual buildings.

B.15 **Access:** How everyone can get to and moves through the place

- An explanation of why access point and routes have been chosen and how the site relates to road layout and the public transport network.
- Identification of the access policy/standards adopted (ie. Part M of the Building Regulations, the Disability Discrimination Act etc)
- Access for emergency services should be explained where relevant

What about Listed Buildings?

B.16 If submitted with a planning application, the design and access statement should be a single combined statement covering the elements described above as well as those outlined below for listed building consent. For listed building consent, the statement should contain five sections.

B.17 **Scale** (as above).

B.18. **Layout** (as above).

B.19 **Appearance** (as above).

B.20 **The Design Process:** Alongside the process described above, where relevant, this section should also explain how the design has taken account of:

- The historic and special architectural importance of the buildings
- The physical features of the building that justify its designation as a Listed Building and how these will be preserved/enhanced
- The building's setting

B.21 **Access** (as above). Additionally, this section should set out how the legal duties (imposed by legislation) have been balance against the historical and architectural significance of the building and the need to protect its character and setting.

