



Knowsl@y Council

Householder Development Supplementary Planning Document November 2007



Part of the **Local Development Framework** for Knowsley

1 Statement of SPD matters

Supplementary Planning Document: Householder Developments

Knowsley Metropolitan Borough Council (KMBC) has prepared a Supplementary Planning Document to help guide the design quality of new householder developments, such as extensions to dwellings, garages, and porches. A large proportion of planning applications received by the Council are for this form of development and the SPD will help to ensure that such developments enhance the quality of Knowsley's residential areas.

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1 Introduction

1.1 This chapter sets out what role a Supplementary Planning Document (SPD) has in the planning system and sets the Householder Development SPD within this context.

What is an SPD?

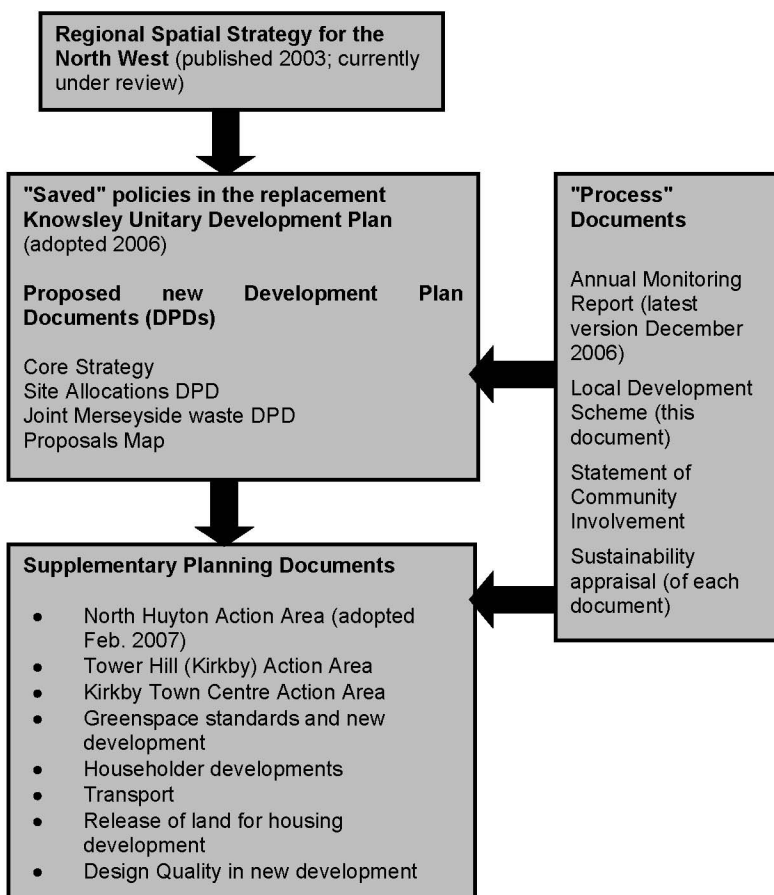
1.2 The Planning and Compulsory Purchase Act 2004 introduced a change to the statutory development plan system. Local development frameworks must replace existing development plans prepared under the 1999 Development Plan Regulations.

1.3 Local development frameworks are intended to streamline the local planning process and promote a proactive, positive approach to managing development.

1.4 A local development framework comprises a series of local development documents, which include development plan documents, that are part of the statutory development plan and supplementary planning documents which expand policies set out in a development plan document or provide additional detail.

1.5 The key documents, which form part of the local development framework, are illustrated in the diagram below:

Picture 1.1 Structure of Proposed LDF (2007-2010)



Arrows indicate chain of conformity

Dates of adoption where known are stated; where a date is not given the document has yet to be adopted

1.6 Supplementary Planning Documents (SPD's) can cover a range of issues, both thematic and site specific, which may expand policy or provide further detail to policies in a development plan document. They must not however, be used to allocate land, which is the role of a Development Plan Document.

1.7 Supplementary Planning Documents can take the form of design guides, area development briefs, master plan or issue-based documents, which supplement policies in a Development Plan Document. The following principles apply to a Supplementary Planning Document:

- a. it must be consistent with national and regional planning policies as well as the policies set out in the Development Plan Documents contained in the Local Development Framework;
- b. it must be clearly cross-referenced to the relevant Development Plan Document policy which it supplements (or, before a relevant Development Plan Document has been adopted, a saved policy);
- c. it must be reviewed on a regular basis alongside reviews of the Development Plan Document policies to which it relates; and
- d. the process by which it has been prepared must be made clear and a statement of conformity with the Statement of Community Involvement must be published with it.

1.8 SPD's therefore support, but do not form part of the statutory development plan and as such are not subject to independent examination. Although they are not subject to independent examination, they must be subjected to rigorous procedures of community involvement.

1.9 As the replacement Regional Spatial Strategy will form part of the Local Development Framework, it may be necessary to amend the Supplementary Planning Document to conform with the Regional Spatial Strategy.

Purpose of this Document

1.10 The purpose of this document is to advise householders and their agents of the guidelines for house extensions. These guidelines are intended to illustrate the criteria, which will usually be applied by the Council in assessing proposals for house extensions. They also provide advice in regard to planning and designing domestic extensions in a way which will enhance the appearance whilst maintaining the character and amenity of the neighbourhood.

1.11 This document provides advice which supplements the policies of the Knowsley Replacement Unitary Development Plan (RUDP). The latest UDP for Knowsley was adopted by the Council in June 2006 and forms the statutory "development plan" for Knowsley. Planning Permission will, except in special circumstances, only be granted for development which complies with the UDP.

1.12 This Supplementary Planning Document also forms part of the Local Development Framework. As stated above, the Local Development Framework is a portfolio of documents which sets out planning policy for Knowsley. Other documents, forming part of the Local Development Framework, will be adopted over the next few years.

1.13 More information about the LDF can be found in the Council's published [Local Development Scheme](#).⁽ⁱ⁾

1.14 The effectiveness of the Supplementary Planning Document will be reported in the Annual Monitoring Report (AMR). The Annual Monitoring Report will also outline suggested changes to the Supplementary Planning Document that will be required to fulfil the objectives of the Supplementary Planning Document.

1.15 A Sustainability Appraisal has been prepared alongside this Supplementary Planning Document. This Sustainability Appraisal process has enabled the social, economic and environmental impacts of this Supplementary Planning Document to be evaluated. The document is available to view at the one stop shops in Huyton, Kirkby, Prescott and Halewood and online by going to:

<http://www.knowsley.gov.uk/consultation/greenspace.html>

1.16 It should be noted that Appropriate Assessment has been undertaken to determine whether this Supplementary Planning Document would have any significant impacts upon Natura 2000 sites in line with Habitat Assessment Regulations.

i For web address see Further Information.

2 Policy Background

2.1 All household planning applications will be assessed against Policies DQ1 and H8 of the Knowsley Replacement UDP.

2.2 The Council's general approach to planning applications for domestic extensions and other "householder" proposals is set out in Policy H8 of the Knowsley Replacement UDP.

Policy H 8

EXTENSIONS AND ALTERATIONS TO RESIDENTIAL PROPERTIES

Proposals for extensions to dwellings, or for the erection or enlargement of domestic garages and outbuildings, will be permitted provided that:

- a. The proposals would not (due to their scale and massing) result in a disproportionate addition to the original dwelling;
- b. The design and materials to be used would reflect those used on the original dwelling;
- c. The proposal would not adversely affect the amenity or privacy of occupiers of adjacent dwellings;
- d. The proposal would not create potential hazards to highway users by obstructing visibility for pedestrians or drivers of motor vehicles; and
- e. Adequate parking and garden space would remain for use by the residents of the extended property.

2.3 A very high proportion of planning applications received by the Council relate to extensions to dwellings. Policy H8 relates to extensions to all forms of dwelling, including houses, bungalows, dormer bungalows and flats. Although most proposals for such extensions are relatively small in scale, they can have a significant impact on the street-scene, local environment and on the privacy and the amenity of neighbouring residents.

2.4 New extensions to dwellings should generally be smaller than the original dwelling and designed as a subordinate element. Larger or more dominant extensions may be permitted where this would enhance the overall appearance of the dwelling.

2.5 Policy DQ1 of the Knowsley Replacement UDP applies to all new development (including either new buildings or alterations to existing buildings).

Policy DQ 1

DESIGN QUALITY IN NEW DEVELOPMENT

New development should be of a high quality design which will:

Site surroundings

- a. Respond to and, where appropriate, enhance the characteristics of the immediately surrounding area through the use of appropriate scale, density, massing, height and building lines;
- b. Preserve or enhance views of important landscape features/buildings in surrounding areas;
- c. Protect the amenities of neighbouring occupiers;

Site Characteristics

- d. Preserve any existing buildings, walls or structures which (whilst not necessarily statutorily listed), are of intrinsic architectural or historic interest, or which contribute to the character of the area;
- e. Preserve and manage any existing important natural features such as trees, hedgerows, greenspace, ponds, slopes and streams and where possible make use of these as design features;
- f. Include measures to accommodate protected species and their habitats where these are seen to be relevant on nature conservation grounds.

Access

- g. Provide safe and convenient access for all by a choice of transport, including attractive secure and safe defined pedestrian links to any community, employment, public transport and shopping facilities in the area;

Site Layout and Landscaping

- h. Achieve an efficient use of land;
- i. Provide an appropriate form of landscape treatment;
- j. Provide high quality open spaces, designed to be well used and appreciated;
- k. Provide good levels of amenity for occupiers of the development;
- l. Create a clear distinction between the public and private realm;

- m. Include any necessary noise attenuation and flood abatement measures as an integral part of design;

Buildings and Structures

- n. Achieve good design quality in all new buildings and structures in terms of their scale, style, materials, detailing and their relationship with each other;
- o. Maximise environmental efficiency through efficient use of materials and resources, re-use of materials wherever practicable, and the promotion of energy efficiency;

Links to other approved strategies

Schemes for new development should take account of other relevant strategies and guidance drawn up by the local planning authority. In particular, regard should be had to the aims and objectives of any regeneration strategy which has been approved by the Council for the area concerned. Developers should also have regard to the Knowsley Council Design Guide which sets out appropriate design principles.

2.6 The Policy makes it clear that in order to preserve the amenities of neighbouring occupiers, new buildings should be designed so that they would not have an overbearing effect or cause unacceptable loss of light or privacy.

2.7 New buildings themselves should be both attractive and environmentally friendly. This will mean ensuring that their design and materials should relate well to each other to create a clear and distinctive identity for a new development.

2.8 The Council will encourage new buildings to be designed and constructed in a way which promotes energy efficiency and the re-use of recycled materials. Designs should include measures to minimise heat loss and make efficient use of water, sunlight and natural light. Measures to avoid heat gain should also be incorporated (e.g. through shading by trees and vegetation). This will become increasingly important to help mitigate and adapt to climate change.

Other Relevant Policy

2.9 Policy T6 (Ensuring choice of travel to serve new developments) requires new development to be served by a choice of transport types. In implementing this policy the Council will take account of the scale and nature of the development. Often, minor extensions are not deemed to have any material impact on travel patterns in the area. In these circumstances, it would not be reasonable to require the developer to provide additional facilities. The proposed Transport SPD will explain in detail to which forms of development, and in what circumstances, the policy will be applied.

2.10 Policy DQ5 (Development in Conservation Areas): New development within or close to a Conservation Area must preserve the character or appearance of the area. Conditions may be imposed, restricting Permitted Development rights (see Chapter 3) where this is necessary to prevent future minor alterations to a development which could adversely affect the character of the area.

2.11 Policy DQ7 (Listed Buildings): The policy states that the Council will not grant consent for extensions to a listed building that would adversely affect its architectural or historic character. Proposals affecting buildings and structures within the curtilage of any Listed Building will only be permitted if the proposal would preserve the setting and important views of the building.

2.12 Policy DQ4 (New development and Trees) requires that measures should be taken to protect trees from damage or loss as a result of new development.

Protected Species

2.13 Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law. Applications for development that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development.

2.14 The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply include, for example, avoiding carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development. The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application.

3 Application Procedure

3.1 Depending on their size and position, many house extensions and alterations do not need planning permission. The rules which determine whether a particular proposal requires planning permission are set by the Government and are very complex. Those proposals which are permitted without the need to apply for planning permission are called “Permitted Development”. Guidance on the scope of [Permitted Development](#).⁽ⁱⁱ⁾

3.2 Some such permitted development rights have been removed in respect of particular dwellings. The legislation is also subject to revision from time to time. Prospective applicants are therefore advised to contact the Council's Development Quality section to seek advice upon the controls applicable.

3.3 Prospective applicants should note that although general guidance may be given with regard to the need for planning permission, a formal determination in respect of any specific proposal may only be obtained through an application for a Certificate of Lawful Development. This is a legally binding document which may prove useful when either selling a property or attempting to obtain a mortgage or loan for an extension.

3.4 In addition to the above, much building work will require Building Regulations approval for which a separate application must be made. Additional controls may also be applicable for properties in Conservation Areas and for Listed Buildings.

3.5 Approval under Building Regulations should not therefore be taken as an indication that planning consent has been or will be granted.

3.6 When we receive an application it will be vetted for accuracy and for the fullness of the information supplied. In order to reduce delays in the determination of an application it will not be registered if any relevant information is missing. The criteria ensuring an acceptable quality of submission change from time to time. The criteria as of February 2007 are set out in Appendix A.

ii For web address see Further Information.

4 General Principles

4.1 All household extensions will be expected to adhere to the following general principles of design as well as to the relevant specific guidance set out in chapters 5-9. It should however be noted that all dwellings and the relationship between dwellings vary. The principles and specific guidelines set out in this document will however apply in the great majority of cases.

Design

4.2 The overall scale of the development should not look out of place in the streetscene. Extensions should normally be subordinate to the original house. In Green Belt locations cumulative extensions should not normally amount to more than 50% of the floor area of the original dwelling excluding any separate outbuildings.

4.3 The design of the roof and the slope of the roof should echo that of the original house. This is particularly important for two storey extensions and for any extensions visible from the highway. Flat roofed extensions will normally not be appropriate.

4.4 Materials such as bricks, roof tiles and window frames should generally be the same or similar as on the main house.

4.5 Window styles should generally match those on the main dwelling and echo the proportions of the original building.

4.6 Any detailing on the original house such as feature brickwork or window sills should be accurately reproduced where possible in the design of the extension.

4.7 Extensions should avoid the problems of bonding new brickwork into old by setting side extensions back at least 1 course of brickwork.

4.8 Where architectural quality can be clearly demonstrated, extensions may be acceptable where they are designed to offer a sensitive contrast to the original building, through their form, materials and details. In such cases, simple and elegant design will be preferred, where the new development is clearly identifiable from, but an integral part of, the original building. Computer visualisation may be required to show accurately the architectural treatments for the extension.

Character of the Dwelling and Street Scheme

4.9 The extension should leave adequate room around the dwelling to avoid a cramped appearance within the plot.

4.10 Extensions should take account of any regular spacing between buildings or in the front line of buildings. In areas of semi-detached properties it is important to ensure that side extensions do not result in a terracing effect.

4.11 The extension should leave adequate garden areas for sitting out, refuse bins, etc.

4.12 Circumstances vary, depending on the existing level of parking provision and the particular environmental and highway conditions in the locality. In most cases the existing level of provision for car parking should be retained within the curtilage of a property. Where 2 or more spaces are currently provided, provision should be retained for no less than 2 spaces. Less than 2 spaces will only be acceptable if the highway and environmental conditions in the locality allow. Proposals that would result in an adverse impact on street parking conditions to the detriment of highway safety or the amenity of local residents would not be acceptable.

4.13 Where replacement parking will be necessary in front gardens, proposals should clearly indicate landscaping and boundary treatments to soften / screen parked cars. Proposals should ensure that at least 50% of the front garden area remains porous.

Impact on Neighbours

4.14 Extensions must adequately protect your neighbours' right to enjoy their own home. Extensions must not overshadow or have an overbearing effect on neighbouring properties to an unacceptable degree.

4.15 Windows in extensions should not directly overlook adjacent property in close proximity and should not allow overlooking into neighbour's houses.

4.16 Windows abutting a boundary will not be allowed. These can prejudice future development at neighbouring properties and are particularly vulnerable to being blocked by fencing and vegetation on a neighbour's land. The only exception to this rule is where a conservatory is being built to abut a boundary where obscured glass will be allowed.

4.17 Where they would result in an unacceptable loss of privacy or unacceptable impact in terms of potential noise and disturbance for neighbours, balconies and roof terraces will not be permitted. In most circumstances, where acceptable, balconies should be restricted to the Juliet style.

4.18 Extensions should have regard to the council's minimum spacing standards. For two storey extensions/dwellings these are:-

- Between the fronts of residential units – 22 metres
- Between the backs of residential units – 22 metres
- Between main elevations to gable ends – 12m

4.19 Account will however be need to be taken of changes in ground level and varying storey height. For example, in the relationship between a two storey and a three storey building/extension, the above distances should be increased by 3m

4.20 Extensions will need to comply with the specific Guidelines set out below for the various types of extension/alteration i.e. the maximum dimensions provided or the application of the 45 degree rule (as appropriate in each Guideline).

Highway Safety

4.21 Detached garages or extensions should not be built where they would obstruct views for motorists or pedestrians. Detached garages or extensions incorporating a garage should be at least 5.5m back from the pavement or service strip to allow a car to be pulled clear of the road whilst opening the garage door.

Note: References in these Guidelines to main habitable rooms include lounge / living spaces, games rooms, studies, family rooms, morning rooms, kitchens and bedrooms. Non-habitable or minor habitable rooms include bathrooms, wc's, utility rooms and garages.

Sustainability and Energy Efficiency

4.22 Extensions should be constructed in a way which promotes energy efficiency and the use of recycled materials. Designs should include measures to minimise heat loss and make efficient use of water, sunlight and natural light. Careful attention should be paid to the internal layout of rooms and the size and siting of windows to make the most of sunlight. For example, larger windows, serving main habitable rooms, are beneficial on the South side of an extension so that it can collect light and heat from the sun. Larger windows should be avoided on the north side of an extension. Wherever possible the re-use of building materials should be considered. Extensions should, where appropriate, be designed to ensure that they are not at (or would cause elsewhere) an unacceptable risk of flooding. This is an area of planning policy that is evolving rapidly. Further guidance will be made available at an appropriate time.

4.23 Proposals should ensure that adequate provision is made / retained for refuse collection and recycling. Applicants will be expected to indicate provision in their planning submission. Ideally a minimum distance of 1m should be retained between the side wall of any side extension and the boundary to facilitate collection. This may not always be practicable, particularly in cases where houses have very narrow plots. In such cases, acceptable alternative arrangements for collection need to be indicated in the planning submission.

4.24 Proposals for householder microgeneration (including wind turbines and solar / photovoltaic panels) are generally welcomed. However, siting and design need to be carefully considered. Proposals that would unacceptably affect neighbours or be inappropriate in terms of the character of the dwelling and the street scene will not be permitted.

4.25 Retention of Important Existing Features; Extensions should accommodate important existing site features including trees, other natural features such as ponds; retain features of ecological value; preserve any existing buildings, walls or structures which are of intrinsic architectural or historic interest, or which contribute to the character of the area.

45 Degree Rule

4.26 The Rule is designed to protect the amenities of neighbouring dwellings from overshadowing or obstruction of outlook, which can be caused by large extensions on or close to a boundary. The Rule is principally applied to extensions that project beyond the building line either at the front or rear (see specific guidelines). The rule should be used when deciding on how much the property can extend without causing harm to neighbouring properties.

4.27 To comply with the 45 Degree rule, extensions should be designed so as not to cross the 45 degree line from the neighbour's nearest habitable room window. The 45 degree line is drawn in the horizontal plane and taken from the middle of the neighbour's window. The line will show the maximum width and/or depth that a proposed extension can build up to avoid obstruction from light or views

5 Specific Guidelines

Specific Guidelines are as follows:

Two Storey Side Extensions

5.1 Two storey side extensions (and provision of first floors over existing single storey side extensions) should be designed to avoid having an overbearing effect or causing unacceptable loss of light or privacy for neighbours. They should also avoid creating a terracing effect, either by themselves or in conjunction with similar extensions which may be existing or proposed for adjacent properties in the future. A terracing effect is considered to be undesirable in areas of primarily detached or semi-detached houses as this leads, in the long term, to a significant reduction in the openness, and alteration in the architectural style of these housing areas. In meeting these requirements, KMBC follows the following guidelines:

Guidelines

5.2 The following guidelines apply:-

- EITHER a minimum space of 1m should be preserved between the extension and the party boundary to the side of the property, OR the front wall of the first floor of the extension should be set back at least 1m from the immediately adjoining part of the main front wall of the original dwelling.
- The above requirement may be relaxed if, because of a staggered or irregular arrangement of the dwellings in the street, the construction of the extension would not create an actual or potential terracing effect. A relaxation may also be made if the existing character of the area is primarily terraced.
- The roof of the extension should normally be at a lower level than the original. Where the original dwelling has a hipped roof, the roof of the proposed extension should normally also be hipped. Conversely, where the original dwelling has a straight gable, the extension should (provided the neighbours would not suffer significant loss of light as a result) also have a straight gable.
- Extensions should preferably be set back at least one course of brick from the front elevation to avoid an unsightly bonding of old and new brickwork. In circumstances where the existing property is rendered at first floor level, this treatment should be carried forward to the adjacent wall of the extension. Windows which serve main habitable rooms, in side elevations overlooking adjacent property are rarely acceptable. Sufficient car parking spaces should be retained (see separate section on parking and domestic garages). Side extensions should be designed to avoid causing direct overlooking or loss of light to main habitable rooms in neighbouring dwellings.
- Two storey side extensions that would result in an unacceptable loss of light to a side facing window on an adjacent property, which acts as sole window to a main habitable room, would not be acceptable.
- Two storey extensions should not have flat roofs.
- Special considerations apply to corner plots (see separate section)

**Picture to
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Single Storey Side Extensions (Including Conservatories)

5.3 The key considerations relating to single storey side extensions are:

- The need to preserve the street scene
- The need to protect the light and privacy of neighbours
- The need to retain satisfactory parking space.

Guidelines

5.4 The following guidelines apply:-

- Extensions should be constructed in materials and style to match the original dwelling
- Extensions should have a pitched roof for aesthetic reasons (pitched roofs are also normally easier to maintain). However, flat roofs may be preferable in those circumstances where a pitched roof would cause loss of light for neighbours.
- Side windows serving main habitable rooms are rarely acceptable where they would overlook adjoining property.
- Special considerations apply to corner plots. See separate section on corner plots.
- Sufficient car parking spaces should be retained (see separate section on parking and domestic garages).
- Any forward projection would only be acceptable if it would be appropriate to the dwelling's design and the wider street scene and setting.

**Picture 5.1
Single storey
extension
example**

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Rear Extensions (Including Conservatories)

5.5 Rear extensions should be designed to avoid causing overshadowing, loss of outlook or loss of privacy to the neighbours, or appear unduly dominant to neighbours.

Guidelines

5.6 The following guidelines apply:

- A single storey rear extension located on or immediately adjacent to the party boundary with a neighbouring property will normally be acceptable if it does not project more than 3m from the rear elevation of the existing dwelling.
- A single storey extension of greater depth (or in a situation where the application property has a rear elevation which is set further back than the rear elevation of the neighbouring property, will normally only be permitted if it does not breach the 45 degree rule where this would not cause detriment to the character of an area
- The above guidelines may, in some circumstances, be relaxed for conservatories although it will often be necessary to provide or retain appropriate boundary fences/walls etc to prevent overlooking of neighbours.
- Two storey extensions will be acceptable only if they do not breach the 45 degree rule. In addition, where the properties are attached and the neighbouring property has no extension adjacent to the boundary, any first floor element of an extension should be set in from the party boundary by a minimum of 1m. Where the properties are attached (semi-detached and terraced) and there is already a single storey extension at the neighbouring property adjoining the boundary, a two storey extension may be allowed provided the 3 metre guide is respected for any first floor windows affected.
- Two storey extensions should normally have a pitched roof. Windows should normally be restricted to rear elevations, to avoid overlooking of neighbouring gardens and dwellings.
- Circumstances vary and there will be situations where the proposed extension does not breach the specific length guideline or the 45 degree rule but, in terms of its siting, scale and massing, would appear unduly obtrusive from a neighbouring property or adversely affect the use and enjoyment of its garden area. Such extension will not be acceptable.

5.7 Relaxations to the above requirements may be allowed where:-

- The extension is required to provide basic amenities (e.g. bathroom or kitchen) for the property which could not otherwise be provided within the application property.

Picture 5.2 Rear extension example

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Front Extensions and Porches

5.8 Front extensions and porches can be particularly prominent in the street scene and should be particularly carefully designed to retain the character of residential areas.

Guidelines

5.9 The following guidelines apply:

- Style, design, materials and scale of front extensions and porches should respect the character of the surrounding residential area.
- Account should be taken of the building line, although, for example, small porches and canopies of a satisfactory design and materials projecting in front of the building line will normally be permitted.
- The size and projection of front extensions and porches that may be permitted depends on the type of property and degree of set-back from the highway. A large detached house, set a substantial distance from the highway, would normally be capable of accommodating a much larger front extension or porch than, for example, a terraced property with minimal set-back from the highway.
- Extensions should not unacceptably obstruct the outlook of neighbouring dwellings or detract from their privacy.
- Special considerations apply to corner plots (see separate section on corner plots).
- Sufficient car parking spaces shall be retained (see separate section on parking and domestic garages).

Extensions on Corner Plots

5.10 Particular attention needs to be paid to the design of extensions on corner plots. This is because they can encroach over the building line on either highway frontage, and therefore be particularly prominent in the street scene and sometimes create undesirable pinch points at the entrance to side roads. They can also interfere with highway visibility in some situations.

Guidelines

5.11 The following general guidelines apply:

- Sufficient distance should be retained to the side boundary to preserve the character of the surrounding area. Extensions should not be sited so close to the boundary that they would adversely impact on the street scene.
- In the case of 2-storey extensions, established building lines on both street frontages should normally be respected. The presence of existing substantial hedging or fencing / walls, or substantial highway verges would be taken into account in assessing whether a relaxation to the above guidelines can be made.
- Where there is no clear building line two storey extensions should be set in from the boundary by at least 3m.
- Single storey extensions on corner plots should be set-in a minimum of 2m from the side boundary and not exceed half the width of the existing house.
- The extension should not interfere with visibility for drivers.
- Sufficient car parking spaces should be retained (see separate section on parking and domestic garages).

- Extensions should have a pitched roof.
- In all cases, irrespective of the distance remaining to the side boundary, the extension should be appropriate in scale to the dwelling.

Note: Reduced distances may be accepted if:

- Open corner plots are not a feature of the area;
- The site does not hold a prominent position in the street scene (for example, if it is at the end of a cul-de-sac);

The site is well screened and so the extension would not have a significant effect on the street scene

**Picture 5.3
Corner plot
extension
example**

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Roof Extensions / Alterations / Dormers

5.12 Roof alterations and dormer extensions can prove a convenient method of increasing the living space within a dwelling. However, care should be exercised to ensure that their design is in keeping with the dwelling and that they do not overlook neighbouring properties. Dormers should not be so large as to dominate the roof slope resulting in a property which appears unbalanced.

Guidelines

5.13 The following general guidelines apply:

- Front dormer should be avoided unless they are characteristic of the building or locality. Where front dormers are proposed, particular attention needs to be given to design. Stricter criteria (to those set out below) may be required.
- Attention needs to be given to design to ensure a sensitive and appropriate approach which conserves the character of the original building and roofscape.
- Raising the ridge height to create sufficient internal space e.g. for a loft conversion will generally be unacceptable.
- A dormer extension must not project above the ridgeline of the property.
- The front wall of a dormer should normally be set back at least 1m from the front wall and 0.5m from either side, to prevent it having an overbearing effect on the street scene and adjoining properties.

- A number of smaller dormers, as appropriate to the scale of the building, may be more successful than one large dormer.
- Dormers should not extend around the corner of a hipped roof or cover more than one third of the roof area to the street frontage.
- Dormers on side elevations are normally not acceptable if they overlook adjacent property.
- Dormers should be faced in materials which match the original roof coverings. Flat roof dormers will not be acceptable on front elevations or any elevation clearly visible from a public vantage point.
- Proposals to alter a hipped roof and replace it with a straight ridge roof will not normally be acceptable.

**Picture 5.4 Roof
extension /
alteration
example**

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Detached buildings and structures, parking and domestic garages

5.14 A common factor with all types of extension is the need to preserve a satisfactory amount of off-street parking provision within the boundaries of the dwelling. This factor is particularly common when proposals are submitted for side or front extensions, which very frequently affect the available parking space within a property. Failure to provide satisfactory parking provision can lead to on-street parking which is both unsightly and hazardous (e.g. for children or persons crossing the road).

5.15 Circumstances vary, depending on the existing level of provision and the particular environmental and highway conditions in the locality. In most cases the existing level of provision (no less than 2 spaces) should be retained within the curtilage of a property. Proposals that would result in an adverse impact on street parking conditions to the detriment of highway safety or the amenity of local residents would not be acceptable.

Guidelines

5.16 In operating this policy, the following notes apply:

- Car spaces provided at the side of dwellings should have minimum dimensions of 4.8m x 2.75m (this width is necessary to enable a car door to be opened and used satisfactorily).
- Car spaces provided on front drives should have dimensions of at least 5.5m x 2.4m (this length is considered necessary to allow for the opening of any garage door or garden gate).
- Garages will normally count as contributing to the car parking provision where their internal dimensions are sufficient to allow them to be satisfactorily used as such.

- Extensions which would result in loss of existing car parking space to an unacceptable level may be permitted if alternative parking is provided e.g. in front gardens if the replacement spaces would still have satisfactory dimensions and the garden would be well landscaped.
- Existing spaces to the side of dwellings which are less than 2.75m wide (between the side wall of the dwelling and the party boundary) are not normally counted as contributing towards the existing parking provision, being too narrow to be readily used. Therefore, the filling in of such spaces is not regarded by the Council as causing loss of car spaces.
- In operating the guidelines, the Council will have regard to existing prevailing parking provision in the area.
- Garages, sheds and other detached buildings should be designed in materials which blend with the existing dwelling.
- Garages, sheds and other detached buildings should normally be behind the building line or be well screened by hedging or similar landscape treatment. They should be designed and sited so as to ensure an acceptable relationship to neighbouring properties.
- Where replacement parking will be necessary in front gardens, proposals should clearly indicate landscaping and boundary treatments to soften / screen parked car. Proposals should ensure that at least 50% of the front garden area remains porous.
- Garden structures such as raised decking, swimming pools etc. will only be permitted where they would not result in an unacceptable impact on neighbours in terms of loss of privacy or noise and disturbance.

Gates, Walls and Fences

5.17 The design and detailing of boundary gates, walls and fences, particularly on highway frontages, plays an important role in defining the character of all residential areas. Many residential estates are designed on 'open plan' principles where the general presumption is one of keeping the frontages of properties open unless a particular case can be put forward for enclosing the front of a particular property. In more traditional areas, the character of the estate is often determined by existing attractive hedging, sandstone walls or brick walls, where the existing character of the boundaries should be preserved.

Guidelines

5.18 The following principles apply:

- The style and materials of all gates, walls and fences should match or be in harmony with the existing style of the boundary treatment in the surrounding area or, when this is more appropriate the dwelling itself.
- Gates, walls or fences will not normally be permitted on open plan estates.
- Highway visibility should be preserved.
- In the case of housing areas where service strips are provided alongside the roads, rather than pavements:
 - i. any front boundary treatment should avoid divorcing the service strip from the front garden of the property; and
 - ii. no front boundary treatment should cross the service strip.

6 Development affecting Conservation Areas and Listed Buildings

6.1 Listed Buildings are those which have been included on a list of buildings of special architectural or historic interest. Policy DQ7 of the Knowsley Replacement Unitary Development Plan requires that development does not adversely affect the architectural or historic character of a listed building. This includes protecting the setting of the listed building and hence a proposal for a house extension may be affected if it is close to a listed building even if the dwelling proposed to be extended is not listed.

6.2 Information as to whether a property is a listed building can be obtained from the Directorate of Regeneration and Neighbourhoods (DRN – See contacts list in Chapter 10). If a dwelling is a listed building, Listed Building Consent will be required for any extensions and many alterations even those of a minor nature which do not require planning permission. Applicants proposing alterations to a listed building should seek specialist advice from a planning consultant used to dealing with historic buildings. Listed Buildings should not be altered without good justification. If a proposal is justified permission may be given, however the strictest standards will be applied to design and construction to ensure the development does not detract from the building's value as a building of historic or architectural interest.

6.3 Conservation Areas are areas which the Council has declared as having special architectural or historic interest. Policy DQ5 of the Knowsley Replacement Unitary Development Plan requires that any extensions to houses sited within or close to these areas must, in addition to general requirements preserve or enhance the character or appearance of the conservation area. Proposals to extend houses in such areas will be assessed against strict criteria. All the general advice set out in the sections dealing with General Principles and specific Guidelines will apply but in addition other considerations such as those below will be taken into account.

1. If plot layout and spacing is important in defining the character of the area this should be restricted and higher standards of spacing may be applicable than in general circumstances.
2. Open spaces can be extremely important in defining the character of the area and this should be considered before putting forward for example proposals for extensions on corner plots.
3. Particular care should be taken with respect to the visual impact of parking areas.
4. Important views must be protected.

7 House Extensions in the Green Belt

7.1 Whilst the vast majority of houses within the borough are sited within urban areas, there are still many dwellings sited within those rural parts of the borough which are designated as Green Belt.

7.2 In addition to the guidance in sections dealing with General Principles and specific Guidelines above, Policy G7 of the Unitary Development Plan requires that extensions to houses sited in the Green Belt are not, when taken together with previous extensions “disproportionate” in scale to the original house. This is to prevent extensions eroding the openness of the Green Belt. The original house is the house as it existed on 1 July 1948 or as it was built if it has been constructed since then. Disproportionate extensions are those which because of their scale and/or design change the character of the original property. Extensions which, when taken together with previous additions do not increase the original floor space of the property by more than 50% will normally be acceptable. Extensions should appear clearly subordinate in scale and design and the original property should remain the dominant element. Where a property has been extended such that cumulative additions would amount to an increase on the original floor area of over 50% these will normally be classed as disproportionate.

7.3 In addition Policy G7 requires that the form of the development preserves the openness of the Green Belt. Tall extensions can be particularly harmful to openness and extensions should ideally be sited where the visual impact of their mass is minimised. Dark facing materials can minimise visual impact and detailing such as bark coloured barge boards, window frames and rainwater goods may be important.

7.4 Where a house has been formed from a barn conversion the 50% guide will be applied using the original size of the barn. If the barn was extended during conversion this extension will count against the 50% tolerance. For such buildings the design of extensions is particularly important and should normally reflect the simple agricultural style of the building not introducing typical domestic additions such as conservatories.

7.5 Where outbuildings are proposed within 5 metres of the dwelling they will be treated as an extension. In cases where permission is required for outbuildings, they should be clearly incidental in scale to the original dwellings. All extensions and outbuildings must be within the original garden area. Extensions of gardens into adjacent open Green Belt land will not be allowed.

8 Specific Guidance for Extensions close to trees.

8.1 Trees and areas of landscaping enhance our environment, both by improving the appearance of an area and helping combat pollution. Some individual larger trees and some groups of trees are protected by Tree Preservation Orders. To remove or undertake work to such trees you will require consent from the Local Planning Authority. If the extension you propose would necessitate the removal or pruning of any trees, or if it would be sited closer to a tree than your existing house, that tree should be clearly marked on the drawings submitted with the application.

8.2 Policies DQ1 and DQ4 of the Knowsley Replacement Unitary Development Plan require that important natural features, such as trees, be preserved. If your extension would result in damage to such a tree it may be refused planning permission. In other instances the extension may be allowed subject to conditions requiring protective measures to be taken to ensure nearby trees are not damaged. As a general rule unless otherwise agreed, existing healthy trees should be protected and retained. Where the site layout accommodates trees in rear gardens, the extension should normally allow a distance of at least 11.5m beyond the ultimate canopy spread of the established tree. This distance may be reduced to 6m for front garden areas and 2m in the case of flank walls.

8.3 In other instances, however, the extension may be allowed subject to conditions requiring protective measures to be taken to ensure nearby trees are not damaged. The Council puts great importance on protective fencing during construction and the benefits achieved by installing the correct type of fencing in the correct position.

9 Extra Accommodation for Relatives

9.1 If an extension is proposed to accommodate dependent relatives, that accommodation should be linked to the main dwelling rather than be a separate building within the grounds. If it is not possible to extend the existing dwelling or it is proposed to convert an existing outbuilding, the Council will seek to ensure that a separate or fully self contained unit of accommodation is not being created. It may be necessary to attach conditions to any planning permission to secure this.

10 Further Information

- For further information, concerning the Council's policy towards householder development, please contact:

Address:

Directorate of Regeneration and Neighbourhoods
Knowsley Metropolitan Borough Council
PO Box 26
Huyton, Knowsley
Merseyside, L36 9FB
Telephone: 0151 443 2381
Fax: 0151 443 2370
e-mail: Planning@knowsley.gov.uk
Web: www.knowsley.gov.uk

Web Addresses

Local Development Scheme

http://www.knowsley.gov.uk/resources/204651/local_development_scheme.pdf

Guidance of Scope on Permitted Development

http://www.knowsley.gov.uk/environment/planningandbuilding/online_planning.html

Appendix A Householder Application Checklist

HOUSEHOLDER APPLICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).

NAME OF APPLICANT:

NAME OF AGENT:

ADDRESS OF DEVELOPMENT:

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION WILL NOT BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

THREE COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH CIRCLE AS APPROPRIATE.

- Have you completed the householder application forms and signed and dated all copies.
- Have you completed, signed and dated the correct Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- Have you enclosed the fee of £135?
- Have you provided a site location plan at a scale of 1:1250 and edged the application site in red (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- Have you provided existing and proposed floor plans at a scale of 1:50 or 1:100 and indicated all boundary lines around the property (single storey extensions should show all of the ground floor; two storey extensions should show all of the ground and first floor).
- Have you provided existing and proposed elevations at a scale of 1:50 or 1:100 (you should include all elevations affected by the proposal).
- If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:50 or 1:100 (ie. Levels and sections).

- If any trees are to be removed or pruned as part of the proposal do your drawings show this.
- Flood Risk Assessment if required. To determine whether a Flood Risk Assessment will be required please contact us.

NOTE: Planning applications for householder development in Conservation Areas will need to be accompanied by a Design and Access Statement. The Council cannot consider your application unless it is accompanied by a Statement, if required. Information on how to prepare a statement is available on the Council's website.

- Have you included a full Design and Access Statement, if required.

Please note: This checklist is not necessarily exhaustive and other points may be identified when your application is received. The level of information is dependent upon the type of application submitted. If you need advice on any of these points, please do not hesitate to contact our Business Support Team on 0151 443 2392 before submitting your application.

Appendix B Glossary

Annual Monitoring Report	A document produced annually that assesses the extent to which the policies in Local Development Documents are being achieved.
Local Development Framework (LDF)	A portfolio of documents that includes: <ul style="list-style-type: none"> • a Local Development Scheme, • a Statement of Community Involvement, • a Core Strategy, • Development Plan Documents, for example housing and employment land allocations, • Supplementary Planning Documents, • a Proposals Map, and • an Annual Monitoring Report.
Regional Spatial Strategy (RSS)	The Regional Spatial Strategy for the North West provides the strategic framework for the Unitary Development Plan and forms part of the adopted development plan for Knowsley.
Statement of Community Involvement (SCI)	Government regulations require the council to consult the community on planning issues. The SCI will set the standard for future consultations and how we will involve the community in planning issues such as preparing new documents and planning applications.
Strategic Environmental Assessment (SEA)	The European Directive 2001/42/EC requires that an assessment be made of the effects that certain plans and programmes will have on the environment.
Supplementary Planning Document (SPD)	Supplementary Planning Document cover a wide range of issues on which the council wishes to provide policy guidance to supplement the policies and proposals in development plan documents.
Sustainability Appraisal (SA)	A document produced to ensure that development proceeds in a sustainable manner through the improved integration of sustainability issues into the plan making process. At the heart of the idea of sustainable development is the principle of ensuring a better quality of life for everyone, now and for future generations.
Unitary Development Plan (UDP)	A borough-wide statutory development plan which that Council was required to prepare under the Town and Country Planning Act 1990. It sets out the Council's proposals for the development and use of the land. The current UDP was adopted on 14 June 2006.

**You can also get this information in
other formats.
Please telephone Customer Services
on 0151 443 4031 or email
customerservices@knowsley.gov.uk**