

Isle of Wight Council

Supplementary Planning Guidance

Extending Your Home



August 2004

This is one of a series of Supplementary Planning Guidance Documents. The Isle of Wight Council adopted this Guide August 2004, following public consultation. It is published by Isle of Wight Council, Directorate of Environment Services.

1 Introduction

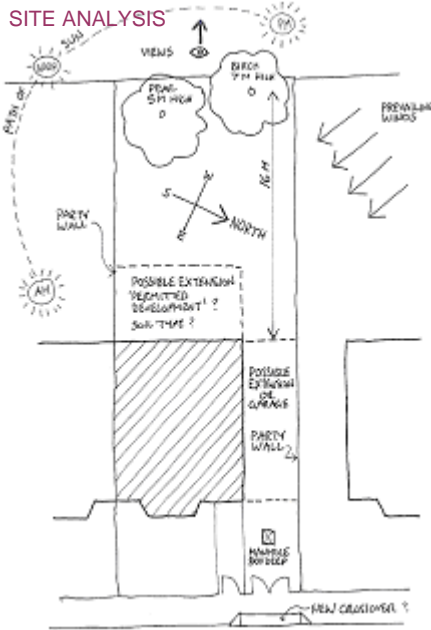
- 1.1 One of the aims of the Council is to maintain a quality built environment. With more people deciding to extend their homes rather than moving, Planning Services is working to ensure the character and quality of our existing residential areas is maintained. The purpose of this document is to offer guidance on the design of home extensions, setting the broad principals, which the council will normally consider in determining a planning application for such a proposal. Hence, encourage a speedier and more efficient progress through the planning process.
- 1.2 Not all extensions require planning permission. A booklet called "Planning a Guide for Householders" published by ODPM is available from the Council's Development Control Section or the ODPM (contact details given at the end of this document) This booklet contains guidance on whether planning permission is required, you can make certain types of minor changes without needing to apply for planning permission. Such works are referred to as 'permitted development'. In some areas of the Island permitted development rights are more restricted. If you live in a Conservation Area, an Area of Outstanding Natural Beauty, you will need to apply for planning permission for certain types of work which do not need an application in other areas. There are also additional requirements if your house is a listed building. If you are in any doubt, whether you require planning permission you should contact the Council's Development Control section before you start. They will usually give you informal advice but if you require written confirmation, you or your agent can apply, on payment of a fee, for a "lawful development certificate" Contact details for the Council's Development Control Section are given at the end of this document.
- 1.3 The Council accepts that the advice contained within this leaflet may not always be applicable, and each application will be considered on its own merits. However, this document contains advice that covers commonly encountered circumstances and should still be considered regardless of whether or not your extension requires planning permission. Planning applications will be primarily considered against the policies in the Unitary Development Plan. The purpose of this guidance is to supplement these policies with more detailed information. The guidance has been prepared in consultation with the public and has been adopted by the council, which means that weight can be attached to it in the development control process.

Policies within the UDP:

H7

2 Good Design Advice

- 2.1 Unless you have the skill and experience it is advisable to employ an architect or otherwise qualified designer to draw up plans for an extension. A well-designed extension should enhance the appearance of your property, minimise the impact on your neighbours and the surrounding area, in



addition to adding value to your property. Drawings need to be clear and provide sufficient information to enable officers to consider the application otherwise your application could be delayed or refused on grounds of insufficient information. Accurate measured surveys of your property and site will be required, from these essential drawings an analysis of all the physical aspects that may affect the design of your extension should be carried out.

3 Basic Principles for Design of Extensions

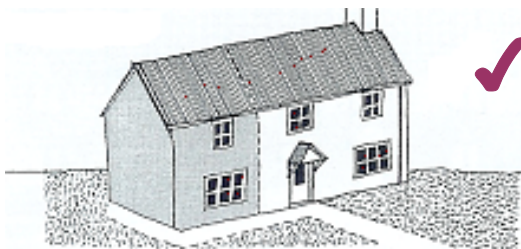
- 3.1 Frequently problems occur when either the wrong form, materials or design features are applied to an extension. Consequently the extension does not relate well to the existing building or the character of the surrounding area. In such circumstances planning permission is unlikely to be granted.

Form

- 3.2 The form of an extension is an important consideration, and what may be acceptable will vary on location and individual character of the property. However, there are some general design principles offered here which you may find helpful.

Continuation

- 3.3 An extension can sometimes be constructed so that it blends in completely with the existing form by simply continuing the existing form sideways.



Special care must be taken with this solution to ensure materials match and the proportion of the existing property is not spoilt.

Reflection

- 3.4 Where an exact match cannot be achieved, it is often better to set the extension back. The set back will allow for a better integration of old and new materials which is not always possible to resolve if the materials meet on the same plane.



on the same plane. The extension should generally be subordinate in scale to the main building. The simplest way of doing this is making the extension narrower in depth than the main building, the roof pitch should be parallel with the roof of the main building and the ridge should be lower.

Separation

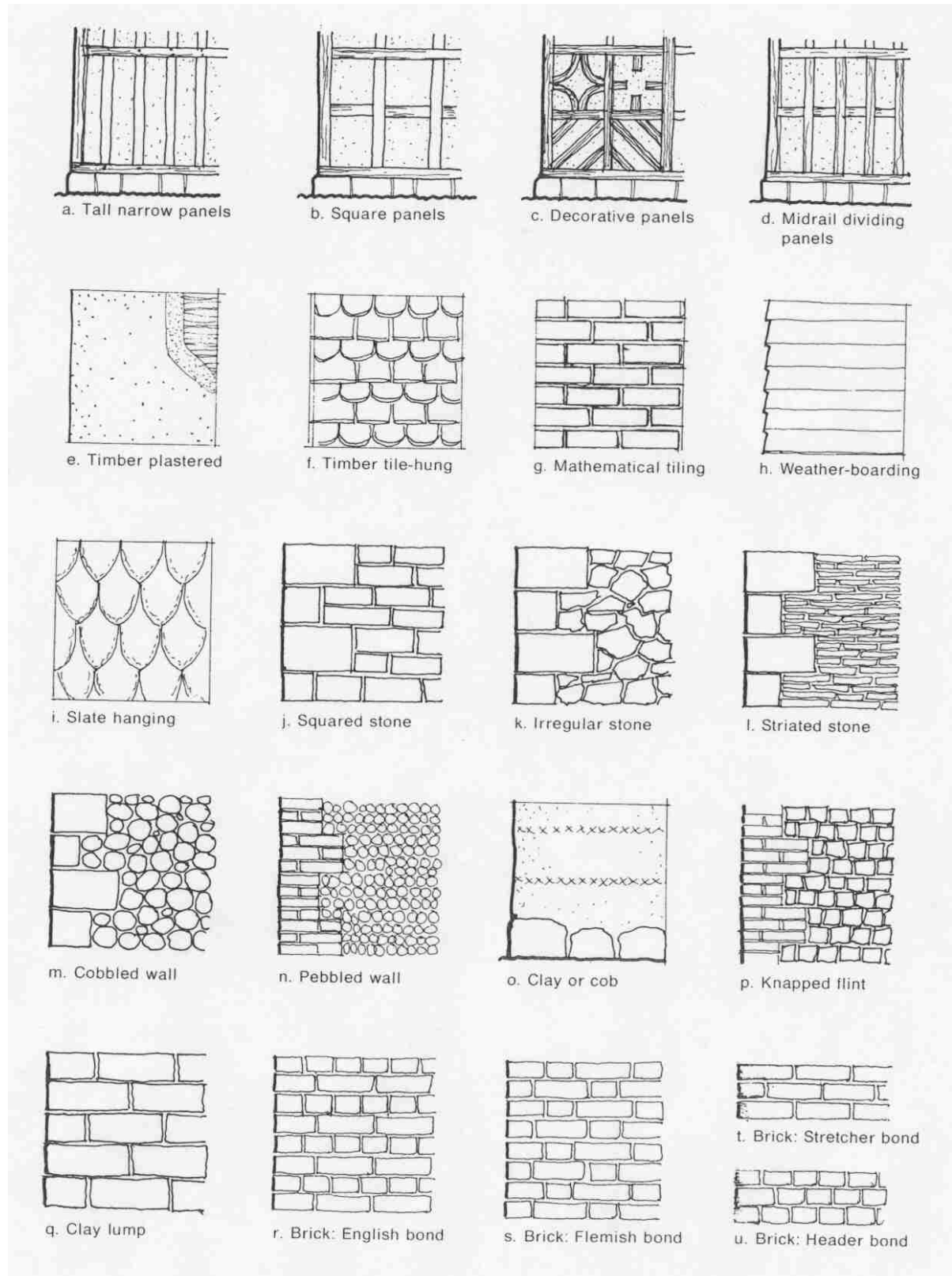
- 3.5 In some circumstances it may be better to separate the extension from the main building by means of a 'neutral link' building. This method is



appropriate where the main building has a distinctive character, which is difficult to 'continue' or 'reflect'. This method is also useful for avoiding awkward roof junctions, which are difficult to construct and look out of place.

Materials

- 3.6 Materials for extensions should be in keeping with the locality and in most circumstances match the existing building. If an exact match can not be achieved because the material is no longer being manufactured, then a sample should be submitted which is as close as possible, attention should also be given to matching the mortar and pointing style as these can have a dramatic effect on the overall appearance. In particularly sensitive areas the Council may ask for a sample panel 1m² to be constructed on site for approval, this is a worthwhile exercise for all building works regardless of whether it is required. In appropriate circumstances where a good match cannot be found it is preferable to consider a different material from the main building.

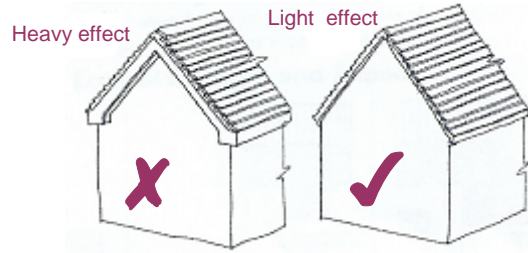
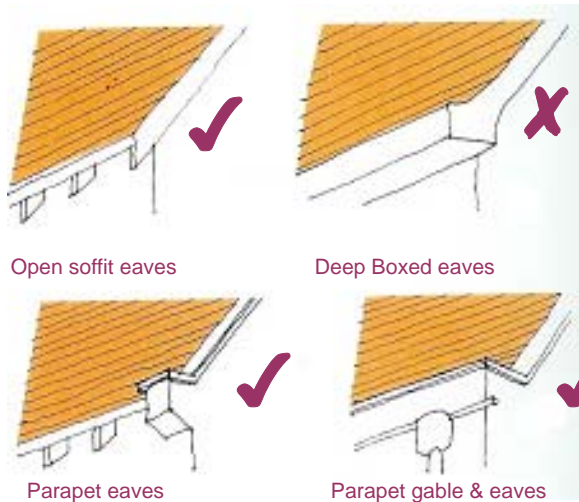


Choice of materials contributes significantly to the overall appearance.

Design Features

3.7 The overall success of an extension depends on more than just the correct form and materials. Architectural details of eaves, windows and doors are an important part of the overall impression. Get these design features wrong and the overall quality of the extension will be compromised. The Council may ask for large-scale details of features particularly on extensions to listed buildings, or those in a conservation area or within an AONB.

Fascias and Eaves

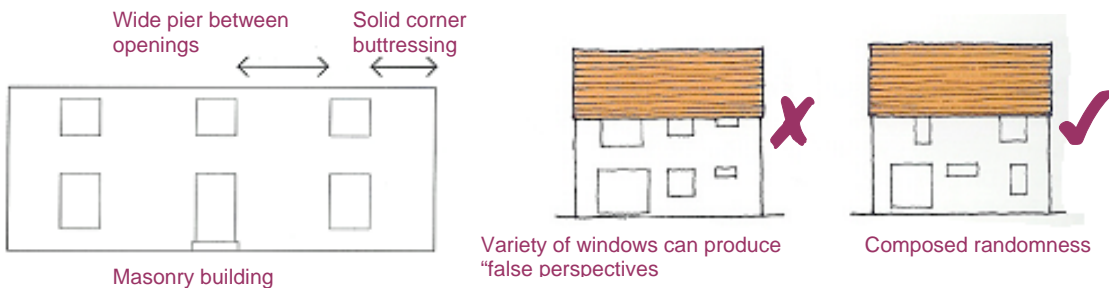


3.8 The appearance of a building can be considerably altered by the way the roof meets the walls. Careful consideration should be given to the eaves detail to avoid giving the roof a heavy appearance. The

existing eaves detail on the main building should inform the choice of detail for the extension. Avoid deep-boxed eaves that can give a heavy appearance to the roof verge.

Windows and Doors

3.9 When positioning new doors and windows try to achieve a balance between solid wall and opening. Use the proportions of the existing windows to inform the design of the new fenestration avoid the use of inappropriate window styles; where possible try to match good existing window style. Do not over fenestrate; where there is more glass than wall, this will visually



weaken the solid form. Be careful to ensure balanced elevations, as a lack of symmetry can be visually unpleasing.

4 Street Scene

- 4.1 It is in your interest to ensure your extension is sympathetic to the original building; a poorly designed extension may in fact devalue your property. A well-designed extension will benefit not only yourselves but also the Council,



Existing balanced street



Unsympathetic additions



Harmonious additions

your neighbours and the general public. Remember your extension should be adding to the quality of the street scene not detract from it. Although your extension may only be small, an accumulation of small unsympathetic extension can destroy the character of a balanced street scene.

- 4.2 Two storey extensions on the side of properties, which extend right up to the boundary, may create a terraced effect in an otherwise spacious street scene. Extensions should not alter the overall rhythm of built elements in the street scene. It is essential to assess the key characteristics of the street and make sure the extension does not conflict. Extensions should be considered in the wider context of the area than just the immediate neighbouring properties.

5 Properties which are listed or in Conservation Areas

- 5.1 There are special responsibilities upon the Council to protect listed buildings and conservation areas. Therefore higher standards of control are exercised in such cases. You should contact the Council's Development Control section to discuss your proposals.

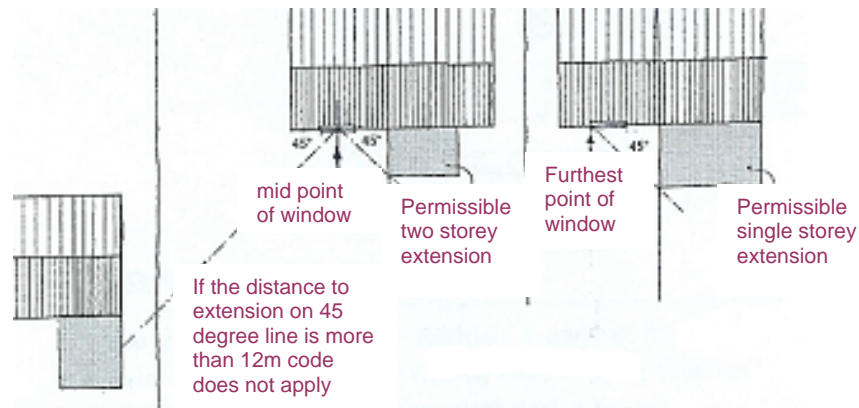
6 Impact on Neighbours

- 6.1 It is advisable to discuss any proposals with your neighbour, since the Council will take into account any objections from your neighbour when assessing the application. A friendly conversation may save you valuable time.
- 6.2 A well-designed extension should minimise its impact on the neighbouring properties, a proposal that has made an effort to be considerate to neighbours is likely to meet with less resistance. Matters that should be taken into account when designing an extension are the impact on

neighbours as a result of loss of daylight and or aspect, loss of privacy, and the obstruction to carry out maintenance on their own property.

7 Loss of Daylight and or aspect.

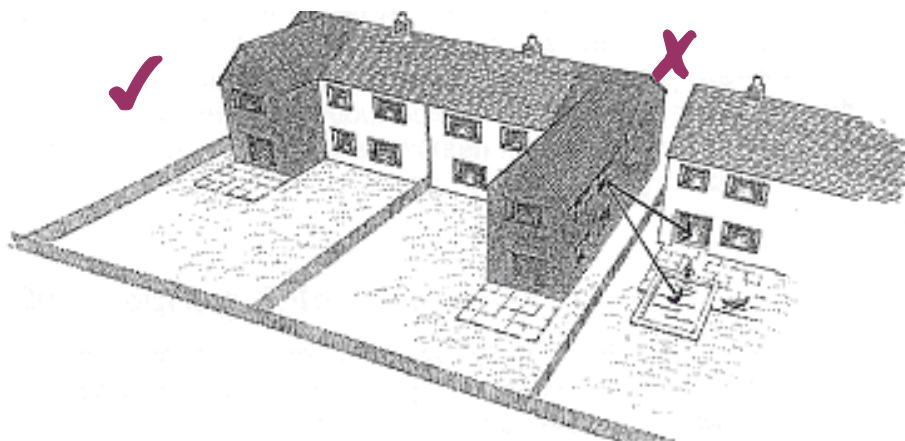
- 7.1 A useful tool for assessing the impact of an extension on your neighbour is the 45^o rule this ensures that your extension will not take way too much light from your neighbour. To comply with the 45^o rule no part of a two-storey



extension should cross a line drawn at 45^o from the centre of the closest window. (This does not apply to bathrooms or utility rooms.) The rule is more relaxed for single storey extensions where the 45^o line is drawn from the furthest point away of the closest habitable window. In both cases where the line would be greater than 12m before crossing the extension the rule does not apply.

8 Loss of Privacy

- 8.1 Direct overlooking can lead to a loss of privacy for your neighbours, where possible extensions should be designed to prevent overlooking, this can be achieved by a range of methods, including positioning of extension, elevational treatments, location and detailing of openings, changes in ground level or additional screening devices.



9 Obstructing Maintenance

- 9.1 Your extension should not obstruct your neighbour from carrying out basic maintenance to his property such as painting, clearing gutters, and general

repairs. In order to avoid conflicts and speed up your application it is advisable to resolve maintenance issues with your neighbours prior to submitting your application.

10 Garages

- 10.1 Double garages can sometimes look overbearing in proportion to the main building, in order to disguise their bulk the use of twin doors is advisable as



Integral doors can be unduly dominant and damage the scale

this will be visually more acceptable. Garages should not dominate the main building.

11 Parking

- 11.1 In recent housing developments there is commonly accommodation for parking at least one car on the driveway of the property. Extensions that result in the unacceptable loss of off street parking are unlikely to be approved. Remember the importance of highway safety ensure designs consider the easy manoeuvring of vehicles and do not obstruct sight lines when exiting.

12 Garden Space

- 12.1 The majority of residential properties enjoy the use of some outside private space. It is essential that after the extension is built that there will remain sufficient garden space for sitting out, drying clothes and children to play.

13 Landscaping and Trees

- 13.1 Where ever possible existing trees and landscaping should be retained Check with the Council's Countryside section whether there are Tree Preservation Orders in force on trees that may be affected by your proposals. Building close to trees will cause damage to them and specialist advice should be sought. The Countryside section can provide a list of specialist consultants and contractors.
- 13.2 The plans submitted should indicate any significant planting (trees over 75mm diameter and 1.5m high), which may be threatened by the extension including relevant information as species, condition, spread and trunk diameter. The location of each tree should be accurately recorded relative to existing site features and the proposed extension. Conditions may be attached to the permission requiring protection of existing trees during construction.

14 Extensions to dwellings in open countryside.

- 14.1 Extensions to dwellings in open countryside have a significant impact on the appearance of the landscape. Very large extensions, which dominate the existing house, introduce a fundamental and often damaging change to the landscape character. When assessing proposals within the countryside applications will only be approved, if they do not have a detrimental impact on the landscape. As a general guideline extensions are more likely to be acceptable if they do not exceed 35% of the volume of the original dwelling including attached garages. Extensions of existing dwellings over this

volume will be assessed primarily on the impact of the resulting dwelling, in terms of its size, design and siting. The extension of existing buildings must be of a scale and character appropriate to the locality.

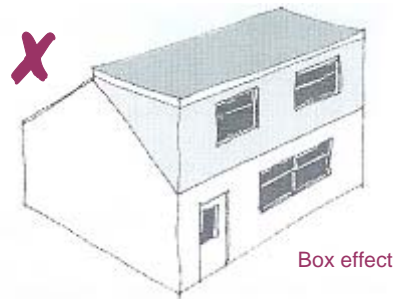
- 14.2 The Council has a statutory responsibility to have regard for the purpose of the Area of Outstanding Natural Beauty AONB designation to support the conservation and enhancement of landscape character. There are stricter permitted development rights within the AONB and special attention should be given to any extensions in the AONB to ensure they contribute to local distinctiveness and enhance the character of the surrounding landscape.

15 Porches

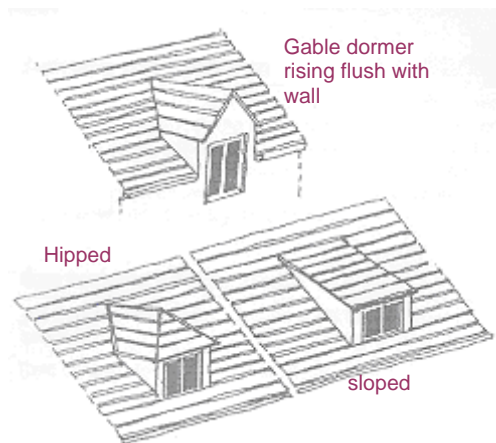
- 15.1 The addition of a porch can have a significant effect on the appearance of your property and the street scene. It is important that a porch should reflect the character of the original building. The materials, windows, doors, and roof pitch should complement the original buildings character and scale.

16 Dormer Extensions

- 16.1 Dormer windows should not be so large that they dominate the roof, but be at a scale that is within keeping with the property. Dormers that extend along the full length of the roof will create a boxy heavy feel to the elevation and will generally not be accepted particularly on front elevations.



- 16.2 The design of dormer windows should match the scale and characteristic of the building or others in the street. Smaller windows with gabled, sloped or hipped roofs, are often more appropriate.

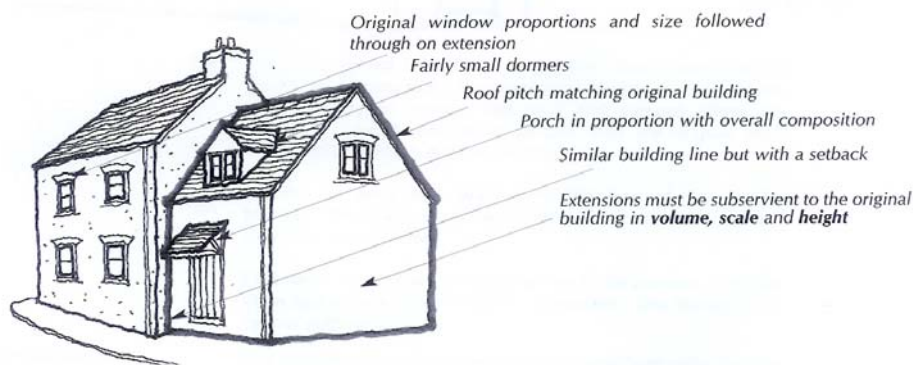


- 16.3 To maintain the balance of the overall elevation dormer windows should be positioned inline with other fenestration. Take account of the wider context when considering what type of dormer may be suitable for your location.

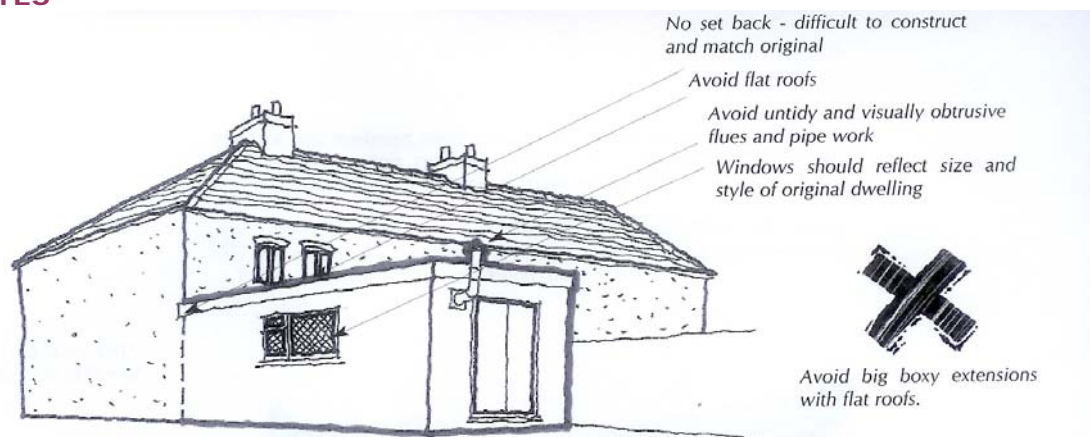
- 16.4 Dormer windows should be constructed of an appropriate material that blends in with the existing roof. This may be tiles, slates, lead or timber boarding.

17 Summary

1. An extension should be compatible with the form, scale and materials of the main building.
2. An extension should be sympathetic to the character of the original building and the character of the local area.
3. The choice of windows, doors and architectural details should be informed by the style of good examples on the existing building.
4. The extension should be designed to minimise the impact on the neighbours and the street scene.
5. Ensure sufficient garden space is retained for the property.
6. Do not fell any trees without first checking whether they are protected.



YES



NO

18 Further Advice and Information

- 18.1 If you are considering submitting a full plans application you are advised to consult an architect or otherwise qualified professional agent.
- 18.2 If you are uncertain about any points made in this document in relation to a particular building you are considering extending, you may find it helpful to

discuss your proposal with a member of staff from the Council's Development Control section, whose address and telephone number are given below.

- 18.3 Appointments can be made to meet a member of staff at the Council's Planning offices, it is helpful to bring along photographs of the building and a sketch of your proposal.
- 18.4 The Planning office is open between 8.30 – 17.00 hours Monday to Thursday and 8.30 – 16.30 Friday. A planning officer is available between 8.30 – 12.30 Monday, Tuesday, Thursday and Friday without an appointment.
- 18.5 You may also need to gain Building Control Permission for your extension, which is in addition to planning.

19 Contacts

The Development Control Section is part of the Planning Services Department, which is located at:

Seaclose Offices, Fairlee Road, Newport, Isle of Wight, PO30 2QS Tel: (01983) 823552

The Council's Conservation Team and Building Control section are also located at the above address.

The Royal Institute of British Architects Client's Advisory Service
66 Portland Place, London W1N4AD, Tel 02073073700

ODPM Free Literature, PO Box No. 236, Wetherby LS23 7NB Tel 0870 1226236

The assistance of the following Local Authorities and organisations in supplying information used in the publication of this Supplementary Planning Guidance Note is gratefully acknowledged:

- Hambleton District Council
- North Cornwall District Council
- London Borough of Kingston Upon Thames
- Basingstoke & Deane Borough Council