

Alterations & Extensions Supplementary Planning Document



Adopted
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Alterations & Extensions Supplementary Planning Document

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Contents

1.0	Introduction	1
	Purpose	1
	Status	1
2.0	Policy Background	3
	National and Regional Guidance	3
	Tunbridge Wells Borough Local Plan	3
3.0	Initial Considerations	5
	Value of good design	5
	Site Appraisal and Survey	5
	Sustainable Design	6
	Lifetime Adaptability	7
	Neighbours	7
4.0	Amenity	8
	Privacy	8
	Overshadowing	9
	Domination	9
	Outlook	10
	Your Property	10
5.0	Design Principles	11
	Siting	11
	Form	13
	Character and Appearance	14
	Getting it Right	17
6.0	Other Issues	18
	Garages and Other Outbuildings	18
	Parking and Turning	18
	Landscape	18
	Nature Conservation	19
	Boundaries	19
	Access	19
	Crime	19
	Utilities	19
7.0	Sensitive Areas	20
	Listed Buildings	20
	Conservation Areas	20
	Extensions in Rural Areas	20
	Green Belt	20
	Area of Outstanding Natural Beauty (AONB)	20
	Protected Trees	21
8.0	Information	22
9.0	Consents	22
	Planning Permission	22
	Listed Building Consent	22
	Building Regulation Approval	22
	Party Wall Act	22
10.0	Consultation	22
11.0	Sustainability	23
	Key Sustainability Issues	23
	Monitoring	23
	Indicators	23

1.0 Introduction

- 1.1** Extensions are a common form of development and therefore have an important influence on shaping our local environment. Extending your home is a major investment that can often also have an impact on your neighbours. A poorly considered extension could fail to achieve its intended purpose, reduce the desirability of your property and affect your neighbours, as well as reducing the quality of the environment.

Purpose

- 1.2** In a Borough with a high quality environment, a large part of which is within the High Weald Area of Outstanding Natural Beauty, and with the Green Belt covering the western part, together with a number of Conservation Areas, for example, and where the community value that quality, the Borough Council lays great importance in preserving and enhancing the character of the area. This is reflected in a number of key policy documents, such as the Community Plan, as well as through the various policies contained in the Tunbridge Wells Borough Local Plan 2006.
- 1.3** The main purpose of this guide therefore is to promote acceptable standards of development. It addresses the issues of amenity, design and sustainability. It is intended principally for applicants, although agents and planning officers will be able to use it as reference and highlight the key issues.
- 1.4** This guidance on Alterations and Extensions, however, supplements and provides clarity to a number of policies in the Local Plan, and should be read in conjunction with the Plan. It is therefore a key document in maintaining character and promoting quality, and in the exercise of the Borough Council's role as Planning Authority.
- 1.5** The Supplementary Planning Document indicates the general parameters and the criteria by which planning applications for home extensions will be judged, although the principles contained in this guidance promote good practice and should be relevant whether planning permission is required or not.
- 1.6** Although the document concentrates on residential properties, the principles are also applicable to other buildings and uses in residential areas, which affect any residential component.
- 1.7** Development in Tunbridge Wells Borough is varied, comprising sporadic dwellings in the countryside, a number of villages and hamlets, together with larger urban settlements. Every road in the area has its own unique character or appearance. This guidance cannot therefore cover every individual situation, nor is it intended to be prescriptive. It explains the general factors that the Borough Council will take into consideration when determining an application. However, there may be particular reasons that allow for a departure from this guidance, for example, a unique context or where a particularly well-designed proposal is put forward.

Status

- 1.8** This Supplementary Planning Document forms part of the Borough Council's Local Development Framework, which is set out in the approved Local Development Scheme. It supersedes and replaces the previous 1996 Alterations and Extensions Design Guide. In terms of the consultation process, this document followed the draft Statement of Community Involvement and its preparation has been subject to the

Do I need planning permission? Householder Inquiry Form
www.tunbridgewells.gov.uk

DCLG - Planning Policy Statement 1: Delivering Sustainable Development Planning Guide for Householders
www.communities.gov.uk

Tunbridge Wells Borough Community Plan
www.tunbridgewells.gov.uk

Tunbridge Wells Borough Local Plan 2006
www.tunbridgewells.gov.uk

Local Development Scheme
www.tunbridgewells.gov.uk

Statement of Community Involvement
www.tunbridgewells.gov.uk

involvement of key stakeholders as well as a borough-wide consultation. This is set out more fully in Section 10 of this document.

- 1.9** Its key objectives were established through a Sustainability Appraisal:
- To preserve and enhance the character and appearance of the local environment and maintain local distinctiveness;
 - To encourage design quality which minimises impact on the environment, particularly in sensitive areas;
 - To facilitate the best use of land;
 - To encourage sustainable construction practices;
 - To protect residential amenity of neighbouring properties; and
 - To maintain a safe and secure environment.
- 1.10** The Borough Council is required to undertake a Sustainability Appraisal/ Strategic Environmental Assessment (SA/SEA) as part of the preparation of a Supplementary Planning Document. This is to ensure conformity with other higher-level strategies and policies, to identify any sustainability issues and to ensure that the Supplementary Planning Document is as sustainable as possible.
- 1.11** Consultation with the four key national agencies was undertaken and any comments incorporated in the final SA/SEA. The SA/SEA was also consulted on alongside the SPD. This is set out more fully in Section 11 of this document.

Sustainability Appraisal
www.tunbridgewells.gov.uk

2.0 Policy Background

National and Regional Guidance

- 2.1 Government guidance in Planning Policy Statement 1 – Delivering Sustainable Development, states that “planning authorities should plan positively for high quality design.” The importance of design is also set out in a number of further Government documents, particularly design advice.
- 2.2 The Regional Spatial Strategy and Kent & Medway Structure Plan policies also provide a general strategic policy context.

Tunbridge Wells Borough Local Plan

- 2.3 Policies relating to alterations and extensions are contained in the Tunbridge Wells Borough Local Plan 2006. This document provides a more detailed local framework to enable rational and consistent decision-making.
- 2.4 All development proposals will need to comply with Policy EN1 – Design and Other Development Criteria, which is set out below:

PPS1 - Delivering Sustainable Development
www.communities.gov.uk
 Regional Spatial Strategy
www.southeast-ra.gov.uk
 Kent & Medway Structure Plan
www.Kent.gov.uk

By Design - Urban Design in the Planning System: Towards Better Practice; By Design Better Places to Live; Safer Places - The Planning System and Crime Prevention; and Planning and Access for Disabled People: A Good Practice Guide.
www.communities.gov.uk

Kent Design www.kent.gov.uk

POLICY EN1

All proposals for development within the Plan area will be required to satisfy all of the following criteria:

- 1 The nature and intensity of the proposed use would be compatible with neighbouring uses and would not cause significant harm to the amenities or character of the area in terms of noise, vibration, smell, safety or health impacts, or excessive traffic generation;
- 2 The proposal would not cause significant harm to the residential amenities of adjoining occupiers, and would provide adequate residential amenities for future occupiers of the development, when assessed in terms of daylight, sunlight and privacy;
- 3 The design of the proposal, encompassing scale, layout and orientation of buildings, site coverage by buildings, external appearance, roofscape, materials and landscaping, would respect the context of the site and take account of the efficient use of energy;
- 4 The proposal would not result in the loss of significant buildings, related spaces, trees, shrubs, hedges, or other features important to the character of the built up area or landscape;
- 5 There would be no significant adverse effect on any features of nature conservation importance which could not be prevented by conditions or agreements;
- 6 The design, layout and landscaping of all development should take account of the security of people and property and incorporate measures to reduce or eliminate crime; and
- 7 The design of public spaces and pedestrian routes to all new development proposals should provide safe and easy access for people with disabilities and people with particular access requirements.

- 2.5** Additionally, the location and context of the property may also be such that other policies and considerations in the Local Plan will also be applicable. This Supplementary Planning Document provides assistance in these instances: for example, where buildings are located in the Area of Outstanding Natural Beauty or a Conservation Area, or which may be a listed building or have a protected tree nearby, or where the building is located in the countryside or specifically in the Green Belt.
- 2.6** These are set out more fully in Section 7 of this document, or can be accessed via the Local Plan link on the Borough Council's website. The latter will have the reasoned justification for the Policy attached.

EN3	Listed Buildings
EN5	Conservation Areas
MGB1	Green Belt
EN18	Flood Risk
EN22	Areas of Landscape Importance
EN24	Arcadian Areas
EN25	Rural and Landscape
EN26	Area of Outstanding Natural Beauty
EN27	Special Landscape Area
H11	Extensions outside Limits to Built Development

Tunbridge Wells Borough Local
Plan 2006 and Proposals Maps
www.tunbridgewells.gov.uk

3.0 Initial Considerations

Value of good design

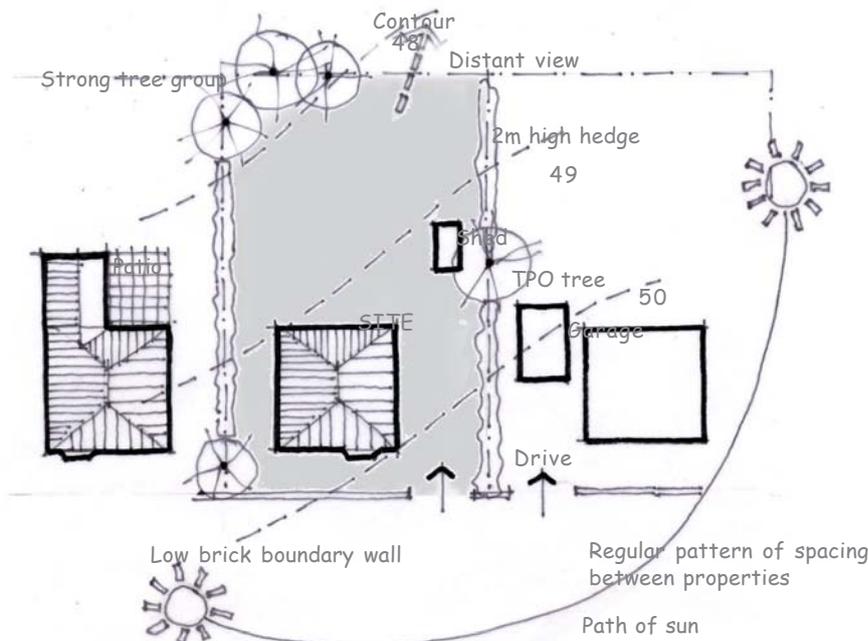
- 3.1** It is strongly recommended that early professional advice should be obtained for any proposals to alter or extend your property. A properly qualified designer should be able to help you in the examination of options and costing. Most professional institutes have a client advisory service or have a list of designers in your area. In a situation where trees, conservation areas and listed buildings are involved, you may need to ensure that your advisor is experienced or specialises in dealing with such sensitive situations.
- 3.2** Good design from a trained designer can save money. They should offer good value in terms of producing sensitive, contextual design and with an appropriate use of materials. You are also likely to be repaid in terms of reduced maintenance costs, more efficient building performance and an increased re-sale value of your home.

Royal Institute of British Architects:
www.architecture.com
 Royal Institute of Chartered Surveyors:
www.rics.com
 Chartered Institute of Architectural Technologists:
www.biat.org.uk

Commission for Architecture and the Built Environment
www.cabe.org.uk

Site Appraisal and Survey

- 3.3** An appraisal of the existing property, the site and its setting are often advisable as part of making design decisions regarding future extensions. The appraisal helps you and your designer understand the context.
- 3.4** An appraisal will note the unique characteristics of your building and site. It may note things like views and ground level across the site; relationship to adjoining properties and whether any walls are blank or contain windows; the position of trees, with their spread and condition and other landscape features; the path of the sun and shadows that will be cast from buildings and trees; site access points; and service constraints. Also note what is beyond the immediate site.



EXAMPLE OF SITE APPRAISAL

- 3.5** After the appraisal has been carried out and the context and characteristics

of the house and extension site understood, a design can evolve that makes optimum use of the existing building and provides an extension that respects the character of the building and adjacent properties. It is also useful to submit this appraisal with the planning application to help the Local Planning Authority understand the evolution of your proposal.

- 3.6** Accurate plans, prepared by a qualified professional used to this work, who knows how to avoid the possible pitfalls that can arise, can now be prepared. These are always advisable with any building project, whether or not planning permission is needed. Their value is:
- clarity for the Local Planning Authority to see exactly what is proposed;
 - it provides the basis of submission for Building Regulations; and
 - it makes it easier to get competitive builders' quotes – based on accurate information – avoiding extras.

Sustainable Design

- 3.7** Regional policies indicate that you should consider the environment and take a sustainable approach to design. When altering or extending your property it provides an ideal opportunity to carry out other improvements to upgrade the environmental impact of both construction and the efficiency of your existing home.
- 3.8** Development should incorporate measures, where appropriate, to maximise passive solar design in order to minimise heat loss in winter and heat gain in summer. Measures can include:
- Solar gain for heating through proper orientation;
 - Maximising the insulation value of the building fabric;
 - Using natural lighting and ventilation where possible; and
 - Solar overshadowing and reduction of summer heat gain.
- 3.9** The re-use of materials on site such as bricks, tiles, slates, larger timbers, offer a cost effective source of materials, as well as reducing landfill. Recycled materials for the construction industry can also be obtained through an increasing number of sources. Where new materials are to be used, the Council promotes the use of materials that have been obtained from verifiable sustainable sources or have 'green specification' attributes. (Locally-sourced materials will also probably be the most suitable material for context).
- 3.10** As part of altering or extending, there is the opportunity to achieve improved energy efficiency of the property through upgrading insulation, installing new energy efficiency products such as condensing boilers, low energy lighting etc.
- 3.11** Incorporate equipment / fittings that help reduce water consumption, such as dual flush cisterns, regulated taps and showers or installing rainwater recycling systems.
- 3.12** Consider incorporating small scale renewable energy generation options, e.g. photovoltaic cells, solar water heating, subject however to amenity issues and the sensitivity of the environment.
- 3.13** In the design, ensure sufficient storage space to facilitate waste recycling, both inside and outside the property.
- 3.14** All help to achieve a more sustainable approach to design and construction.



The Boundary House, Tunbridge Wells. Architect: Michael Winter



Hope House, Surrey. Architect: Bill Dunster

www.ecoconstruction.org
www.wrap.org.uk

Planning Policy Statement 22:
 Renewable Energy
www.communities.gov.uk

www.est.org.uk

Lifetime Adaptability

- 3.15** You should also consider how you might need to use your home in the future as your family circumstances change. Rather than having to move home every time circumstances change, the 'Lifetime Homes' concept incorporates design features that make the home flexible enough to meet changing needs by being capable of adaptation. For example, incorporating sufficient space for your growing family, including for pushchair and heavy shopping; similarly considering future mobility needs. Incorporation of 16 essential design features can improve the comfort, safety and flexibility of your home.

Joseph Rowntree Foundation
www.lifetimehomes.org.uk

Neighbours

- 3.16** Don't forget to consult your neighbour(s) at an early stage – this can certainly save time if a planning application is necessary. The Borough Council will inform adjoining owners anyway, seeking their views on your application.
- 3.17** It is worthwhile to work out the effects of the proposed extension and discuss these with the neighbours to avoid misunderstanding and take account of any comments before finalising any proposals.

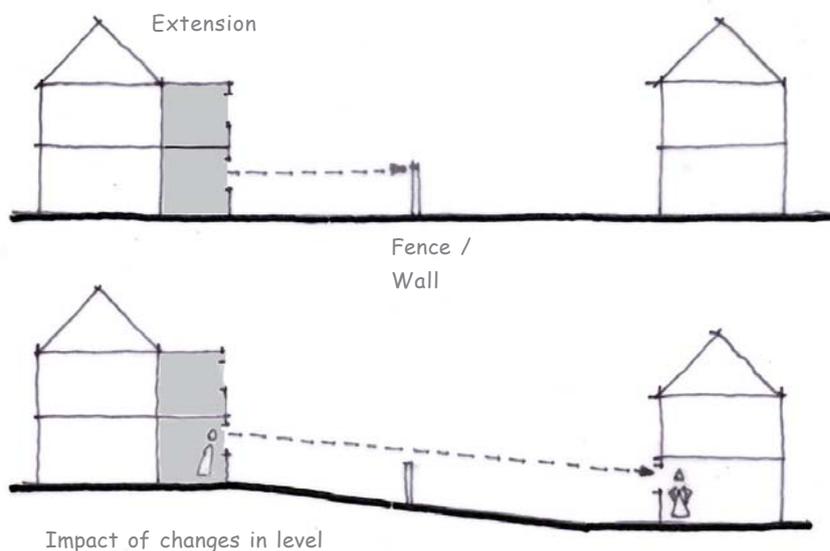
4.0 Amenity

- 4.1** Policy EN1 makes it clear that the nature of proposed development, including any alterations and extensions, should not cause significant harm to the amenity of adjoining occupiers.
- 4.2** The Policy also states that proposals should still provide adequate residential amenities for future occupiers of the property.
- 4.3** Issues of privacy loss/overlooking, overshadowing, domination and outlook are the components of amenity and are looked at in turn below.

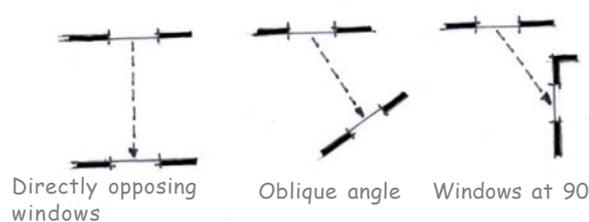
DCLG Planning Factsheet 1 -
Privacy & Overlooking
www.communities.gov.uk

Privacy

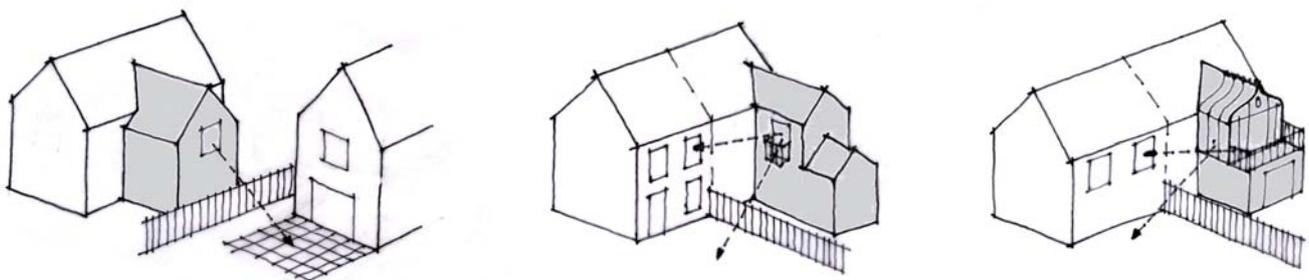
- 4.4** Overlooking occurs where there is a poor relationship, or inadequate distance, between windows of habitable rooms in the development and a neighbour's windows or private amenity area, resulting in an unreasonable loss of privacy.



- 4.5** The distance between main reception windows should seek to achieve a good separation, particularly on directly opposed windows at a similar level. The function of the window, and the nature and aspect of the affected room, will also be a consideration.
- 4.6** Through design, the careful positioning of windows to give oblique views of neighbouring windows can resolve direct overlooking, and at ground level the use of appropriate screen walls may provide privacy. Use of high-level windows or obscure glazed, non-opening windows, may be considered in exceptional circumstances.



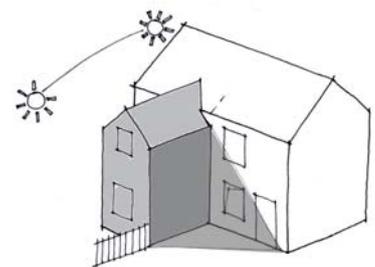
- 4.7** The same issues also apply to private external amenity areas, usually located immediately adjacent to the rear, which will also need to be protected from unacceptable overlooking.
- 4.8** It is also advisable to avoid other situations that could diminish the privacy of neighbours. Care should be taken with flank windows or side doorways, which could allow overlooking. Also balconies, roof gardens and first floor conservatories can invariably pose particular problems of overlooking.



Overlooking

Overshadowing

- 4.9** An extension should not cause any significant loss of daylight or the cutting out of sunlight for a significant part of the day to principal rooms in neighbouring properties. Overshadowing occurs when the development is in such a location, and/or is of a size that would cause significant overshadowing of a neighbour's property or amenity space.
- 4.10** The Local Planning Authority will take into consideration if the affected room has other unaffected windows or is the primary source of light.



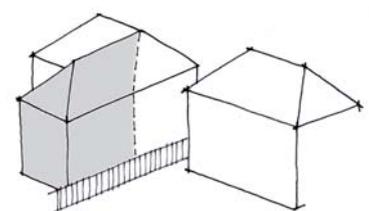
Overshadowing

Domination

- 4.11** The extent of overshadowing will depend on the orientation of the development, its size and layout and any differences in ground level.
- 4.12** Problems can also arise when the physical presence of an extension is so overbearing in terms of its overall mass (height, length and basic shape) and is in such proximity to neighbouring property that it results in serious loss of amenity.
- 4.13** To prevent problems of overbearing, you should recognise that the building may need to be sited away from the boundary, particularly if the proposed extension is two-storey. This should also avoid cramped development which is too close or too high.
- 4.14** On rear extensions, the taller the extension, the greater the need to avoid proximity to all neighbouring boundaries. Try to avoid unduly compromising the amenity of adjoining properties.
- 4.15** The acceptable length of an extension wall will be determined by its height, the ground levels, distance back from the boundary and also the size of the neighbouring garden/amenity space.
- 4.16** Landscaping may help, but unless it is substantial, for example where there is a line of mature trees that can be retained, it rarely overcomes the problem of domination. An inherently unacceptable proposal cannot be made permanently good by a landscaping scheme.

DCLG Planning Factsheet 3 -
Overshadowing
www.communities.gov.uk

BRE Site Layout Planning for
Daylight: P J Littlefair
www.bre.co.uk



Overbearing

Outlook

- 4.17** It is often stated that the planning system does not give neighbours a 'right to view'. In effect, therefore, the planning system does not necessarily protect people's view from being blocked. However, if a proposal were considered to be unduly intrusive, it would not be acceptable. In built-up areas, an expansive view of the wider natural scene may well not be available.
- 4.18** The Local Planning Authority, therefore, is primarily concerned with the immediate outlook from neighbours' windows, and if a proposal significantly changes the nature of the normal view. For example, it would be unacceptable for the resulting outlook from a neighbour's main window to be of a large wall of your proposal.

Your Property

- 4.19** It is also important to consider the effect an extension will have on your property. An extension may harm the existing amenities of the house and be unacceptable to occupiers, eg outlook, daylight and external space, which could affect the quality of the house and its value.
- 4.20** Applicants must also consider the effect of the extension on the existing building, e.g. avoid creating fully internal rooms. Building Regulations and Environmental Health will require certain levels of natural light and ventilation to be maintained.

Building Regulations
www.communities.gov.uk

Housing Act 1985 - s.604
Fitness for Human Habitation

5.0 Design Principles

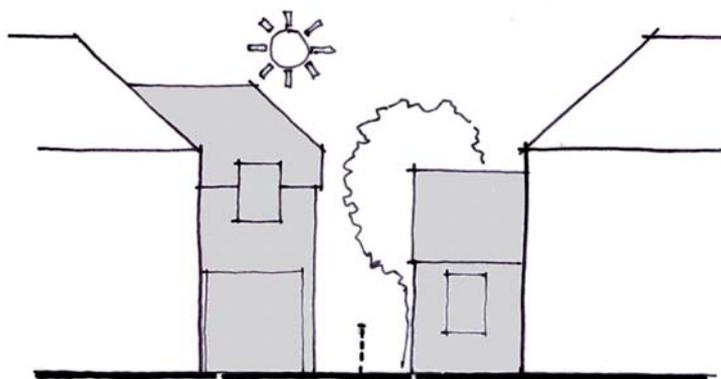
- 5.1** Achieving good design is an aim in the development process and the Local Planning Authority will reject poor designs. Planning policy and other guidance provide basic principles to ensure that new development is not only well designed in itself, but also is sympathetic to its surroundings. This is particularly important in a borough of high visual and environmental quality.
- 5.2** The basic components of design are siting, form and external appearance. The principal considerations of these, and detailed application, are set out below.

Siting

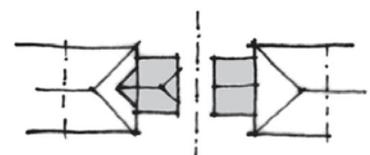
- 5.3** New development should not make a negative contribution to the character or spatial quality of the area. The siting of new extensions should normally respect existing building lines, the pattern of building and the spaces between them, to integrate successfully. For this reason, rear extensions are preferable to those on the side, and front extensions are rarely acceptable. It is important to note that there will be circumstances where it is impossible to design an acceptable extension due to the sensitivity of the site, limited space, or the relationship of neighbouring properties.

Spacing of side extensions

- 5.4** Providing sound design principles are followed (see section on Form), a single-storey extension to the side of a property should normally be acceptable if it does not impact uncharacteristically on the nature of space between buildings. When the proposal is for a two-storey extension, the loss of space will be more apparent and may be an issue.
- 5.5** In traditional detached and semi-detached housing areas, the infilling of the spaces between with two-storey extensions could create a terraced appearance at odds with the rhythm of the street scene when the gaps, often with associated landscaping, are important elements.
- 5.6** A minimum of one metre between the side wall of a side extension and the boundary is normally desirable. This will allow access for refuse bins and for maintenance. This may need to be more, depending on context and other considerations.

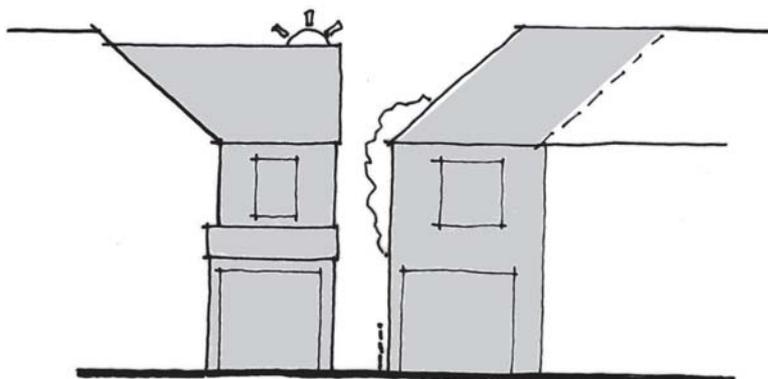


Single storey extension set back retains visual spacing, and principal roof form

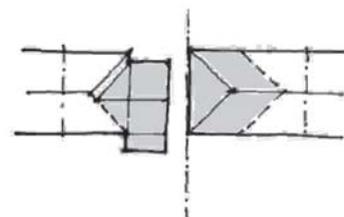


Minimal impact on streetscene





Two storey extension set in line or forward, reduces gap too much with loss of spacing



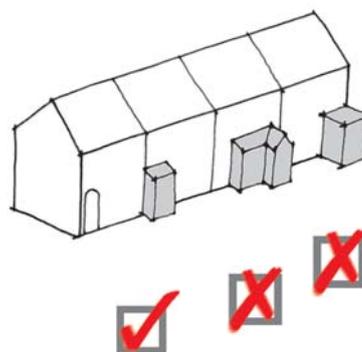
Excessive impact on streetscene



The Building Line

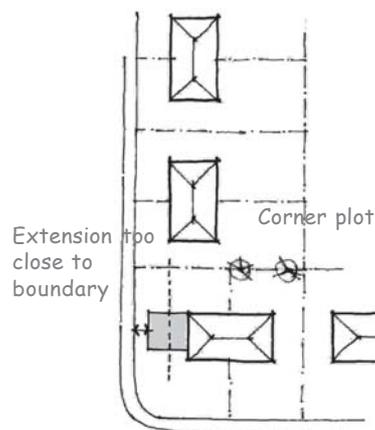
- 5.7 Front extensions may be acceptable in a street where there is strong variety, or a strong tradition of projecting elements, e.g. gables facing the street, or in a situation of a detached house in large grounds, where there is no particular relationship.
- 5.8 Even modest extensions, including porches, can obstruct the outlook from adjacent windows of terraced and semi-detached houses. In such instances, proposals would be unacceptable.
- 5.9 A front extension can appear unduly prominent and incongruous where buildings are set back a consistent distance from the street.
- 5.10 The risk of creating an eyesore is greatest where large porches are proposed, where the size and proportion is out of scale with the original dwelling, or it projects excessively, or competes with existing features such as bay windows.
- 5.11 Also, porches can be inappropriate in cases where front doors are paired with a neighbouring house, or where there is already a strong character of no porches, or of simple hoods. The visual integrity of the whole terrace or the street scene could be compromised.

TWBC Porches, Walls etc.
www.tunbridgewells.gov.uk



Corner Plots

- 5.12 The side elevation of houses on corner sites is often built in line with the fronts of houses on the side street. Therefore, a side extension on a corner plot could have an effect on the 'building line' of the adjoining street.
- 5.13 In considering side extensions on corner sites, in addition to meeting the general design criteria applying to side extensions, proposals will also be judged against the following:
 - distance from adjacent property – the greater the distance the less the impact;
 - pedestrian and vehicular visibility;
 - height of extension and its impact on 'side-street'; and
 - screening/enclosures – the degree to which the site is enclosed beyond the building line, by fences and planting.

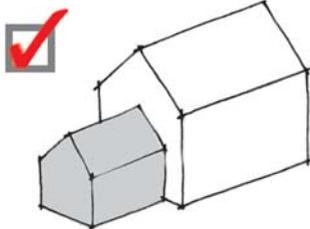


Extension forward of building line

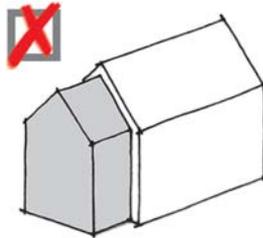
Form

5.14 The form of an extension is one of the most important factors of a successful design. The extension should respect the common design characteristics of the row or street and reflect local distinctiveness in terms of scale, proportion and height.

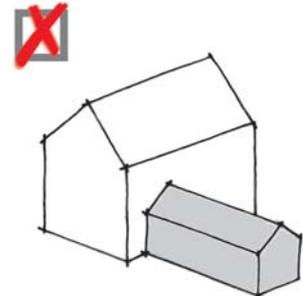
5.15 An extension should not dominate the original building or the locality, and should normally be subservient to the original house and not larger than neighbouring houses.



Subservient extension of similar proportions to house



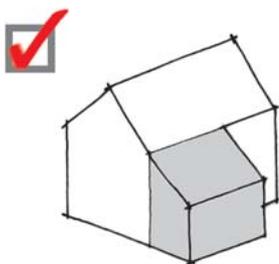
Extension too tall and narrow



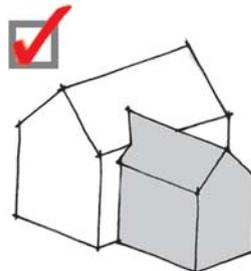
Too long and out of proportion

5.16 The scale and form of an extension should fit unobtrusively with the building and its setting and be compatible with the surrounding properties.

5.17 The form of an extension should be well proportioned and present a satisfactory composition with the house. The respective forms of the house and extension should be in harmony, their combination not discordant.

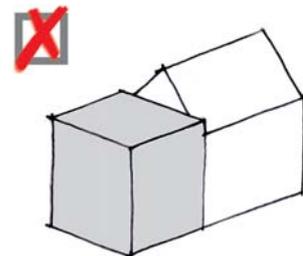
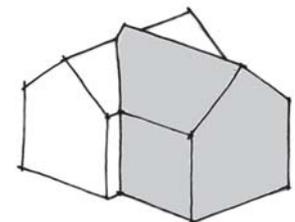


Lean-to solution



Subservient and in proportion

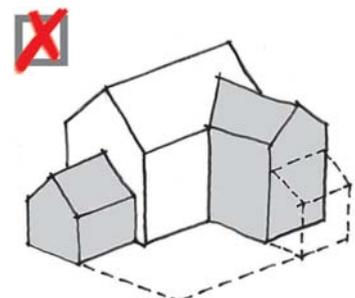
X Too wide and too high. Extension ridge higher than original



Avoid flat roofs

5.18 Roof shape is critical to massing. Flat-roofed extensions are normally unlikely to be permitted, as they can appear unsympathetic to the form of the original building, particularly if they are two storey. Hipped roofs should ideally be used only on houses with a hip, or where local buildings have hips and the use of a hip or half hip is appropriate. The pitch of extension roofs should be as, or similar to, the main house roof pitch.

5.19 It is often not acceptable that buildings should be subject to continuous incremental growth. Whilst it may be appropriate to extend on one side of a house that has already been extended on another side, it is rarely acceptable to extend again onto an existing extension, or even link extensions, which would then subsume the original building.



Further extensions or infill rarely acceptable

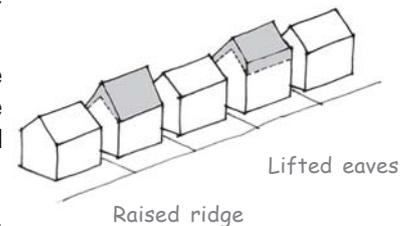
Roof Line

- 5.20** In situations where there is a clear consistent line or distinctive roof form in a group of houses, extensions should not detract from that characteristic roof profile. Consequently, extensions higher than the existing ridgeline will generally not be approved.
- 5.21** 19th century terrace houses and 1930 hipped semis are typical examples.
- 5.22** Increasing the roof height of a dwelling by altering the eaves height or the pitch of the roof can have a significant impact on the dwelling and streetscene. Such proposals should be treated with caution.

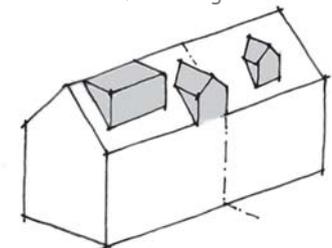


Dormers and roof extensions

- 5.23** Traditional dormer windows, whether flat topped, hipped or gabled, were designed to light the attic, not create additional space.
- 5.24** In new extensions the Local Planning Authority will seek to restrict the location of dormer windows to the rear of a dwelling in order to preserve the character of the street. New front dormers will not normally be allowed in streets where there are no dormers.
- 5.25** Dormer extensions should never project above the original ridgeline. Properties with limited roof space due to shallow pitches may be unable to incorporate dormers satisfactorily due to inadequate head height, and the necessary new, deeper floor structure. Large dormers/roof extensions, which are disproportionate to the house, will not be allowed, as a major part of the original roof plane should remain unaffected by the proposal. Dormers created by merely extending the outside wall up result in an unacceptable apron of roof being left.
- 5.26** Materials used for dormers and roof extensions should complement the existing roof material. The roof material should normally match the existing roof. Side cheeks should be of vertical tile hanging or of lead, or possibly slate.
- 5.27** Any dormer that results in unacceptable overlooking of a neighbouring property will not be permitted (see section on amenity).
- 5.28** Horizontal balustrades and roof voids (inverse dormers), as shown below, create an alien form and are rarely acceptable.



Small pitched dormer set well back from eaves down from ridge and sides



Dormer face at eaves and close to party wall

Flat roofed very wide dormer/ roof extension too high up roof

Character and Appearance

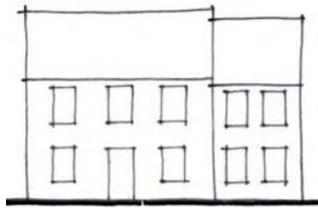
Windows and Doorways

- 5.29** The type, proportions, sub-divisions and materials of the new windows and doorways should match those of the original house.
- 5.30** Avoid mixing different types of windows and doors, at least on the front elevation. The new windows should normally be arranged to line up vertically and horizontally with those of the original house, to give a sense of balance and proportion.
- 5.31** Ensure that any dormer windows also relate to the shape, position, design and size of the existing windows.
- 5.32** The proportions of the windows in an extension should reflect those of the original building. For example, an extension to a house with windows of vertical proportion should not have windows that are square or horizontal in proportion.
- 5.33** The careful use of glazing bars can be a useful design tool to integrate different size windows, as is attention to window detail.

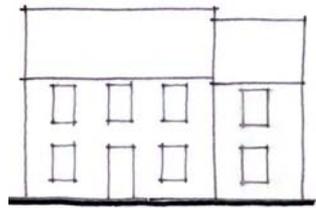
TWBC Roof Extensions
www.tunbridgewells.gov.uk

nb. FENSA certificate required for new windows

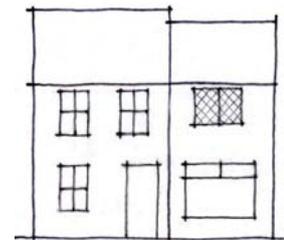
- 5.34** Additionally, the proportion or ratio of solid wall to window should reflect that of the house or local buildings. The number and size of windows in an extension should be limited to those absolutely necessary; otherwise the elevations appear too cluttered.



Over-fenestrated



Lower ratio of window to wall reinforces subservience



Inappropriate proportion and glazing pattern



- 5.35** It is important that an extension does not appear older than the original house, or is not a totally alien style. This is particularly important when extending older properties. Replica period features of poor quality should be avoided.

Materials and Detailing

- 5.36** The choice of materials should reflect and reinforce the character of the area (see Urban Capacity Study characteristics). Generally, the materials of an extension should match those used on the original building. However, often secondary buildings or extensions were traditionally erected in less expensive, more easily available materials and hence, if it reflects the local tradition, it could well be appropriate to use other local materials on an extension.
- 5.37** This may also be used to good effect to reinforce the distinction between the original and the subservience of the extension, maintaining the visual primacy of the original.
- 5.38** It is often desirable for extensions to older properties to have matching brick banding, often found at eaves and first floor level: similarly, moulded, rendered architraves and quoins, where these are characteristic.
- 5.39** However, details can at times be simpler on extensions, as it is not always appropriate to have richly detailed surrounds to doors or prominent quoin blocks on a small extension, for example.
- 5.40** Similarly, it would be inappropriate to introduce stone lintels over a window in a brick extension to a house where there are no visible lintels, or where there are brick arcs, or the opposite – with stone sill/brick sill.
- 5.41** Roof overhangs, gable treatments and verge details should be consistent with those of the original house.
- 5.42** Where existing details are very ornate, for example where there is a heavy eaves overhang, with substantial dentilled cornice, exact replicas may be inappropriate to a small extension and a simpler version should be adopted.
- 5.43** Roof lights (and solar panels) that lie flat against the roof are normally acceptable. To reduce visual impact, these should be kept to the rear of the property. Those in front slopes should be kept very small (and in Conservation Areas will normally be resisted).

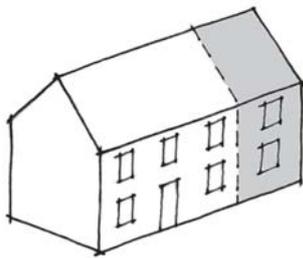
Urban Capacity Study and Borough Landscape Character Area Assessment give characterisation information www.tunbridgewells.gov.uk

Joining the Extension to the Existing Building

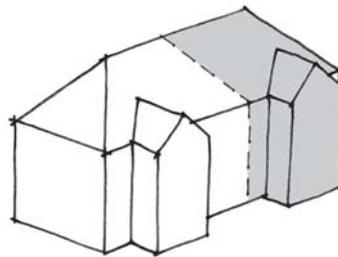
5.44 The two basic approaches are:

- integrating the extension into the original, so that it looks as though it has not been extended; and
- subordinating the extension by using a range of design devices such as set backs, lower roofs, changes in materials or detailing.

5.45 The integrated approach can work well with a detached house or end-of-terrace dwelling. Sometimes, however, it can upset the architectural symmetry of a building or disrupt the rhythm of buildings in a street where they follow a regular form or are regularly spaced. This approach can make a resultant building look out of scale and massive. To work successfully it also relies on good match of materials and building skills.



Symmetry of building is lost

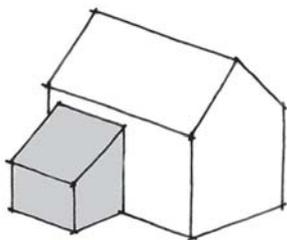


New extension with matching gable

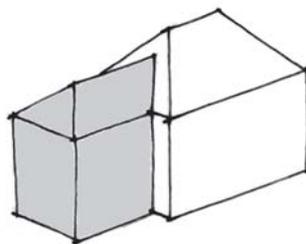
INTEGRATED APPROACH

5.46 The subordinated form of extension is likely to be more appropriate in circumstances where it is desirable that the form, proportions or symmetry of the original building should be respected and can be employed as an effective useful visual device to break down the mass of the resultant building.

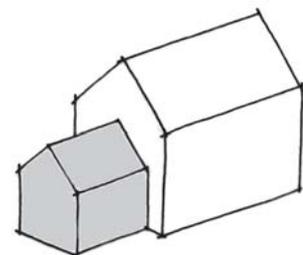
5.47 Where a set back is adopted it is usually advisable that it is significant enough not to appear apologetic and token, but also to avoid awkward detailing, particularly in roof finishes and flashings.



SUBORDINATED APPROACH



Ensure adequate set-back



Getting it Right

- 5.48** In a row of houses where features such as windows, doors, roof and wall materials, bays, porches, etc. are of a consistent design, it is even more important for any extension to respect the original character.
- 5.49** On terraced and semi-detached houses in a road of similar houses, avoid disrupting the overall appearance of the street. Applying cladding, rendering and changing windows are seldom necessary and may actually tend to increase maintenance costs.
- 5.50** A contemporary design approach, reinterpreting traditional forms and using traditional materials creatively can add to the richness, interest and architectural continuity of an area, but the modern extension should still respect and complement the original building and neighbouring buildings.

RIBA Clients Advisory Services
www.architecture.com



6.0 Other Issues

Garages and Other Outbuildings

- 6.1 Outbuildings should not impact detrimentally on the space surrounding buildings. An outbuilding must be smaller in scale and clearly ancillary to the house.
- 6.2 Outbuildings, including garages, should normally not be in front of domestic properties nor infringe on the street scene, and form should be in keeping in relation to the existing and surrounding properties.
- 6.3 Outbuildings should reflect the style, shape and architectural features of the house and be of matching or complementary materials. False pitched roofs are awkward, particularly if seen from the side or rear, and will be discouraged.
- 6.4 Vertical boarding/swage to garage doors is preferred to horizontal, as this is a feature of the area and often produce a better proportion.
- 6.5 In rural areas, garages can be designed to look like rural outbuildings, e.g. cart lodges, with steeply pitched clay tiled roofs and feather edge boarding.
- 6.6 Garage doors should be set back to reduce its visual impact on the streetscene, particularly in sensitive areas and also to retain adequate distance between the garage and the pavement to park a vehicle and to open the garage doors.
- 6.7 The Council will seek to ensure that new outbuildings do not have a detrimental impact on neighbouring properties, such as excessive overshadowing of a garden or principal window.

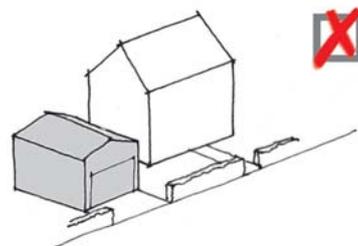
Parking and Turning

- 6.8 Extensions or alterations should not displace existing on-site parking into the road. Sufficient space should be retained for parking. The effect on visual amenity will also be considered, particularly where forecourt parking results.
- 6.9 The Council will seek to:
 - retain adequate off-street parking spaces/garages;
 - retain turning space within the curtilage where there is access onto a classified road;
 - provide for safe vehicle access (e.g. away from junctions, etc); and
 - ensure that the character of the garden space is not harmed (quality surface finishes and landscape can assist).

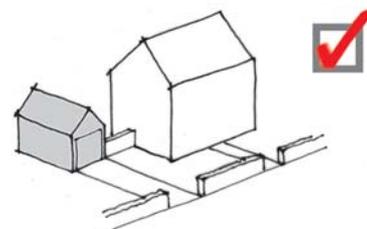
Landscape

- 6.10 In a Borough of high landscape value, as well as within areas designated for their landscape importance, proposals should ensure that existing site features are retained and, ideally, enhanced. The need to extend must therefore be balanced with the need to maintain landscape character. Indeed, consideration should be given to new or replacement planting to protect character and to maintain landscape value.
- 6.11 The layout of any extension should be designed to avoid direct loss or damage to important landscape features. Even if the layout may not directly affect trees or hedges at the construction stage, it should not place pressure for future removal or excessive pruning.

TWBC Swimming Pools, Garages, sheds etc.
www.tunbridgewells.gov.uk

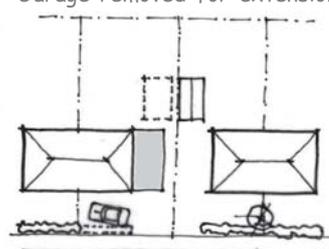


Low pitched, overlarge building set forward of house with inadequate parking to front



Building of similar proportions to house and sufficiently set back from front, allowing vehicle off road in front

Garage removed for extension



Loss of front boundary

Extension displaces parking to front garden



Tunbridge Wells Borough Landscape Character Area Assessment
www.tunbridgewells.gov.uk

TWBC - Guidance Notes: Landscape and Nature Conservation
www.tunbridgewells.gov.uk

Nature Conservation

- 6.12** Nature conservation can be a significant material consideration in determining planning applications, especially in, or near to, designated sites. Many species of animals and plants and their habitats have special protection, including bats and owls roosting in buildings.
- 6.13** Proposals for extensions should cause no significant harm either during or after construction operations; indeed enhancing habitats could be part of any proposals.

Boundaries

- 6.14** Except for 'open plan' estates, where garden walls are not desirable because this would ruin the integrity of the original design, planning permission is not normally required for walls or fences one metre or lower where the site adjoins the highway.
- 6.15** However, boundary treatments are often crucial, particularly in integrating extensions into their context.
- 6.16** They can define public and private space and full thought should be given to what is appropriate in each instance. They can make a significant contribution to the character and appearance of an area, but can also mar a development if not carefully considered.
- 6.17** A rural, urban or suburban situation will each require a different response.
- 6.18** Boundary treatment/construction should reflect local tradition. This may be picket fencing, metal railings on a low wall or a brick or stone wall, or even, occasionally, close-boarded fence. Generally, high timber panel fences to boundaries with the public highway or visible to public spaces, etc. will be discouraged. If they are allowed, they will normally need to be set back with space for substantial planting in front.
- 6.19** Wherever possible, existing hedging and screening plants should be retained where they are a distinctive landscape feature and as they can help the extension blend in more readily than new fences or walls.

Access

- 6.20** In designing an extension, consideration should be given to the needs of people with particular access requirements, such as those with disabilities, or people with pushchairs, for example (see Part M of the Building Regulations – Access and Use of Buildings).

Crime

- 6.21** Planning an extension or alterations provides the opportunity to consider measures to deter crime and provide a more secure and welcoming environment, through:
- landscape which controls access but still permits views over
 - layout which allows natural surveillance
 - clear definition of public/private space
 - security equipment and measures on the property

Utilities

- 6.22** Consideration should be given to underground services. In particular new extensions should avoid building over main sewers, where maintenance access is required. In flood risk areas, proposals will need to be considered carefully and should incorporate flood mitigation measures.

DCLG - Planning Policy
Statement 9: Biodiversity and
Geological Conservation
www.communities.gov.uk

Wildlife & Countryside Act 1981

Royal Town Planning Institute -
Planning for Biodiversity, A
Good Practice Guide
www.rtpi.org.uk

Building Regulations, part M -
Access and Use of Buildings
www.communities.gov.uk
Disability Discrimination Act
1995

British Standard 8300 : 2001 -
Design of Buildings and their
approaches to meet the needs
of disabled people
www.bsi-global.com

Designing out Crime,
Secured by Design, Crime and
Disorder Act 1998
www.homeoffice.gov.uk

DCLG - Planning Policy
Guidance 25: Development and
Flood Risk
www.communities.gov.uk

7.0 Sensitive Areas

- 7.1** The foregoing is general design guidance. In an area of high environmental quality there may well be other aspects of recognised importance that will also need to be taken into account. These guidelines will be particularly important and will be applied rigorously in, for example, Conservation Areas or the AONB, where there are additional controls on the size and design of house extensions.

TWBC Planning Advice,
Permitted Development
www.tunbridgewells.gov.uk

Listed Buildings

- 7.2** Buildings are listed for their intrinsic architectural/historical importance.
- 7.3** Extensions to listed buildings are likely to be particularly sensitive. The design standards will be strictly applied. Additionally, the effect on the existing building, including the interior spaces, structure and detailing are considerations.
- 7.4** Most works to listed buildings will require Listed Building Consent and Building Regulations, even if they do not require planning permission.

DCLG - Planning Policy
Guidance 15, Annex C
www.communities.gov.uk

Local Plan Policies EN2 EN3

Conservation Areas

- 7.5** Similarly, Conservation Areas are designated in order to preserve or enhance the special character or appearance of the area.
- 7.6** Extensions in relation to adjoining properties and other features will be sensitive and the design must demonstrate that it will preserve or enhance the character of the conservation area before it will be permitted.

Conservation Area Appraisals
SPG/SPD

Local Plan Policies EN4 EN5

Extensions in Rural Areas

- 7.7** In the countryside, all proposals should respect local distinctiveness and be of high quality design in order to maintain character. Policies allow for modest extensions, where there have been none previously and provided proposals do not impact on the character of the countryside, or result in the loss of smaller dwellings in a locality.

Kent & Medway Structure Plan
www.kmspt.gov.uk

Local Plan Policies EN25 H11

Green Belt

- 7.8** One exception to the general building restriction in the Green Belt is the limited extension and alteration of a dwelling house, although this is qualified by the proviso that the works do not result in disproportionate additions – ‘modest extension’ (see MGB Policy).
- 7.9** Special regard will be given to matters of siting, scale and design in order to maintain the openness of the Green Belt. Previous additions will also be taken into consideration.

Planning Policy Guidance 2 -
Green Belts
www.odpm.gov.uk

Local Plan Policies MGB 1 & 2

Area of Outstanding Natural Beauty (AONB)

- 7.10** Much of the Borough, approximately 70%, is designated as an Area of Outstanding Natural Beauty. In these areas, particular attention will be given to the siting, size and detailed design of proposals. Note also that permitted development rights are reduced, in order to retain the natural beauty.

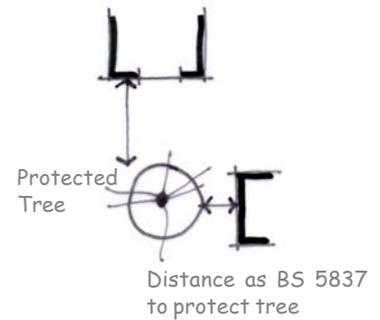
Town and Country Planning
(General Permitted
Development) Order 1995

Local Plan Policy EN26

Protected Trees

- 7.11** Careful consideration will be given to extensions in relation to protected trees. This is for trees with an actual Tree Preservation Order as well as all trees in conservation areas.
- 7.12** Extensions should be sited to preserve existing trees and hedges.
- 7.13** Certain parts of the built-up area exhibit strong arcadian characteristics, where landscaping is the dominant visual element. These are defined under Policy EN22 and are characterised by very low site coverage of buildings with a large proportion of trees and shrubs, which should be retained. Any proposals for extensions must respect the character of the arcadian areas.
- 7.14** Additional areas of landscape importance are designated in the Local Plan. These define strong landscape belts, edges, etc., and provide a strategic landscape framework. Any proposals within the areas will need to maintain the overall importance of the strategic landscape features.
- 7.15** Advice on construction in relation to trees can be found in BS 5837.

Greater distance to ensure adequate internal light



DCLG - Protected Trees : A Guide to Protected Trees
 TWBC - Planning Advice: trees
www.communities.gov.uk

Local Plan Policies EN22 EN23

British Standard 5837 - Trees in Relation to Construction 2005
www.bsi-global.com

Arboricultural Association
www.trees.org.uk

8.0 Information

9.0 Consents

Planning Permission

When required
What to submit

Listed Building Consent

Building Regulation Approval

Party Wall Act

Formation of crossover

New access onto classified road

Permitted Development Rights

Planning - A Guide for
Householders

PPG 15 - Planning and the
Historic Environment

Building Regulations :
Explanatory booklet

The Party Wall, etc Act 1996

10.0 Consultation

Introduction

- 10.1** This document has been prepared in accordance with the guidance set out in PPS12 regarding preparation and consultation on Supplementary Planning Documents. It also follows the Borough Councils agreed and adopted Statement of Community Involvement.
- 10.2** The most relevant Local Plan Policy is set out in this document at Section 2, although it should be noted others will also apply depending on the context. The Supplementary Planning Document is intended to support these policies.

Statement of Community
Involvement

Consultation Process

- 10.3** The initial preparation of the document had included early engagement with planning agents, parish councils and key amenity bodies.
- 10.4** The draft document was reported to the Borough Council's Local Development Framework Members Working Party on 18 November 2005. The Cabinet received the report and approved the draft SPD as the basis for public consultation on 5 January 2006, (Report No. 060105/CAB002). The SPD and other documents were subject to public consultation for a period of six weeks between 16 January and 27 February 2006.
- 10.5** Documents available comprised: draft of the Alterations & Extensions SPD; Executive Summary; Sustainability Appraisal; Statement of SPD Matters; and Statement of Consultation. There was also a questionnaire. These were all available on the Borough Council's website, at the Council offices and at libraries across the Borough. A public notice was placed in the Courier newspaper giving details of the SPD and where it could be accessed.
- 10.6** 728 organisations were notified by letter of the consultation and where the documents could be viewed or obtained. Copies of the draft SPD and associated documents were sent to 88 organisations. It was also reported to the Borough Council's Western and Eastern Area Planning Committees.

Response to Consultation

- 10.7** The responses to the consultation were reported to the Local Development Framework Members Working Party on 18 May 2006 and to the Cabinet on 29 June 2006, (Report No. 060629/CAB 008). The SPD was formally adopted at full Council on 10 July 2006.

Consultation and Adoption
Report

11.0 Sustainability

- 11.1** The Borough Council is required to undertake a Sustainability Appraisal/ Strategic Environmental (SA/SEA) as part of the preparation of a Supplementary Planning Document. This is to ensure conformity with other higher-level strategies and policies, to identify any sustainability issues and to ensure that the SPD is as sustainable as possible.
- 11.2** The Sustainability Appraisal (SA) for the Alterations & Extensions SPD was independently undertaken by Waterman Environmental on behalf of the Borough Council.
- 11.3** Consultation with the four key national agencies was undertaken and any comments incorporated into the final SA/SEA. The SA was also consulted on alongside the SPD.
- 11.4** Monitoring is a key part of the SA process and should seek to monitor the significant sustainability effects of implementing the plan. The SA assessment has shown that the Alterations and Extensions SPD will not lead to any significant effects and as such, no indicators are proposed for inclusion into the monitoring framework.

SA/SEA

Annual Monitoring Report
