putting the pieces in place

ELLESMERE PORT AND NESTON BOROUGH COUNCIL

Ellesmere Port and Neston Borough Council

LOCAL DEVELOPMENT FRAMEWORK

House Extensions Supplementary Planning Document
Adopted December 2006

This document is available in large copy prints, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact: Planning Department, Council Offices, 4 Civic Way, Ellesmere Port. Tel: 0151 356 6504.

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1 Introduction

1 Introduction

1.1 All planning applications should be determined in accordance with the development plan for their area. The Ellesmere Port and Neston Borough Local Plan was adopted in January 2002. Within this, policy H6: House Extensions sets out the criteria for judging planning applications for domestic extensions.

1.2 This document supplements the criteria set out in Local Plan policy H6: House Extensions. It clarifies how matters such as character, scale, design, materials and local amenity will be considered in judging applications for domestic extensions and alterations. It provides guidance to both applicants and neighbours on what the borough council will generally permit.

1.3 The document is a Supplementary Planning Document (SPD). Under the 2004 Planning and Compulsory Purchase Act, SPD's have the purpose of expanding and providing additional detail to development plan policies. As explained above, this SPD provides such detail to Local Plan Policy H6: House Extensions.

1.4 The SPD also relates to a number of other policies from the Local Plan. Namely GEN1: General Development Criteria, ENV5: Ecological Interest, ENV6: Area of Special County Value for Landscape, ENV9: Landscape and Habitat Features, ENV13: Development in Conservation Areas, ENV15: Conservation of Listed Buildings and their Settings, ENV16: Non Listed Buildings and Structures of Architectural and Historic Interest, GB5: Extensions and Alterations to Dwellings in the Green Belt, and TRANS1: Access to Developments. The Local Plan can be viewed in its entirety on the borough council's website (www.epnbc.gov.uk). Information on other relevant planning documents the council has produced (e.g. Designing out Crime SPG, Conservation Area Character Appraisals etc) can also be viewed here on the borough council's website.

1.5 The SPD forms part of the Ellesmere Port and Neston Local Development Framework (LDF). The LDF will eventually supersede the Local Plan as part of the reforms to the planning system introduced by the 2004 Planning and Compulsory Purchase Act. The Local Plan policies to which this SPD relates are to be retained under transitional arrangements towards the new planning system.

1.6 There are a number of instances where the SPD may need revising. As part of the LDF the borough council is required to produce an Annual Monitoring Report (AMR). The effectiveness of the SPD will be reviewed in the AMR, and any changes required flagged up. Furthermore, when local plan policy H6 is eventually replaced this will necessitate revisions, since the SPD only supplements the criteria contained within H6. Finally, the SPD needs to be compliant with the strategic objectives contained in the Regional Spatial Strategy (RSS). As this is currently under review, the SPD may in the future need to be revisited to ensure conformity with any changes to the RSS.

1.7 Further explanation of reforms to the planning system and the borough council's progress towards a Local Development Framework can be found on the borough council's website, or by phoning 0151 356 6664.

2

Using This Guidance

2 Using This Guidance

2.1 The guidance contained within this document is split into 3 sections: General Principles, Special Areas and Cases, and Specific Guidelines. If you are making a planning application, you must comply with both the General Principles and Specific Guidelines sections. Depending on the location of your property, there may be overriding considerations as set out in the Special Areas and Cases section.

2.2 In deciding whether to grant a planning application for a domestic extension, the borough council will try to balance the needs of the applicant against the potential impact of the proposal on adjacent properties and the street scene. More that 90% of planning applications are granted, some after negotiation. If they are refused, there is a right of appeal to the Secretary of State, for the applicant.

3 General Principles

3 General Principles

Early Advice

3.1 Many house extensions will not need planning permission. Appendix A provides guidance as to what can normally be built without planning permission. However, this does not apply to every property, so it is worth checking with the Planning Department if an application is needed and discussing your proposals in detail. The Planning Department will seek to ensure all new developments fully respect, and where possible enhance, the character of the existing landscape and townscape. Planning Officers can be contacted on 0151 356 6660/6661/6662/6663.

3.2 It is also important to check that you have all the necessary permissions before you start work. Extensions and alterations can require both planning permission and Building Regulations approval. Some will also require conservation area or listed building consent.

3.3 If you have any queries over the Building Regulations, telephone 0151-356-6788.

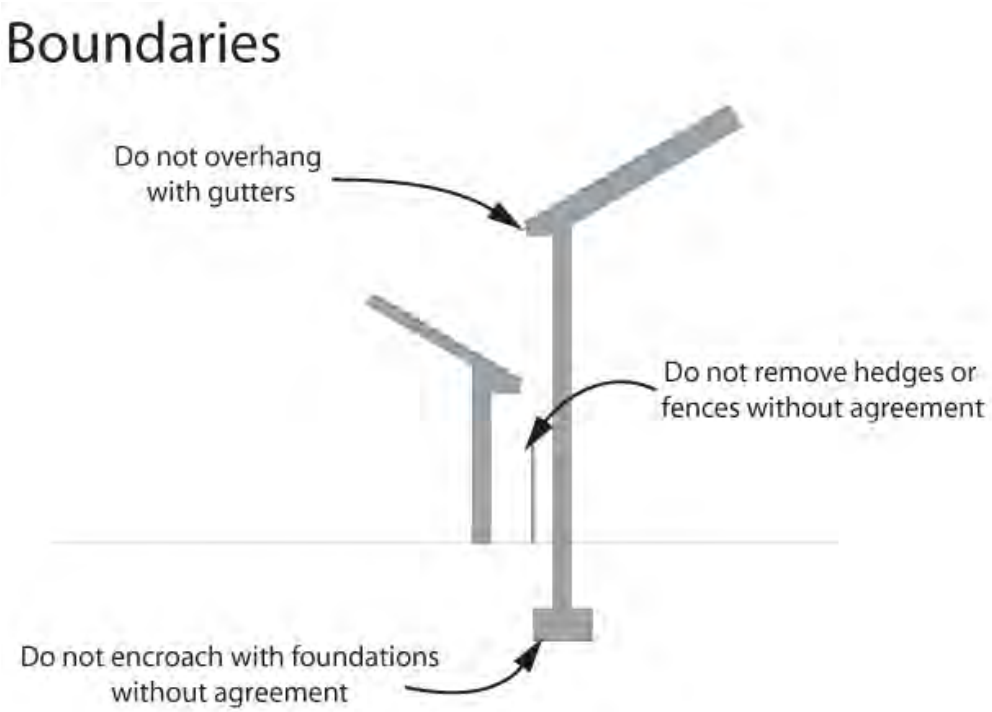
Neighbours

3.4 Before you finalise your plans, you are strongly advised to discuss them with your neighbours. This can avoid bad-feelings, wasted time and money. The borough council will also notify neighbours when a planning application is received; giving them 21 days to comment. Your planning application is also displayed on the borough council's web site. It is generally better however, for your neighbours to hear about your proposals first from yourself.

3.5 Your neighbours can also discuss your application with the planning office, and any comments received will be taken into account when making a decision on your application. Where possible the Planning Officer will try to negotiate a compromise. Most planning applications, even where there are objections, are determined by the borough council's Head of Planning Services. If your application is to be decided by the borough council's Planning Committee both you and your neighbours have the right to speak at the meeting or have someone speak for you. Once an application has been determined only the applicant has a right of Appeal. However, if you feel the procedure was carried out incorrectly, you may make a complaint to the borough council and ultimately to the Local Government Ombudsman. Further details of the procedures the borough council will follow when determining planning applications can be found in section 11 of the adopted Statement of Community Involvement. This can be viewed online at www.epnbc.gov.uk.

Boundaries

3.6 Planning applications often involve work which is on or outside of the property boundary. This is not necessarily a problem but when submitting your application, you must also complete the correct ownership certificate. One of the most common causes of delay and objections to planning applications is a disputed property boundary. The borough council does not keep records of private land ownerships and cannot arbitrate in this matter.

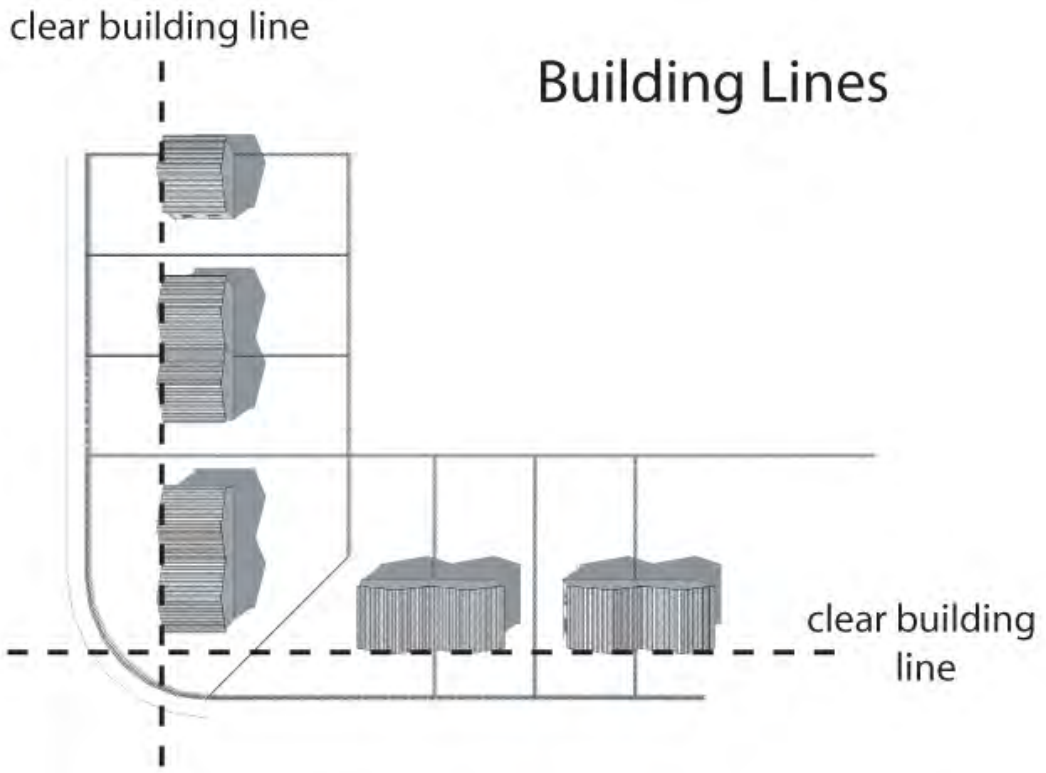


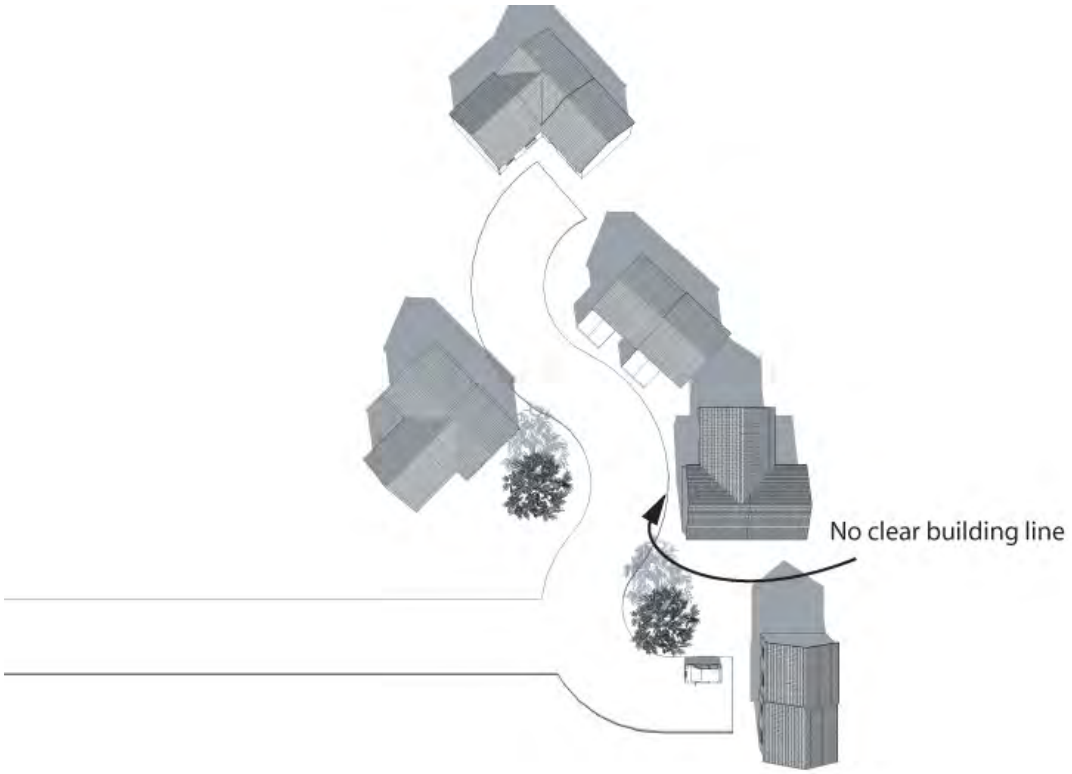
3.7 If a dispute arises it can cause cost and delay. You are advised to keep all works within your own property and do not encroach either above or below your neighbour's property. Preferably, keep away from jointly-owned hedges, fences and walls. Work on or near the boundary can fall within the scope of the Party Wall Act 1996.

3.8 If you have any doubts about land ownership, first check your property deeds or take legal advice. Please talk to your neighbours and if you still have any doubts, ring Cathy Fogarty on 0151 356 6791 for advice.

Building Lines

3.9 Building lines were a pre-war rule of planning control, staying in use until the 1970's. They resulted in formal housing layouts on straight or gently curving lines. Although layouts are no longer designed in this way, they do set the character of an area. Since the 1970's, layouts have become more informal with fewer straight lines and different relationships between properties.

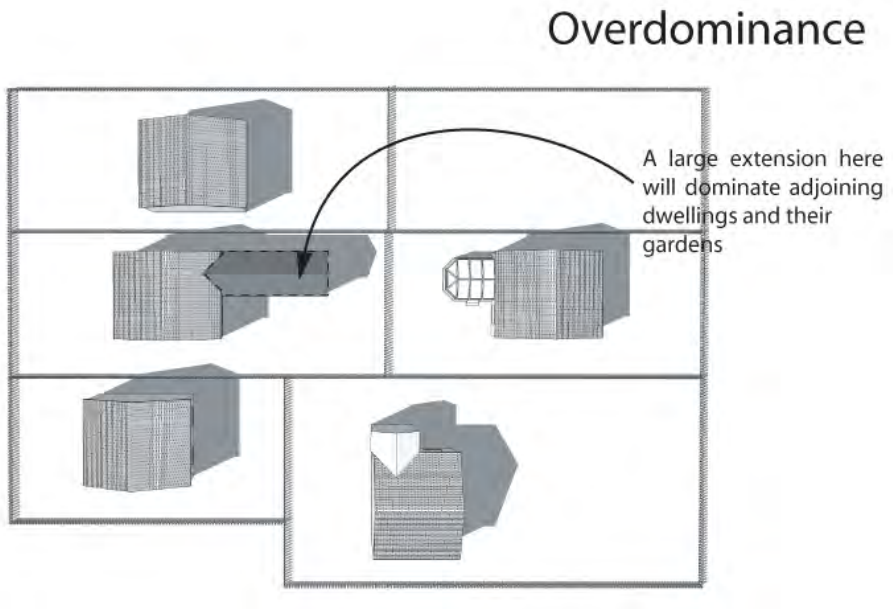




GP1 *Where there is a clear building line, extensions should not generally project beyond it. In more informal modern layouts, local design, character and layout will be taken into account.*

Over-dominance

3.10 Over-dominance can result both from the scale of proposed extensions and their position in relation to neighbouring property. It does not necessarily involve overlooking. Both buildings and gardens can be dominated by proposed extensions and both are equally important considerations.

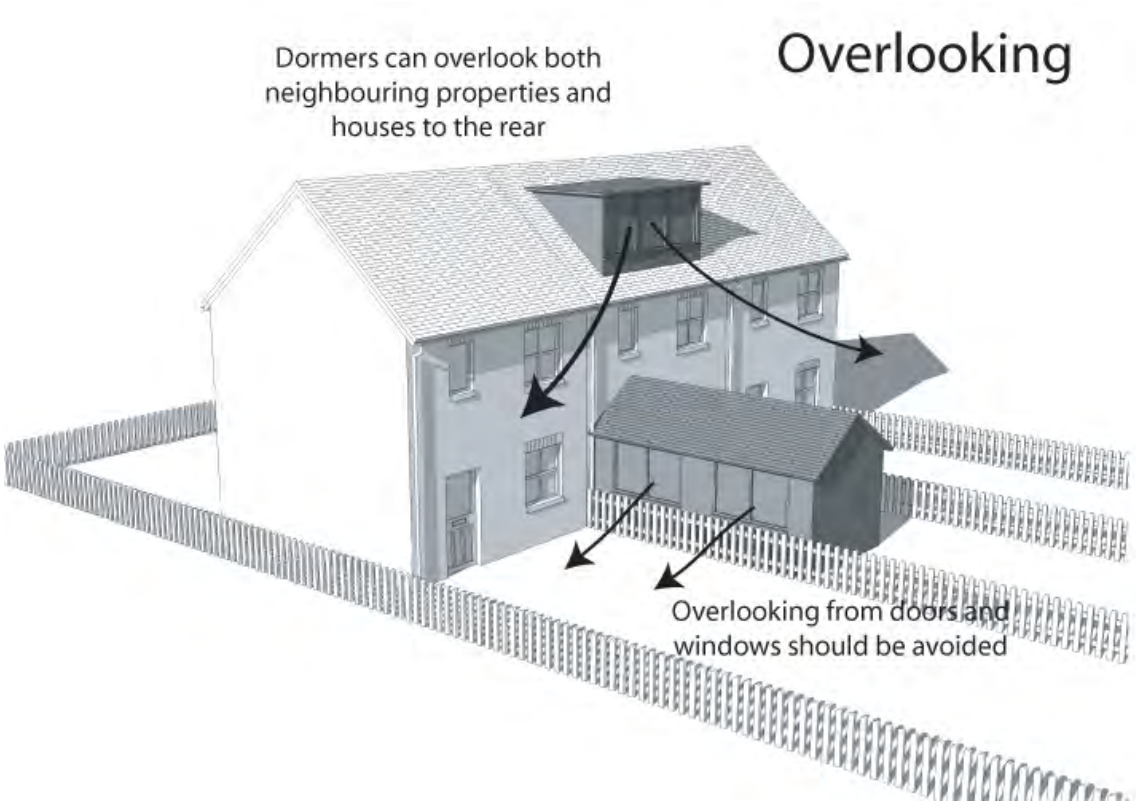


3.11 This is a situation that can only be judged by a site visit. It may sometimes mean that, although your proposal is within normally permitted size limits, it is not acceptable in this case because of its impact on adjoining properties.

> ***GP2*** *Any proposed extension or building should not over-dominate an adjoining garden or dwelling.*

Overlooking

3.12 If your proposal involves additional or larger windows, particularly at first floor level or above, your neighbours may feel unreasonably overlooked; either in their house or garden. Dormer windows, raised terraces and balconies cause particular problems.



3.13 Most properties on housing estates are overlooked to some extent. The borough council must decide whether your proposal makes an existing situation substantially worse. Obscure glazing only provides an answer for landing, toilet and bathroom windows while the use of high-level windows may still leave a feeling of being overlooked. The borough council may also require such windows to be non-opening.

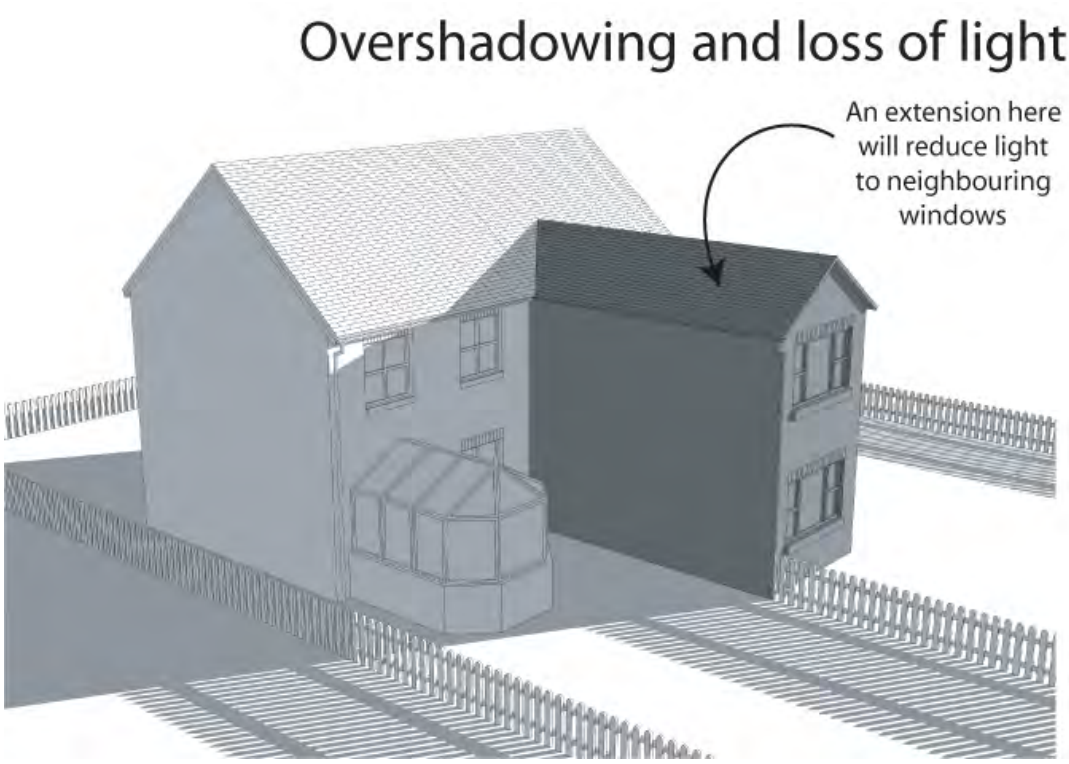
> ***GP3*** *Any proposed windows, doors and balconies should not materially reduce the level of privacy currently enjoyed in a neighbouring dwelling and/or its private garden area.*

Loss of Light, Overshadowing and Loss of View

3.14 These are common objections to planning applications, but they are three separate issues.

3.15 Reducing the amount of light to your neighbour's property will be taken into account in determining your application and may amount to a reason for refusal. It is usually taken to mean loss of light to adjoining habitable room main windows. This is assessed by visiting the properties involved.

3.16 Overshadowing is a similar common problem depending on the scale of the works and their orientation. It applies mainly to gardens and conservatories, but can apply to windows in adjoining properties. Reducing the amount of sunlight received to your neighbour's property is an issue that can affect the borough council's decision on your application and should be avoided.



3.17 You may have a 'right to light' in law if it has been uninterrupted for 20 years or more. Planning decisions do not overrule this right, but this is a matter for property law and the borough council cannot become involved in any dispute on this basis. If you think a right to light exists, you are advised to take your own legal advice.

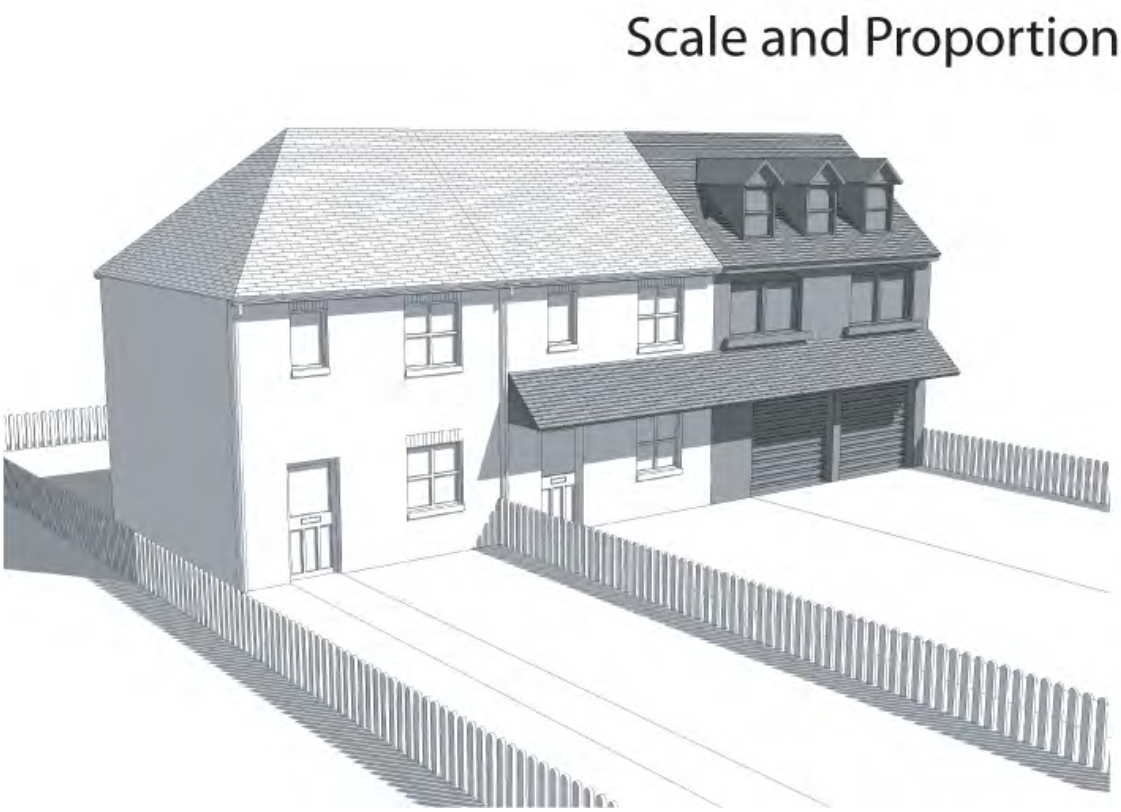
3.18 Loss of view is also a common objection, but the planning legislation does not exist to protect a view. It cannot normally be considered as an objection to a planning application nor can loss of property value.

GP4 *Any proposed works should not cause a material loss of light to any main window of a habitable room in an adjoining property.*

Any proposed works should not materially reduce the amount of sunlight currently enjoyed by a neighbouring property and its garden.

Scale and Proportion

3.19 Any extension or alterations should reflect the scale and proportions of the existing dwelling and those of its neighbours (particularly if they are attached). Use of the same size and shape of doors and windows, keeping new roof height below existing levels and matching existing roof pitches are essential. This is particularly important in semi-detached properties where alterations to one property can unbalance the appearance of the other.



3.20 Some proposals involve a combination of front, side and rear extensions. While each individual extension may be within the permitted sizes, the combined impact of the whole scheme may seriously alter the scale and appearance of the property to the detriment of neighbours and the street scene. This is not acceptable.

> ***GP5*** *Any extensions or alterations should be in keeping with the existing dwelling and any others attached. They should retain the existing character, design/materials, scale and proportions of the main dwelling and must not unbalance any other attached dwellings.*

The Street Scene

3.21 An applicant's main concern is providing extra accommodation, but neighbours will be concerned about any adverse effects on their property or the street in general. It is important that any proposal should not substantially change the character and appearance of the street and the properties in it.

3.22 Closing gaps between properties and creating terraces, raising rooflines, extending in front of your neighbours, and changing the overall shape and scale of your property will all have an impact on the street scene, which should be avoided.

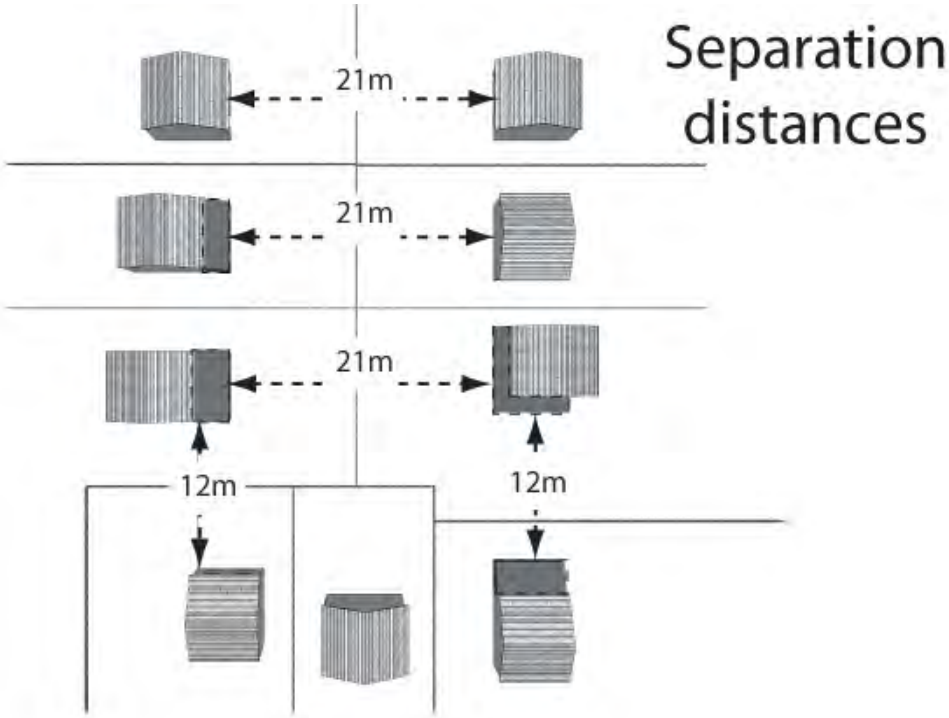
> ***GP6*** *Proposed extensions and buildings and alterations should respect, and not seek to change the character of the street in which they stand.*

Separation Distances

3.23 The spaces between dwellings are designed to ensure adequate light, space and privacy. They are also designed to allow some extensions but reducing these distances below the borough council's minimum standards will normally be unacceptable.

3.24 Other factors are also taken into account: the design and height of the properties concerned, window positions and the rooms they serve, differences in levels and existing extensions. These may mean that the minimum standards are inadequate in some cases. Three storey dwellings are becoming more common and create particular issues. For guidance, use General Principles and SG17, Terraced Properties. Adding an extra storey to a dwelling is rarely acceptable because of the impact on privacy and appearance.

> ***GP7*** *With one and two storey dwellings, a minimum separation distance of 21m/70ft will be required between facing windows on two storey extensions and the existing main wall of facing properties. A minimum distance of 12m/40ft will be required between side to rear or side to front relationships.*



Materials

3.25 The materials used in an extension or alteration often decide its appearance and impact on the street scene. Poorly-matched bricks and tiles can ruin a good design and stand out in the street. Some materials are no longer made and in many cases render or pebbledash can be preferable to poorly matched bricks.

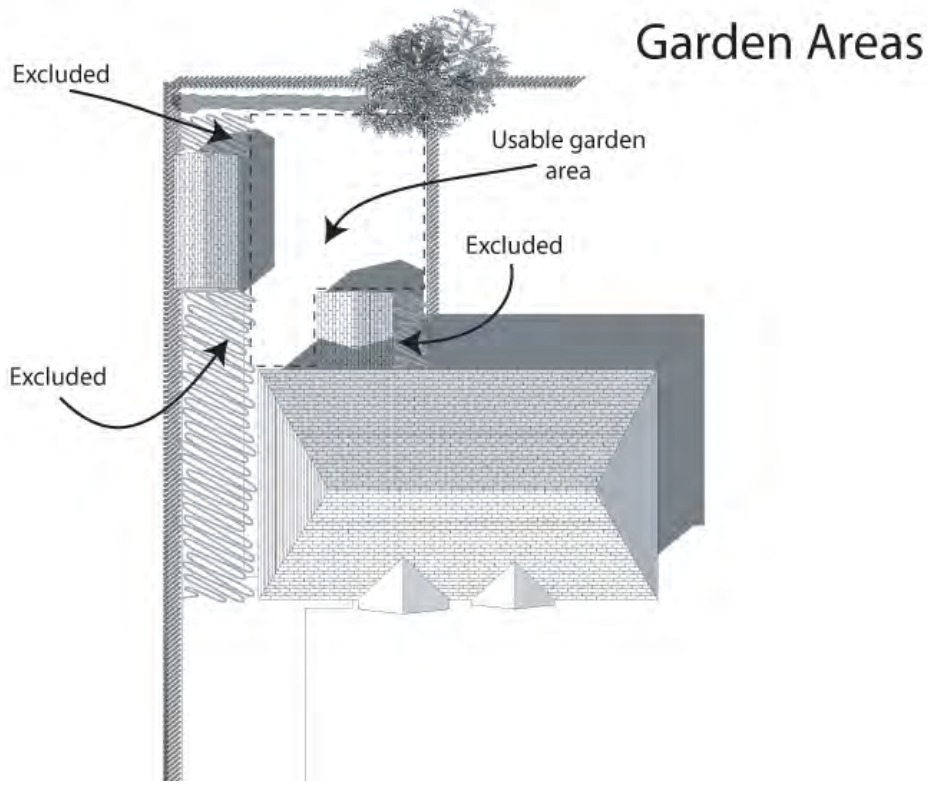
3.26 The roof is the most important element because it is the most visible. Reusing existing tiles or second-hand supplies can be a solution.

> ***GP8*** *The materials used in the external construction of any works must match those of the original dwelling. Where required, samples of materials must be approved before work starts.*

Open Space and Garden Areas

3.27 Every property needs an area of private open space or garden for domestic leisure activities, drying clothes, sheds and storage. The spaces around properties form part of the character of an area.

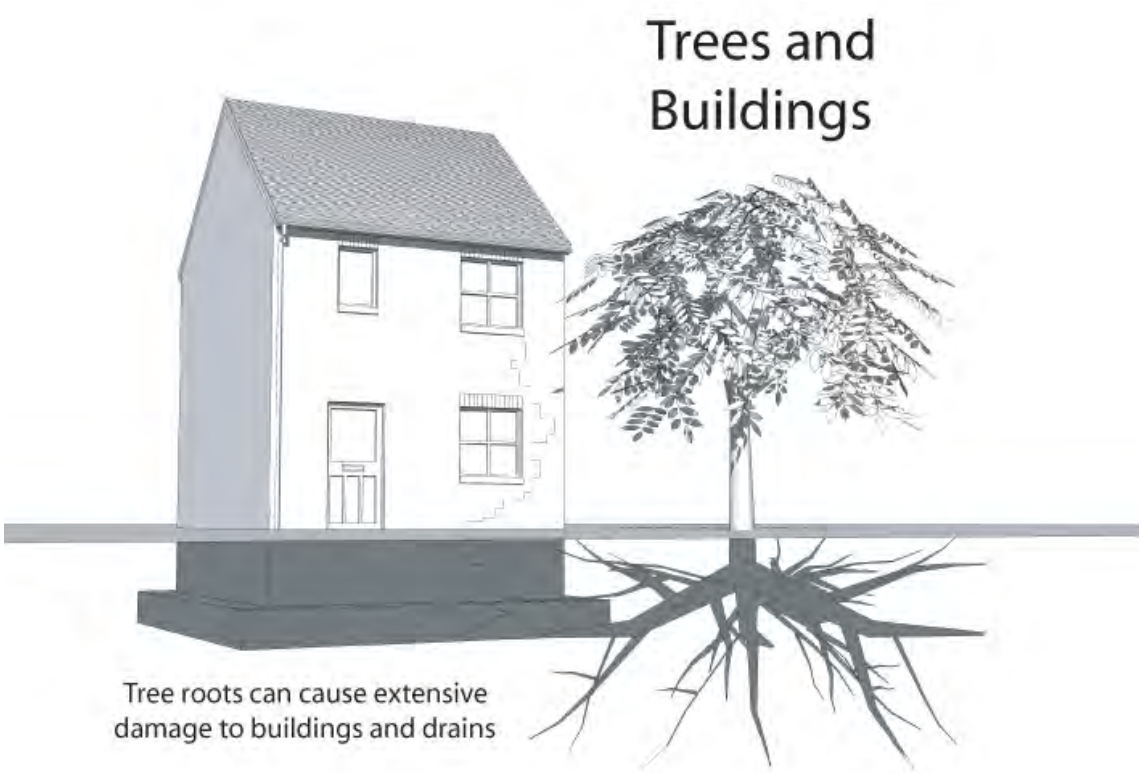
> ***GP9*** *Any proposed works should not reduce the area of usable private garden space below the average size in the area. A minimum of 50 sq m/540 sq ft must be retained and should not include areas below tree canopies.*
>
> *In the case of dwellings built with less than 50 sq m of yard or garden, each application will be treated on its merits.*



Trees and Hedges

3.28 Extending or altering a property can sometimes result in the loss of trees and hedges. If these can be retained, they can reduce the impact of the works and maintain privacy and character. Some trees are protected by a Tree Preservation Order and cannot be removed, lopped or topped without the borough council's consent.

3.29 It is not sensible to build under the canopy of an existing tree. The roots will be damaged affecting the future life of the tree and extra construction costs can occur. While the removal of trees and hedges is sometimes unavoidable, the borough council will take account of the loss of amenity value and impact on the street scene, in making its decision.

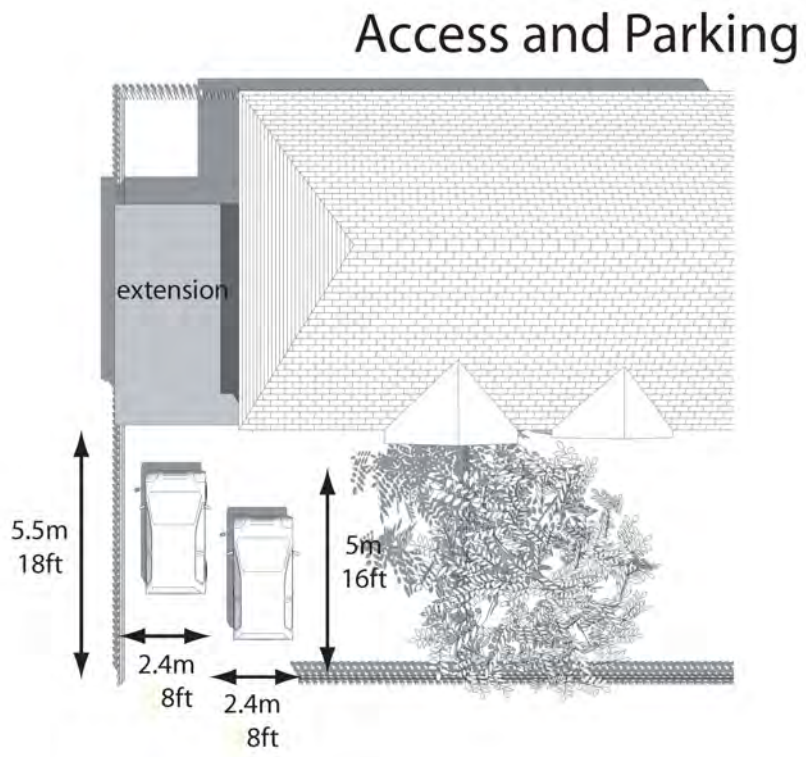


GP10 *The borough council will usually require the retetion of trees and hedges that are of local amenity value. They will need to also be protected during construction. Where removal is agreed, replacement trees will normally be required.*

Access and Parking

3.30 A new or altered vehicular access can affect road safety, the appearance of the property and of the street. The normal parking requirement for most dwellings is two spaces, one of which may be a garage or carport. A parking space in front of a garage or carport should be a minimum of 5.5m/18ft x 2.4m/8ft. Additional spaces can be slightly smaller: 5m/16ft x 2.4m/8ft.

3.31 Visibility splays of 2.4m (8ft) x 2.4m may be required together with the lowering of adjoining walls and fences.



3.32 Depending on the class of road concerned, you may be required to provide a vehicle turning area on the property. In addition, ensure car doors do not need to open over your neighbour's property. Hedges, fences or walls may need to be altered to provide adequate visibility.

3.33 Where works result in the loss of a parking space or garage, this must be replaced. It is not acceptable to use the entire front garden as alternative parking because this detracts from the appearance of the property and the street scene.

GP11 *There should normally be only one vehicular access to a property. This should provide adequate visibility for both pedestrians and road traffic.*

Depending on the class of road being accessed, a vehicle turning area may be required on the property.

Where there were previously two or more parking spaces available, the borough council will seek to retain at least two spaces and any losses must be replaced. No more than 50% of the front or side garden should be used to provide alternative parking.

Conditions

GP12 *In granting a planning permission, the borough council may impose conditions to control the development or protect local amenities. They usually either require something to take place (e.g. a window to be obscurely-glazed or a fence to be erected) or prevent something taking place (eg inserting an extra window or removing parking spaces). These conditions are checked when work commences and failure to comply with them can result in legal action by the borough council.*

4 Special Areas and Cases

4 Special Areas and Cases

4.1 In addition to the general principles set out above, it is important to recognise the important character of certain parts of the borough. In order to conserve this character, in sensitive locations a more restrictive stance on house extensions/ alterations will be applied. This section highlights situations where issues of conservation importance will significantly influence the consideration of an application, and may overrule advice provided in the Specific Guidelines section of this document. If any of the following situations apply you are therefore advised to contact the planning office on 0151 356 6683.

Green Belt

4.2 Saved policy GB5 of the Ellesmere Port and Neston Borough Local Plan gives policy guidance on extensions and alterations to dwellings in the Green Belt.

4.3 Most of the rural areas of the borough are in the North Cheshire Green Belt. You can check if your property is within the Green Belt by contacting the planning office.

4.4 Within the Green Belt proposals also need to respect the open and rural character of surroundings. Minor domestic extensions or alterations may be acceptable if they satisfy the following criteria:

Prominence:

4.5 *The extension must not materially increase the building's prominence in the Green Belt, or cause damage to the open rural character of the Green Belt.*

4.6 *In assessing proposals for the extension of dwellings, the borough council will bear in mind that it is important to retain, and enhance, attractive rural landscapes near to urban populations. Prominence, increased by excessive extensions, tends to spoil the rural scene. One of the effects of extensions on houses in the Green Belt is to suburbanise the property and make it alien to its rural setting.*

Design:

4.7 *By its layout, design, appearance and the materials used it should complement the existing buildings and enhance the local character of that part of the Green Belt in which it is situated. It must not detract from the local area.*

4.8 *Careful attention to design and materials can do much to integrate an extension into an existing house and make it look part of the original. Use of traditional materials e.g.natural Welsh slate, should be used where appropriate.*

Scale:

4.9 *The extension must not, either in itself or taken together with other extensions previously added to the property, result in disproportionate additions to the property.*

4.10 *The borough council considers that, as a guide, where proposals would provide an increase of over 30% in floor space from the building existing in April 1990 they would be disproportionate. In addition, large extensions may have occurred previously i.e. between 1948 (when national town planning commenced) and 1990. The borough council will take these into*

account, when they occurred, and the form of the original dwelling in assessing the relevance of cumulative impact. PPG2 requires consideration of the original dwelling (i.e. as at 1948) and this may result in little or no further extension being acceptable.[i]

4.11 It should be noted that there are some exceptional locations in the Green Belt to which other considerations apply, namely:

i. In villages within the Green Belt i.e. Burton, Ince and Childer Thornton, an extension on a house may have little or no impact on the open character of the Green Belt. Each village has a different character, however, which may lead to different conclusions and design solutions. The relevant part of the House Extensions SPD may be more appropriate. Such cases must not detract from local visual amenity.
ii. Parts of Burton and Ince are Conservation Areas. A further important question to be asked in this situation is: does the proposal, irrespective of size, reflect the character of the Conservation Area?
iii. Certain areas around Hooton cross-roads have a suburban estate layout with standard housing of the 1930's and 1950's. In these situations, so long as there are not excessive proposals or successive cumulative extensions which could affect the overall character of the property and set precedents for the area, other parts of the House Extensions SPD may be more relevant.

4.12 The raising of roof levels, in particular to provide further domestic accommodation, will generally be considered inappropriate in the green belt. Extensions to gardens, through acquiring adjoining land will also be refused because of their progressive urbanisation of the Green Belt. Proposals for garages and other ancillary domestic buildings within an existing residential curtilage should not result in development that is prominent within the Green Belt. Proposals should be of a size and scale, and siting and design and appearance to protect, and where possible enhance, the open rural character of the Green Belt, and enhance visual amenity. Natural England have produced a Planning Position Statement on Planning for Sustainable Design and Construction in the Countryside. This can be downloaded from www.naturalengland.org.uk.

Area of Special County Value (ASCV)

4.13 Saved policy ENV6 of the Ellesmere Port and Neston Borough Local Plan gives policy guidance on development of the ASCV.

4.14 Within the Dee Coastal Area policies for any new development are very restrictive. All development must have a particularly high standard of design, scale, materials, appearance, siting and landscaping in keeping with the existing character of the ASCV.

Listed Buildings

4.15 Within the borough there are a number of statutorily listed buildings that are recognised nationally as being important elements of the country's heritage, either in historic or architectural terms. In order to conserve this heritage, such buildings are subject to more stringent controls on what types of extension are permissible. They do not benefit from the normal permitted

i Planning Policy Guidance note 2 (PPG2) sets out the government's approach to planning and the green belt. Copies of PPG2, and other national planning guidance, can be found at www.communities.gov.uk.

development rights of other properties as referred to in Appendix A. Many works, including those that may seem minor, will require listed building consent in addition to planning permission. It is therefore advisable to contact the borough council's Conservation Officer on 0151 356 6670 before carrying out any works.

4.16 Saved local plan policy ENV15 provides advice on the conservation of listed buildings and their settings. In determining an application, the potential impact on the elements that make up the special interest of the building will form the basis for consideration. The special interest of such elements varies greatly and it is therefore usually necessary to assess each building in terms of it's own character. However, minimum impact upon the original structure, built fabric and any features, both internal and external will generally be sought. Furthermore, it is also very important that modern extensions do not dominate the scale, material, design or setting of the existing building. Further advice, can be obtained from the borough council's Conservation Officer. It should be noted that under DCLG Circular 01/2006, any planning application for listed buildings should be accompanied by a Design and Access Statement.

4.17 It should be recognised that the cumulative effects of small-scale minor works can be very destructive to a building's special interest. Each proposal will therefore be seen in light of previous applications and will be refused if multiple small-scale works are beginning to disrupt the building's integrity.

4.18 There are also some buildings in the borough that are valued locally as examples of local architectural styles or for their historical association. Such buildings are known as locally listed buildings, and are protected from insensitive extensions under saved local plan policy ENV16. The above advise on listed buildings applies also applies to the exteriors of locally listed buildings.

Conservation Areas

4.19 Saved policy ENV13 of the Borough Local Plan, provides guidance on extending properties in a Conservation Area.

4.20 Development within the Conservation Areas must preserve or enhance the character of the particular Conservation Area. Special regard should be given to the setting and character of buildings. Particular attention should be given to ensure appropriate use of materials and landscaping. Unsympathetic scale or design will not be permitted nor will inappropriately located car parking. Early discussion with the borough council's Conservation Officer (telephone 0151 356 6670) is advisable.

4.21 A Design and Access Statement will be required for all planning applications within Conservation Areas, in accordance with DCLG Circular 01/2006.

Areas of Flood Risk

4.22 Some parts of the borough are at risk from flooding. Where this is the case, the borough council will seek to incorporate flood-proofing measures to the design and construction of any extension, in compliance with Environment Agency advice. The Environment Agency's advice will also be sought where proposed works are suspected to affect existing flood defence measures.

4.23 To find out if your property falls within an area at risk from flooding, contact the borough council planning office or visit the Environment Agency website to view the flood risk maps (www.environment-agency.gov.uk).

5
Specific Guidelines

5 Specific Guidelines

5.1 The following section gives advice on specific types of extension. It is essential that you should first read the advice given in the General Principles Section. Any planning application will need to comply with the standards set in both sections.

5.2 While each planning application is decided on its own merits, the Local Plan and the guidance in this document will form the basis for all decisions on household applications.

Side Extensions

5.3 Side extensions will normally be expected to meet the following criteria:-

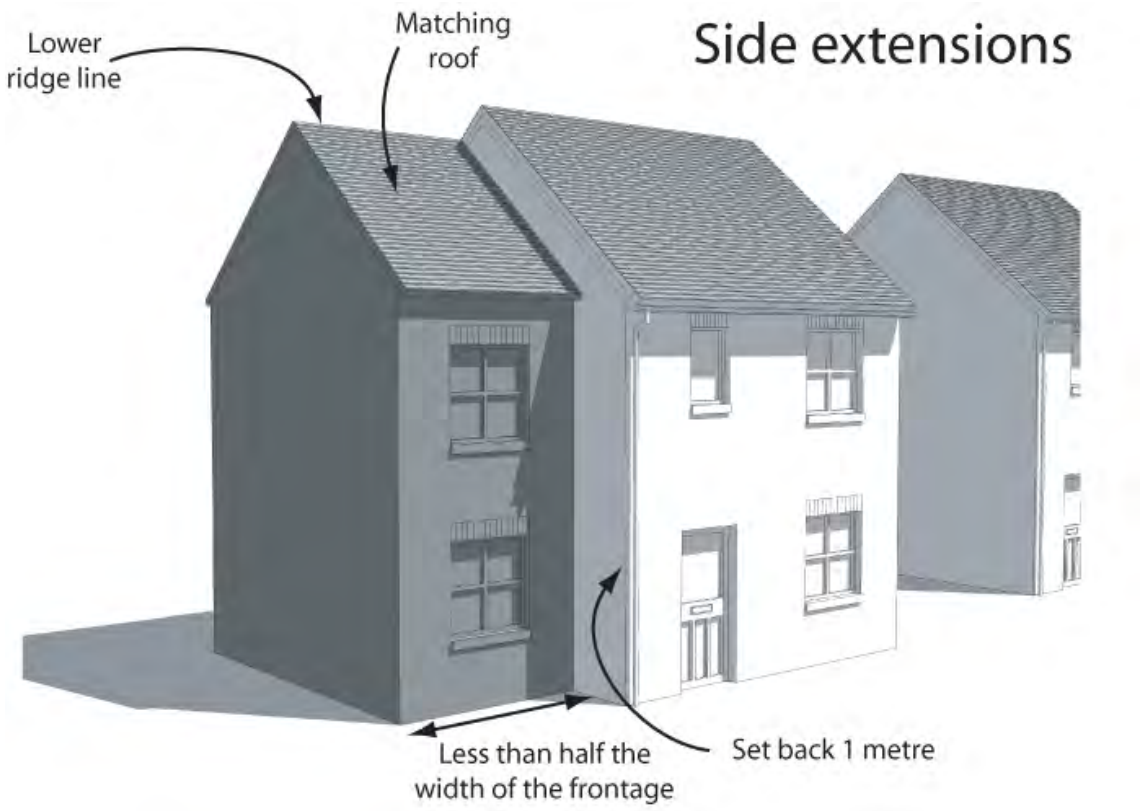
SG1 *Side extensions should match the main dwelling in terms of materials, scale and design. Overlooking side windows should be avoided and a pitched roof will generally be expected. The width of any extension should not exceed half the width of the original frontage of the dwelling. The measurement of half the width does not include any existing attached garage. In the case of houses with a very narrow frontage, where half the frontage might not create a usable room, an additional 0.5m (internal) width might be allowed to create a usable floor space.*

SG2 *On semi-detached and terraced properties, the proposed extension should avoid unbalancing or changing the appearance of attached properties.*

SG3 *On two storey and first floor side extensions, a pitched roof is essential. The roof on the extension should match the original in terms of pitch and shape, and the ridgeline should be lower than the original.*

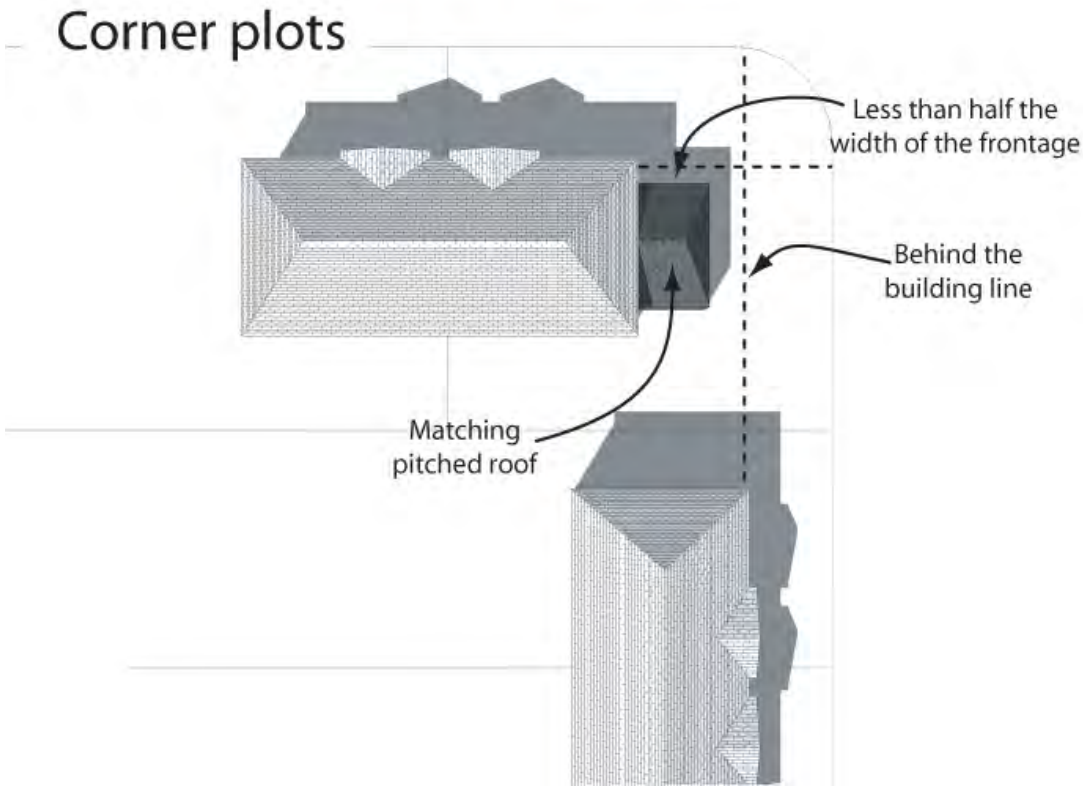
SG4 *Where there is a possibility of terracing, prominence or unbalancing, the first floor must be set back 1m to reduce its impact. In some cases it may be necessary to set back both ground and first floor. NB terracing is where side extensions would disrupt the character of a line of detached/ semi-detached dwellings through the loss of a visual break between properties and creation of a terraced appearance.*

SG5 *Where existing main habitable room windows on adjoining properties face the proposed extension, it should not cause a material reduction in the amount of light received by those windows.*



Side Extensions on Corner Plots

5.4 Extensions on corner plots can be prominent from both streets and adversely affect the street scene. Existing hedges/fences and walls will not necessarily be accepted as a solution to this problem as they can easily be removed at a later date.



5.5 All extensions on corner plots as shown above should meet the following criteria:-

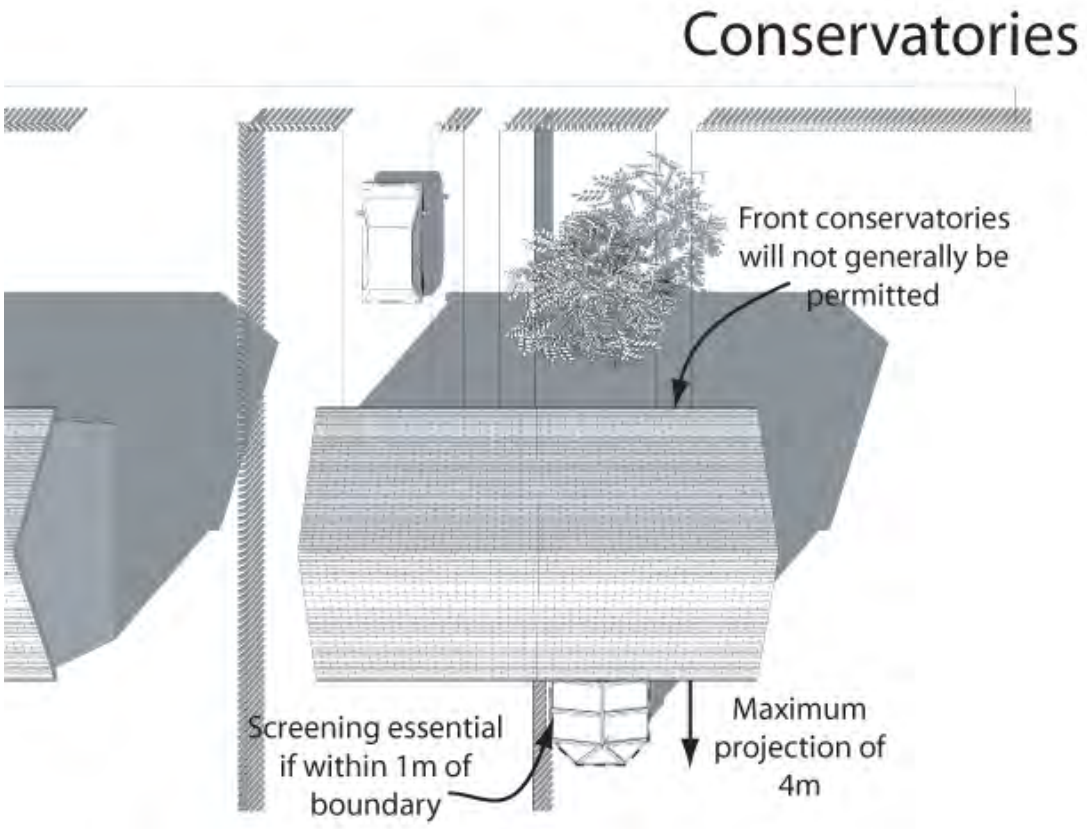
SG6 *The extension should not project beyond the front elevations of properties on adjacent roads.*

SG7 *The width of the extension should be no more than half the width of the existing frontage of the property and no more than half the width of the space between the property and the adjacent highway (which ever is the lesser).*

SG8 *The extension shall be provided with a pitched roof to match the main dwelling.*

Conservatories

5.6 Conservatories raise different problems to similarly-sized single storey extensions, because of their design and appearance. There is a greater possibility of overlooking when they are near the boundary and they rarely match the design of the main dwelling.



5.7 Conservatories will generally be expected to meet the following criteria:

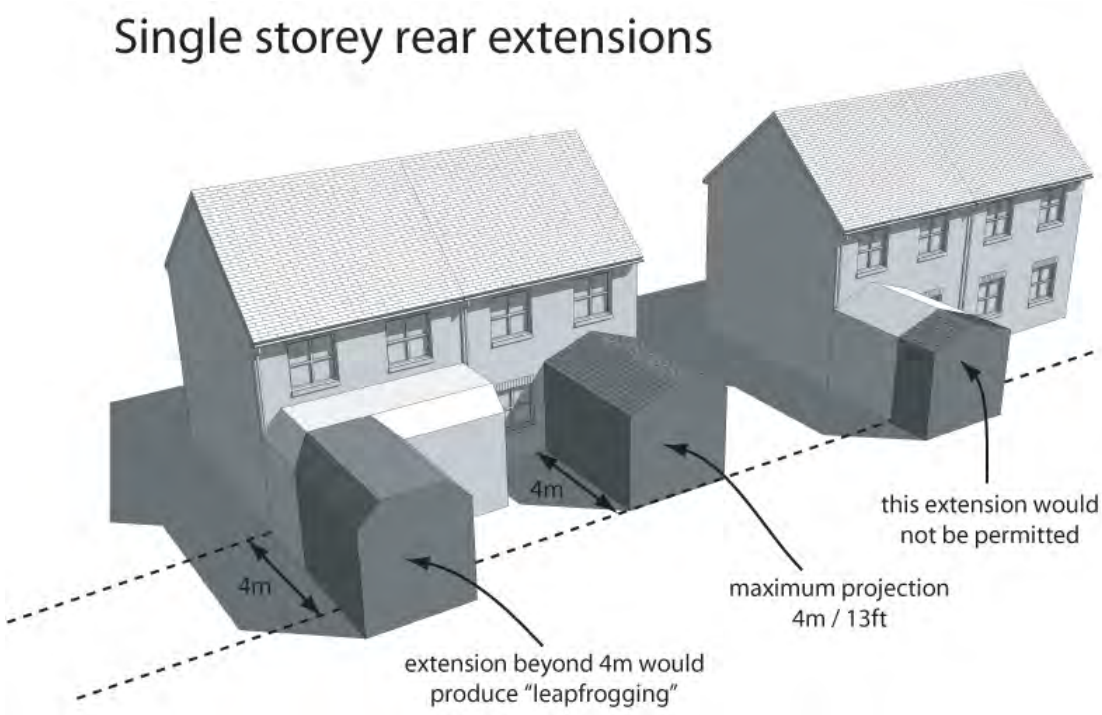
SG9 *Conservatories will be subject to the same limitations of size and location as single storey extensions. Rounded or irregular-shaped conservatories will be judged on their maximum projection.*

SG10 *On corner plots, because of their appearance and prominence they may not be acceptable, even though they meet other criteria. Front conservatories will not generally be permitted.*

SG11 *Where they are within 1 metre of the property boundary and there is the possibility of overlooking, unless there is an existing screen fence or wall, the wall facing the neighbour must be solid or obscure-glazed and any windows facing the neighbour must be non-opening.*

Rear Extensions - Single Storey Rear Extensions

5.8 Single storey rear extensions are very common and provide a variety of different accommodation. They often do not require planning permission (see appendix A: Permitted Development). While they rarely affect the street scene, they often impact on neighbouring property.



5.9 Rear extensions are expected to meet the following criteria:

SG12 *Where the proposed extension lies within 1 metre of the boundary, the maximum permitted projection of a single-storey extension is 4m/13ft. For extensions in excess of this figure, factors such as layout, plot sizes, house types, levels and existing features will be taken into consideration.*

SG13 *Where properties are in a staggered layout and the proposed extension is within 1 metre of the boundary (see above diagram), the length of the overlap will be deducted from the length of rear extension that can be added. It may, therefore not be possible to allow a full 4m extension.*

SG14 *Where adjoining properties have already been extended within 1m of the boundary, this does not provide a justification to extend beyond 4m/13ft maximum projection. This would result in 'leapfrogging' and detract from the character and scale of the properties.*

SG15 *The use of any side windows in the wall of the extension within 2m of an adjacent boundary should be avoided in the interests of privacy.*

Rear Extensions - Two Storey and First Floor Rear Extensions

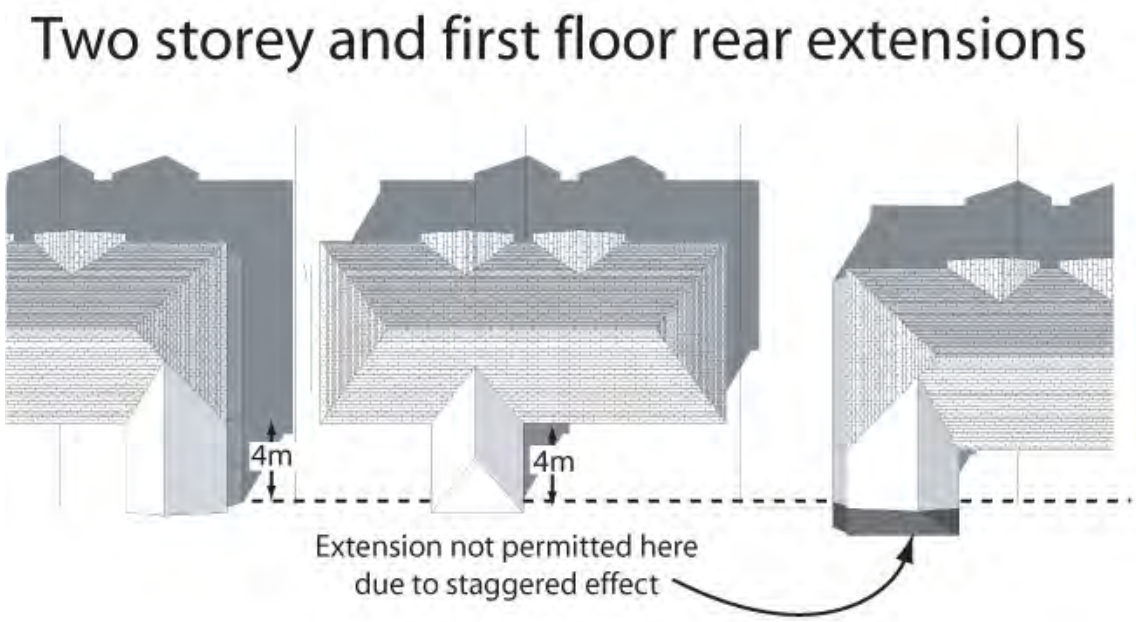
5.10 Two storey and first floor rear extensions can have a significant impact on both attached and surrounding properties. Extensions to detached properties in large grounds will be considered individually, taking into account the scale of the existing building plot sizes and the location of adjacent properties. In modern informal layouts there may be some scope for larger extensions, but equally, the relationships between dwellings might preclude extensions.

5.11 Two storey rear and first floor extensions will normally be expected to meet the following criteria:

SG16 *If the extension is not built on or near the boundary it may be possible to increase the maximum projection. Each case is taken on its merits but as a guide:*

Distance of extension from Nearest boundary	*Maximum Projection*
0-1 m	*2.5 m*
1 m	*3.0 m*
2 m	*3.5 m*
3 m	*4.0 m*

If the property is in a staggered layout, this will affect the maximum permitted projection of any extension. Extensions should ensure that the character and original scale of the property and surrounding area is not significantly altered or affected.



Terraced Properties

5.12 In the case of terraced property, two storey or first floor extensions, even a 2.5m projection can have unacceptable impacts, including loss of light and dominance, on the neighbouring property.

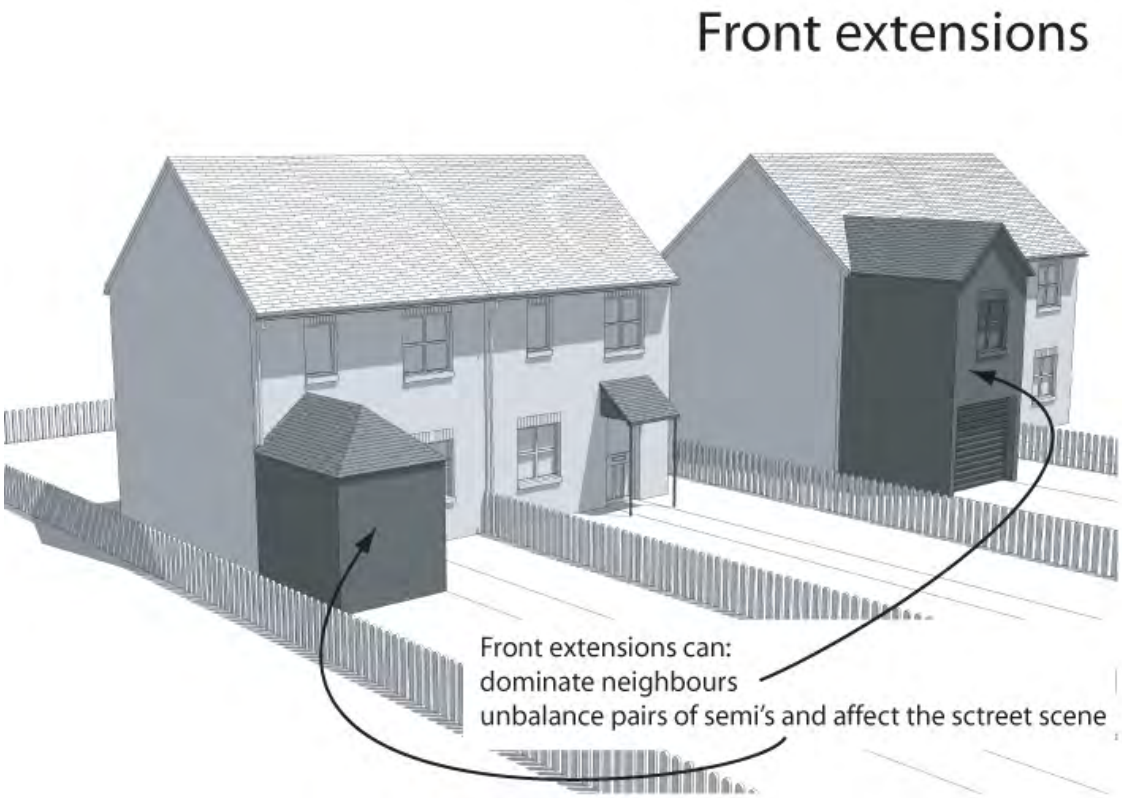
5.13 Unlike other types of houses, with terraced property the loss of light and dominance caused by two storey extensions can occur on either/or both boundaries. This creates a "tunnel" effect for the middle property, which may have serious effects on the amenity of the property and alter the character of the terrace. The borough council will, however give special consideration to proposals which provide basic amenities (eg a bathroom).

> ***SG17*** *Schemes will need to be judged in relation to the proposal itself (the height, projection and proximity) and the potential impact on neighbouring property. Consideration will be given to the size of the adjoining property, its layout, orientation, garden width and length and the potential impact of any "tunnel" effect being created.*

5.14 In some cases a two storey rear extension of any size may be unacceptable.

Front Extensions and Porches

5.15 Thought must be given to the impact of any front extension, not only on the main dwelling but also on the street scene. In the case of semi-detached and terraced properties, an extension on one property can unbalance the pair or group. Canopies and porches and new or additional bay windows can have the same effect. Porches rarely require planning permission. In informal and/or low density layouts, there may be some scope for relaxing the standards, depending on the scale, density and character of the area.



5.16 Front extensions and porches are expected to meet the following criteria:

SG18 *Any extension on the front of a property must match the design and scale of the dwelling. Extensions must not stand forward of neighbouring properties, making them unduly prominent in the street scene.*

SG19 *Front extensions (including porches) and canopies on semi-detached and terraced houses must not extend more than half the width of the original frontage of the property and should not abut the adjoining property boundaries. Where bay windows exist, they should be left as separate structures.*

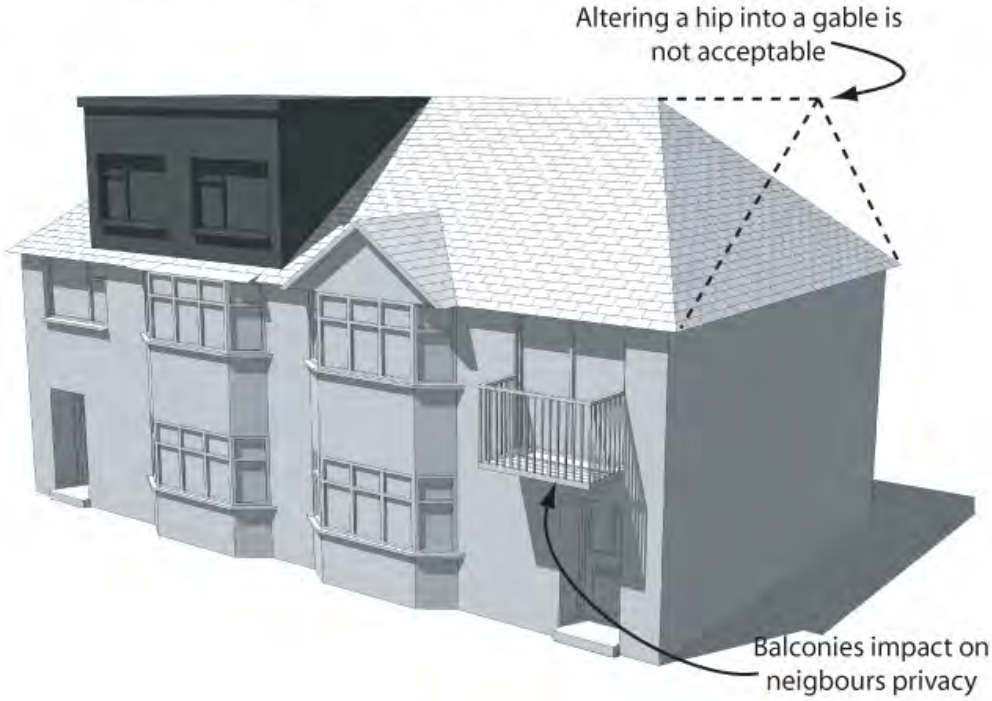
SG20 *Two storey front extensions will not normally be permitted. Two storey side extensions should not project beyond the original front wall of the dwelling and should not result in the provision of less than two parking spaces.*

Dormer Windows and Roof Alterations

5.17 Not all dormer windows and roof alterations require planning permission (see Appendix A: Permitted Development). They are, however, the most contentious form of extension because of their prominence and impact on neighbours' privacy. Similarly, the introduction of balconies, terraces and external staircases can seriously affect the levels of privacy and amenity enjoyed by neighbours.

5.18 The examples shown overleaf are not acceptable. They destroy the balance of the pairs of dwellings and alter their character and appearance.

Dormer windows and roof alterations



5.19 Raising the height, and/or altering the shape of the roof to provide an additional storey, or access to the loft space will not be permitted. Exceptions may apply where the development would not harm the character of the street scene, visual amenity or perceived privacy.

5.20 Dormer windows and roof extensions should not cover or dominate any single elevation/ plane of the roof. The dormer window should be designed to reflect the style, proportions and alignment of door and window openings in the existing house.

5.21 The introduction of terraces, balconies and external staircases will not normally be permitted where perceived privacy or visual amenity is compromised.

5.22 Any extension that breaks into an existing roof space has the potential to have an impact on bats which may be using the roof space as a roost site. All bat species are protected under European legislation, so where this is the case mitigation measures should be provided as required under saved local plan policy ENV5: Ecological Interest.

5.23 Dormers will be expected to meet the following criteria:

SG21 *Front Dormers: Dormer windows will not be approved on front elevations or on side elevations of corner plots where prominence would harm the street scene, visual amenity or perceived privacy. Where allowed, they should be as small as possible and be appropriately designed so that they are not detrimental to the locality.*

Front dormer windows and roof extensions must not be built off the front wall of the building or located up to or above the original ridgeline. All such extensions should be set in at least 0.5 metres from the original front wall of the building.

SG22 *Rear Dormers: Dormer windows and roof extensions must not cover or dominate a large area of the roof. The dormer window should be designed to reflect the style, proportions and alignment of door and window openings in the original or existing house as appropriate. The dormer(s) must be set in at least 1 metre from the edge of roof and from party boundaries, unless there are exceptional circumstances.*

Dormer windows and roof extensions must not be built off the rear wall of the building or located up to or above the original ridgeline. All such extensions should be set in at least 0.5 metres from the original rear wall of the building.

SG23 *Side Dormers: Dormer windows located on a side elevation will not be acceptable, except in cases where it is essential to gain head height for a staircase. Dormers windows on hipped roof semi-detached properties shall have a hipped roof to tie in with the existing roof design, unless there are exceptional circumstances. The formation of a gable roof to a hipped roof on a semi-detached property will not be permitted, unless it has minimal impact on the street scene.*

On detached properties the above criteria will apply where appropriate to protect the street scene, visual amenity and perceived privacy of surrounding property.

The borough council will expect any dormer extension and/or roof alteration to be located and designed so as to minimise the visual impact on the appearance of the property and the surrounding area. Dormer windows which materiallly increase the amount of overlooking will not be permitted.

Garages and Car Ports

5.24 Garages, whether attached to the dwelling or nearby, should be designed and constructed to the same standards as any other extension. Garages should be single storey only.

5.25 They will be expected to meet the following criteria:

> ***SG24*** *Where a garage is attached to the dwelling or is in a prominent position, it should be of the same design and in scale with the main dwelling and constructed in matching materials.*

> ***SG25*** *Garages in front of the dwelling will not normally be permitted because of their prominence in the street scene.*

5.26 Car ports are often difficult to integrate into the design of the dwelling and the street scene, because of their temporary appearance and materials.

5.27 They will be expected to meet the following criteria:

> ***SG26*** *Unless the design materials to be used match the main dwelling, car ports should be recessed 0.5m from the original main front wall of the dwelling. On corner plots, a more substantial permanent design and structure may be required.*

Granny Flats

5.28 These usually involve the creation of extra rooms in or attached to a dwelling to enable a dependant relative to live as part of the family. When considering applications for this form of accommodation, the borough council will look at both the building works involved and how the accommodation is to be used, now and in the future. Properties in the Green Belt will be considered separately. Applicants may be required to enter into a legal agreement restricting the use of the accommodation to prevent the creation of a separate dwelling.

5.29 They will be expected to meet the following criteria:

> ***SG27*** *Consideration should be given to providing accommodation by converting existing buildings. There must be realistic links between the accommodation and the main dwelling to ensure the property remains a single dwelling. It should be limited in scale and designed to allow future re-use as a single unit with the main dwelling. Adequate provision must be made for additional on-site parking provision where relevant. Any extension must meet the relevant criteria for its size and form.*

Disabled Adaptations

5.30 These provide specialised accommodation such as better access, bathrooms/toilets and bedrooms (usually on the ground floor). Because of the specialised needs of the occupants, the size of extension required is sometimes in excess of the standards set by this policy. A balance must be achieved between meeting the needs of the disabled in the community and protecting the amenity of their neighbours.

5.31 They will be expected to meet the following criteria:

SG28 *In any adaptation scheme, the scale of extensions should meet the standards set in this document for that form of development. Where these cannot be met, the borough council must be satisfied that the level and form of the accommodation is strictly necessary, that any departure from the standard is kept to a minimum and that the amenity of adjoining neighbours is not materially affected.*

Fences and Walls

5.32 The erection of fences and walls does not always need planning permission (see Appendix A: Permitted Development). They have a significant visual impact on the street scene but also provide privacy and security. Where an area is designed as open plan, the borough council will seek to maintain this character. In rural areas, the use of elaborate fences and walls can quickly create inappropriate suburban appearance.

5.33 They will be expected to meet the following criteria:

SG29 *In urban areas, when considering a proposal for a fence or wall, the borough council will take into account its impact on the street scene, the character of the area, highway safety and the need for privacy and security. In rural areas, materials and design must be appropriate to their setting, and any impact on the open rural character of the area must be minimised.*

Appendix A

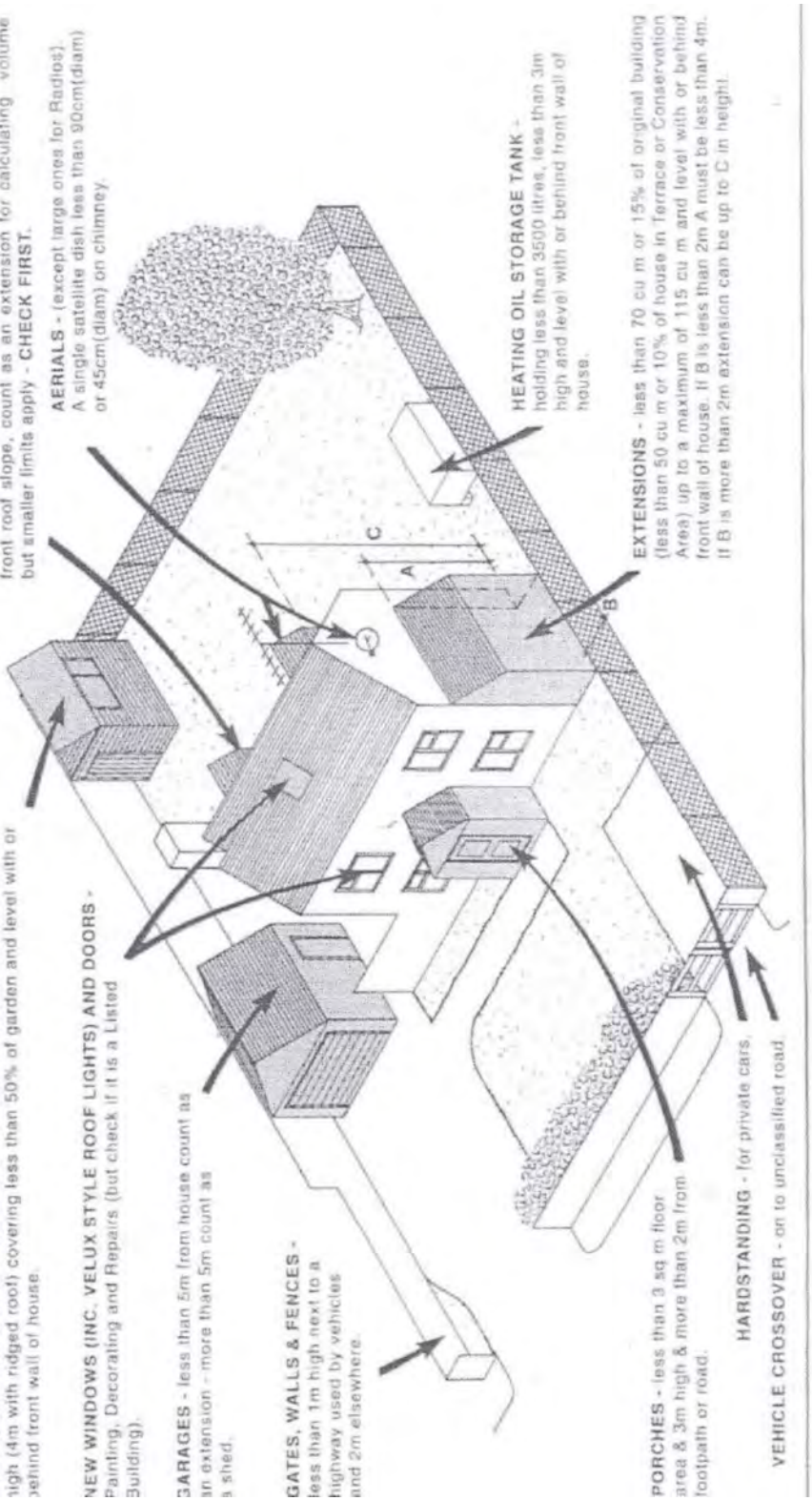
Permitted Development

Appendix A Permitted Development

Please note that other consents may be required under the Building Regulations or if your house is a Listed Building and/or if it is in a Conservation Area. Occasionally, more restrictive rules are applied to properties by special planning conditions. Please check first; 0151-356-6685

PERMITTED DEVELOPMENT

YOU CAN *USUALLY* DO THE WORK SHOWN WITHOUT GETTING PLANNING PERMISSION BUT THERE ARE A FEW EXCEPTIONS SO *CHECK FIRST*



Appendix B

Statement of Consultation

Appendix B Statement of Consultation

This statement describes the consultation carried out to date on the House Extensions Supplementary Planning Document. It also records the comments received and the action taken in response to comments.

The existing House Extensions Supplementary Planning Guidance dates back to 1994. In order to address gaps and criticisms of this, the borough council revised the policy in April 2004. Copies of the revised policy were sent out to a range of agents/ plan drawers/ amenity groups, who were given 6 weeks to make written comments on the draft document.

The individuals/ organisations targeted during this consultation were as listed below:

- Simon Almond
- Andrew Hall
- Patterson, Macauley and Owen
- Leighton Road Residents Association
- Parkgate and District Society
- Neston Civic Society
- Burton Residents Association
- Childer Thornton Conservation Association
- Ince Parish Council
- Wirral Green Belt Council
- Willaston Residents and Countryside Society
- Kenefick Jones Partnership
- Keith Major
- Steven Quicke
- Gordon Vernon
- Peter Barker
- Edward Welch Associates
- Derek Johnson
- Colin Jones
- Neville Pickard
- D Speakman
- Hunt Architectural Services
- Braithwaite Associates
- John Theobold
- Rotherwood Building Company
- Brian Pendlebury
- B D Rea
- Paddock Johnson Associates
- R Lear
- Tom Bennett Design
- Anchor Staying Put
- Four Seasons
- Dee Glass
- Wholesale Windows
- The Conservatory Centre
- Lynwood Home Improvements
- Planet Haydock
- Conservatory Concepts
- JAS Designs

Comments on the document were also invited in the form of a press release and on the borough council's website.

Minimal response to this consultation was received. The table below summarises comments that were received and the borough councils response to these:

Respondent	Summary of comments	Borough Council Response
The Parkgate and District Society	Support revisions to policy	Support welcomed

Respondent	Summary of comments	Borough Council Response
Mr A Richards	Document should clarify neighbours rights to be heard at planning committee. Concerns with potential impact of side extensions in terms of terracing effect, loss of parking spaces, access to rear of properties and access to drains.	Agreed. Additional section on neighbours rights inserted into document, explaining opportunities for them to speak at planning committee. Side extensions section revised and expanded to provide more detailed criteria for judging side extensions. Reference also made in 'access and parking' for requirement for 2 parking spaces.
Burton Residents Association	Support revisions to policy Item 5, page 21 ends mid sentence	Support welcomed Typo. Sentence completed with 'possible enhance, the open rural character of the Green Belt, and enhance visual amenity.' Green belt section also moved to within special areas and cases section of document
Childer Thornton Conservation Association	Support revisions to policy	Support welcomed

Due to the poor response to initial consultation, further efforts to yield a response were made in October 2005. A range of agents, plan drawers, applicants and objectors were all invited to attend an open meeting to discuss the draft document, and how it compares to the existing 1994 policy. The original intention was to run a seminar for agents/ plan drawers, and 2 separate sessions for applicants/ objectors in the Ellesmere Port/ Neston areas respectively. A list of people invited to these seminars is provided below:

- Mr S Almond
- Mr A Hall
- Patterson, Macauley and Owen
- Kenefick Jones Partnership
- Mr S Quicke
- Mr P Barker
- Mr D Johnson
- Mr N Pickard
- Hunts Architectural Services
- Mr J Theobold
- Mr B Pendlebury
- Paddock Johnson Associates
- Mr K Major
- Mr W McCrudden
- Mr Harford and Mr Allen
- Mr and Mrs Welch
- A J Holt
- Mr and Mrs Wynne
- E A Williams Melbourne
- Mrs O'Neil
- Mr and Mrs A Robertson
- Mr S Wilde
- J R E Thomas
- Mrs M Condon
- Mr Milner
- Mr S Cheers

- Mr G Vernon
- Edward Welch Associates
- Mr C Jones
- Mr D Speakman
- Braithwaite Associates
- Rotherwood Building Company
- B D Rea
- R Lear
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- Conservatory Concepts
- J Horesnape
- Anchor Staying Put
- Dee Glass
- The Conservatory Centre
- Planet Haydock
- Mr and Mrs P Bond
- Dr L Williams
- M Dann
- Mr A O'Sullivan
- Mr and Mrs Bryon
- Mr P Smith
- Mr and Mrs Braceland
- Mr and Mrs Evans
- Mr J Green
- Mr and Mrs Redpath
- A Cooper
- G Sayce
- Mr S Cheers
- Mr and Mrs Kay
- R A Norton
- Mr A Hamall
- Mrs B Pulford
- Mr T I Crowder
- Mr R Bartley
- Mr and Mrs N Stewart
- Mr A Lewis
- Mrs M Ellison
- Mr J Quinn
- Mr P Hassall
- Mr Shepard
- J and P Fisher
- R and G Jones
- Miss K L Booth
- G and D Sayce
- Mr and Mrs Evans
- Mr and Mrs Davies
- Mr R Moore
- Mr and Mrs Roscoe
- Mr P Buckley
- Mr and Mrs Maunder
- Mr and Mrs Hughes
- Miss A Oates
- Mr M Andrew
- R Wright
- Mr H R Roberts
- Mr and Mrs Ross
- R McArdle and T Heath
- Mr Harvey
- Mr T Crisp
- Mr and Mrs Whitehead
- Mrs D E Gravestock
- Mr and Mrs Horton
- Mr K Bell
- Mr G J Butler
- Mr T Gordon-Pounder
- Mr and Mrs Jones
- Mrs E Smith
- Mr and Mrs Sohal
- Mrs T Thompson
- S Polard
- Dr C Overton
- Mr E Toulan
- Mrs J Summer
- Mr J Grantham
- Mr G Stearman
- Mr and Mrs Hayes
- Mr C Allen
- Mr and Mrs Bargery
- Mr and Mrs R Cobb
- Mr and Mrs Williams
- and Mrs M Jolly
- Mr D Briscoe
- Mr J Pye
- Mr and Mrs I Green
- Mr C Smith
- Mr and Mrs Truman
- Mr and Mrs Taylor
- Mr Proctor
- Mr and Mrs Warmer

- C Pritchard
- Mr G Ellson
- Mr G Jones
- E Ferguson
- K E and A Purslow
- Mr and Mrs Hughes
- Mr and Mrs Downes
- Mr Jones
- Mr D Wordsworth
- S and W Grove
- Mr J Dodd
- Mr I Silcock
- Mr K Smith
- G Dixon
- Mr and Mrs Buist
- R B Matthews
- M and J Matthews
- Mr T W Robinson
- P Doran
- Mr and Mrs Smith
- Mr and Mrs Gaffney
- Miss V Fry
- Mr Keyzor
- Mr and Mrs D Ledsom
- Mr and Mrs J Horan
- Mr and Mrs K Cavanagh
- M Shields
- Mr and Mrs Crook
- C A Render
- F Wombwell
- Mr and Mrs S Flood
- Mr Mealor
- Mr and Mrs R N Wallis
- Mr and Mrs Norman
- Mr D Grimshaw
- Mr and Mrs Oliver
- Mr P C Ellis
- Mr and Mrs Coulter
- Mr and Mrs Ridgway
- Mr and Mrs J Brown

Further written comments on the document were also invited at this time. Responses received, and the borough councils response to these, are outlined in the table below:

Respondent	Summary of Comments	Borough Council Response
Mr A F Holt	Support greater detail provided in revised policy, which includes a better understanding of neighbours point of view than the 1994 version.	Support welcomed
Mr G J Butler	Revised policy is an improvement on 1994 version.	Support welcomed
Mr Milner	Support more stringent controls of new development provided in revised policy	Support welcomed
Mr L Davies	Revised policy is well laid out and includes less jargon	Support welcomed
Mr R J Bartley	Support new guidance provided, which needs to be implemented by Council and officers	Support welcomed
S and L Smith	Greater detail provided than the 1994 version, which is	Support welcomed. Contact details for further advise on

Respondent	Summary of Comments	Borough Council Response
	welcomed. Document could benefit from providing contact details, and clearer diagrams.	relevant sections now provided. Work underway on producing clearer diagrams, which will be completed before document is adopted.
A Cooper	Revised policy provides a better balance between the rights of the applicant and their neighbours. Questioned loss of reference to 1m minimum distance between side extension and property boundary.	Support welcomed. 1m minimum distance from boundary was expressed in 1994 policy as an aspiration. It has proved difficult to enforce, particularly in high density modern developments. Reference to it has therefore been removed from the revised guidance.

Due to a lack of interest from applicants/ objectors, the seminars for these groups in Ellesmere Port and in Neston were both cancelled.

A seminar for agents/ plan drawers was held on 23 November 2005. This was attended by Planning Officers from the borough council, The Kenefick Jones Partnership and D Speakman.

Attendees of the seminar were generally supportive of the revised document, which they agreed was an improvement on the 1994 guidance. Specific points raised and the borough councils response to these are outlined in the table below:

Issue Raised	Borough Council Response
Pleased to see section on front extensions expanded to recognise need for different approaches between estates of formal and informal layouts.	Support welcomed.
Raised concerns about feasibility of requirement to retain 2 parking spaces after an extension is completed.	Clarified that where the dwelling has a private garage, this would be included in the count of spaces to be retained.
Concerned that little consideration had been given to narrow nature of modern dwellings in many estates. Criteria for side extensions effectively rules of any side extensions of such properties as amount of extra space gained would not be sufficient to provide an additional room.	Agreed. SG1 now allows an extra 1/2 metre width to be developed on such plots.
Generally speaking guidance provides a good level of detail which makes it clear how applications will be judged. Is an improvement on the existing 1994 guidance.	Support welcomed.

A final period of formal written consultation on the document was then held between 11 September 2006 and 5 December 2006. A number of further comments were received during this time. A summary of them, along with the borough councils response, is provided in the table below:

Name	Summary of Comments	Borough council's response
GONW	Need to consider if the Supplementary Planning Document (SPD) is likely to require an Appropriate Assessment to assess the impact against the conservation objectives of European Sites.	The district contains 2 protected European Sites; The Dee and Mersey Estuaries. House extensions are not considered likely to have any negative impact against their conservation objectives, so an Appropriate Assessment is not required. This will be referred to in the final Sustainability Appraisal (SA) report.
	Introduction should mention that when saved policies are replaced, the SPD will be updated.	See response to comment about monitoring and review.
	The SPD appears to conform with the current Regional Spatial Strategy (RSS), but it should be made clear that this is currently the subject of a review and due for adoption in late 2007. If changes in the RSS warrant it, the SPD would need to be reviewed.	See response to comment about monitoring and review.
	Paragraph 1.4 – ensure that details of other plan policies to which the SPD relates are consistent with the plan policies set out in the sustainability report.	Paragraph 1.4 reworded to include reference to policies GB5: Extensions and Alterations to Dwellings in the Green Belt.
	May wish to consider inserting an additional paragraph dealing with 'monitoring and review', which refers to links to the Annual Monitoring Report.	Insert new paragraph 1.6 and renumber rest of section accordingly: There are a number of instances where the SPD may need revising. As part of the LDF the borough council is required to produce an Annual Monitoring Report (AMR). The effectiveness of the SPD will be reviewed in the AMR, and any changes required flagged up. Furthermore, when local plan policy H6 is eventually replaced this will necessitate revisions, since the SPD only supplements the criteria contained within H6. Finally, the SPD needs to be compliant with the strategic objectives contained in the Regional Spatial Strategy (RSS). As this is currently under review, the SPD may in the future

Name	Summary of Comments	Borough council's response
		need to be revisited to ensure conformity with any changes to the RSS.
	Would be useful in either General Principles or Introduction to refer to advice on planning applications provided in the adopted Statement of Community Involvement.	Addition to end of paragraph 3.2.2: Further details of the procedures the borough council will follow when determining planning applications can be found in section 11 of the adopted Statement of Community Involvement. This can be viewed online at www.epnbc.gov.uk
	Para 3.10.2 – reference 'SG18' should read 'SG17' in relation to 'terraced properties'.	Agreed. Typo.
	'GP10' could be worded more positively.	Agreed. Rephrased to read: The borough council will usually require the retention of trees and hedges that are of local amenity value. They will need to also be protected during construction. Where removal is agreed, replacement trees will normally be required.
	Paragraph 4.19 Special Areas and Cases refers to PPG2. This could benefit from elaboration.	Insert footnote to 4.1.9 to read: Planning Policy Guidance note 2 (PPG2) sets out the governments approach to planning and the green belt. Copies of PPG2, and other national planning guidance can be found at www.communities.gov.uk
	Specific Guidelines – the wording of 'SG2' needs revisiting.	Rephrased to read: On semi-detached and terraced properties, the proposed extension should avoid unbalancing or changing the appearance of attached properties.
	Para 5.11 – if the council has a disabled access strategy this could be referred to in any list of relevant documents that the council are minded to include within the SPD.	The council has no overarching disabled access strategy to cross reference to. Such issues are usually addressed by Building Regulations.

Name	Summary of Comments	Borough council's response
	Overall Comments – it would be helpful to provide a link to the Department for Communities and Local Government website where further information on PPS's and PPG's can be sought, together with information on available guides on building design etc, which might impact upon the SPD.	Agreed. Link to www.communities.gov.uk added to document.
	There are a number of other council documents in the form of Conservation Area Appraisals or the 'Designing out Crime' SPG which it would be useful to provide either information on, or a link to on the council's website, in relation to this SPD.	Additional sentence to end of paragraph 1.4: Information on other relevant planning documents the council has produced (e.g. Designing out Crime SPG, Conservation Area Character Appraisals etc) can also be viewed here on the borough council's website.
	Should consider whether the document would benefit from a glossary of terms.	Agreed. Glossary of terms added as new Appendix C.
The Countryside Agency (now part of Natural England)	Landscape character is an important factor in new design that also applies to extensions. References to the streetscene and safeguarding trees and hedges are welcomed.	Support welcomed
	Should be a more general reference to the need to respect and enhance landscape and townscape character; should not just be restricted to Conservation Areas and Areas of Special County Value.	Additional penultimate sentence in paragraph 3.1.1: The planning department will seek to ensure all new developments fully respect, and where possible enhance, the character of the existing landscape and townscape.
	Have produced a Planning Position Statement on 'Planning for Sustainable Design and Construction in the Countryside' can be downloaded from www.naturalengland.org.uk.	Noted. Additional sentence to end of paragraph 4.1.11: Natural England have produced a Planning Position Statement on Planning for Sustainable Design and Construction in the Countryside. This can be downloaded from www.naturalengland.org.uk

Name	Summary of Comments	Borough council's response
English Heritage	Pleased to note that the SPD highlights the special circumstances relating to Listed Buildings and Conservation Areas and the need for early involvement of the conservation officer.	Support welcomed.
	DCLG Circular 01/2006 sets out the requirements for Design and Access Statements in conservation areas and to accompany applications for listed building consent and should be mentioned.	Addition to end of 4.3.2: It should be noted that under DCLG Circular 01/2006, any planning application for listed buildings should be accompanied by a Design and Access Statement. Additional paragraph 4.4.3: A Design and Access Statement will be required for all planning application within Conservation Areas, in accordance with DCLG Circular 01/2006.
	If any of the scheduled monuments in the borough relate to houses or residential curtilages, scheduled monument consent would be required even for extensions allowed under permitted development rights. Depending on the circumstances you may wish to consider including advice on this aspect.	The only site within the borough to which this may be relevant is Ince Manor. It is therefore not considered appropriate to refer to scheduled monument consent within the document.
English Nature	Welcomes such guidance to inform residential development, and supports the inclusion of policies to retain trees, hedges and garden spaces.	Support welcomed.
	Recommend the inclusion of a policy in respect of bats, all species of which are protected under European legislation.	Insert additional paragraph 5.8.6 and renumber rest of section accordingly: 5.8.6 Any extension that breaks into an existing roof space has the potential to have an impact on bats which may be using the roof space as a roost site. All bat species are protected under European legislation, so where this is the case

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		mitigation measures should be provided as required under saved local plan policy ENV5: Ecological Interest. Add reference to local plan policy ENV5: Ecological Interest to paragraph 1.4 and Sustainability Report.
Childer Thornton Conservation Association	Support the proposed document.	Support welcomed.
Environment Agency	Support the proposed SPD. Consideration should be given to the incorporation of flood proofing measures to design and construction in areas at risk of flooding. The written consent of the Environment Agency is required for any proposed works or structures either affecting or within 8 metres of the tidal or fluvial flood defence.	Support welcomed. Additional paragraph 4.5: 4.5 Areas of Flood Risk Some parts of the borough are at risk from flooding. Where this is the case, the borough council will seek to incorporate flood-proofing measures to the design and construction of any extension, in compliance with Environment Agency advice. The Environment Agency's advice will also be sought where proposed works are suspected to affect existing flood defence measures. To find out if your property falls within an area at risk from flooding, contact the borough council planning office or visit the Environment Agency website to view the flood risk maps (www.environment-agency.gov.uk)
Kenefick Jones Partnership	Odd to cite allowing head height over a staircase as an exception for allowing side dormers, since this is the reason such applications are usually proposed.	Noted, but considered important to stress that side dormers will not normally be permitted, and that justification in terms of being essential to allow head room is required. Therefore no change required.
	Since every case to which SG23 relates may not be a traditional hipped roof, may be beneficial to replace 2nd sentence of section with 'side dormer windows on	The only time a side dormer extension will be allowed is when there is no existing headroom, as referred to above. Such circumstances will only exist on hipped roofs. Therefore no change required.

Name	Summary of Comments	Borough council's response
	semi-detached properties shall have a roof type to match that of the existing roof'.	
	Not allowing front or rear dormers up to or above the original roofline of a property is considered too restrictive.	Experience indicates that if building up to the ridgeline is permitted, in practice adjustments to accommodate ridge tiles etc may result in building work exceeding the main roofs original ridgeline. It is important that dormers remain below the main ridgeline to ensure they are a subsidiary of the main building. Therefore no change required.
	2nd paragraph of SG21 omits the word 'or'.	Agreed, typo. Proposed rewording of 1st sentence of 2nd paragraph of SG21 to read 'front dormer windows and roof extensions must not be built off the front wall of the building or located up to or above the original roofline.'
	Requiring a 1m set in from the edge of the roof in policy SG22 is considered too restrictive.	Noted that exceptional circumstances may exist where it would be beneficial to allow less than a 1 metre set in from the roof; e.g. where roof width is so narrow that enforcing the policy would make rear dormers unfeasible. Proposed rewording of last sentence of 1st paragraph of SG22 to read 'the dormer(s) must be set in at least 1 metre from the edge of the roof and from party boundaries, unless there are exceptional circumstances.'

Throughout the consultation process a range of useful and informative comments have been received. These have been duly considered and resulted in improvements to the document.

Appendix C

Glossary of Terms

Appendix C Glossary of Terms

Term	Explanation
Annual Monitoring Report (AMR)	A report produced each financial year to indicate the progress of production of the local development framework and effectiveness of policies contained within the plan.
Area of Special County Value (ASCV)	Areas identified by the County Council as being of high landscape quality that should be protected from insensitive development.
Building Regulations	Requirements designed to ensure the safety of people in and around buildings.
Conservation Area	An area of special architectural or historic interest where development is strictly controlled so that its special character and qualities can be preserved or improved.
Conservation Area Character Appraisal	Assessment of the special architectural and historic interest within a Conservation Area, including the elements that should be preserved or enhanced.
Disabled Adaptation	Alterations to dwellings to provide specialist accommodation for disabled occupants.
Granny Flat	The creation of extra rooms in or attached to a dwelling to enable a dependent relative to live as part of the family.
Green Belt	An area of land protected from development to prevent built up areas from merging, protect the character of towns and countryside and help with urban regeneration.
Habitable Room	i.e. living room/ dining room/ bedroom/ kitchen. Not bathroom, utility room, staircase, hall, landing, storeroom, workshop etc.
Hipped Roof	A pitched roof with sloping ends rather than gables.
Listed Building	Buildings identified by English Heritage on behalf of the Government as being important elements of the country's heritage in either historic or architectural terms.
Listed Building Consent	An additional requirement to planning permission for works likely to change the character of a listed building.
Local Development Framework (LDF)	Portfolio of documents setting out planning policies that shape the future development of a local authorities area. Required to replace local plans under the Planning and Compulsory Purchase Act 2004.
Local Plan	Single document setting out policies and proposals used to help determine planning applications. Produced by district council's prior to the Planning and Compulsory Purchase Act 2004 requiring their replacement with local development frameworks.

Term	Explanation
Locally Listed Building	Buildings valued locally as examples of local architectural styles or for their historical association.
Permitted Development	Development that does not usually require planning permission under the General Permitted Development Order.
Planning and Compulsory Purchase Act 2004	The Act of Parliament that requires local authorities to prepare a local development framework and made a number of other key changes to the planning system.
Planning Committee	A group of elected Members who meet on a monthly basis to determine planning applications and address other planning matters.
Regional Spatial Strategy (RSS)	Strategy setting out policies in relation to the development and use of land in the region. Does not identify individual sites.
Statement of Community Involvement (SCI)	A document setting out how the council intends to involve the general public in drawing up policies in the local development framework and in major planning applications.
Supplementary Planning Document (SPD)	Planning guidance that supplements policies within a Local Development Framework.
Supplementary Planning Guidance (SPG)	Planning guidance that supplements policies within a Local Plan. Superseded by Supplementary Planning Documents under the Planning and Compulsory Purchase Act 2004.
Terracing	Where side extensions disrupt the character of a line of detached/ semi-detached dwellings through the loss of a visual break between properties and creation of a terraced appearance.
Townscape	The appearance and character of buildings and all other features of an urban area taken together as a whole.
Tree Preservation Order	A designation made by the local planning authority to protect specific trees or a particular woodland from deliberate damage and destruction.
Visibility Splay	A clear area for visibility at junctions.

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