

Renfrewshire Householder Development Guidance

Planning Advice Note 2016



This Planning Advice Note (PAN) provides guidance on alterations and extensions to residential properties to prospective applicants, to assist in making an acceptable planning application.

This PAN is a '*Material Consideration*' in assessing development.

The advice note is not site specific and will not be wholly applicable in all situations. Each planning application will be dealt with on its own merits, as there can be site specific issues that arise for each case.

The Renfrewshire Householder Development Guidance aims to:

- Promote good quality design;
- Encourage careful siting and appropriate use of scale;
- Ensure that proposals are well designed and complement or enhance the character of the original property and the wider area;
- Protect the residential amenity of neighbours;
- Promote the use of good quality materials.

Renfrewshire Local Development Plan Context

The Renfrewshire Local Development Plan and New Development Supplementary Guidance provide the general principles that are applied to householder alterations and extensions.

Policy P1 – Renfrewshire's Places

Within uncoloured areas on the proposals maps there will be a general presumption in favour of a continuance of the built form. New developments within these areas should be compatible and complementary to existing uses and demonstrate that they would cause no significant harm to these uses as set out by the criteria in the New Development Supplementary Guidance.

New Development Supplementary Guidance

Alterations and extensions to existing residential properties will be considered in relation to the following criteria and the Council's Householder Development Guidance:

- The development requires to be of an appropriate scale, size and massing which does not constitute over development and reflects the established development pattern;
- It reflects the design and materials of the existing house and the character of the surrounding area;
- It does not significantly reduce the amenity of the neighbouring residents or the surrounding area.

Preparing Proposals to Extend or Alter Your House



Preparing your Proposals

Extensions to the Front of Dwellings

Porches

A porch is a small addition to the front or side of a house which provides a covered entrance to the property. Porches should be:

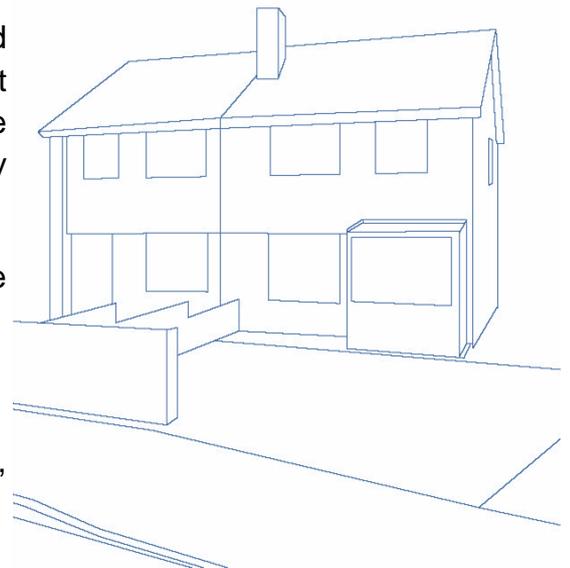
- Small scale;
- Sympathetically designed structures which are not obtrusive and do not overwhelm the building or the character of the street;
- Materials should match the original property;
- Larger porches which incorporate additional rooms such as a utility room or toilets are unlikely to be acceptable;
- Within Conservation Areas it is unlikely that any proposed development would be acceptable in front of the building line.



Front Extensions

Extensions to the front of properties need to be designed well as the front of the property is often the most prominent part of the house visible from the street frontage. Single storey extensions may be considered acceptable when they are:

- Of a scale and design that is complimentary to the original property;
- where the property is on an acceptable plot;
- Where the property is set back from the front boundary, and where there is not a uniform street scene.

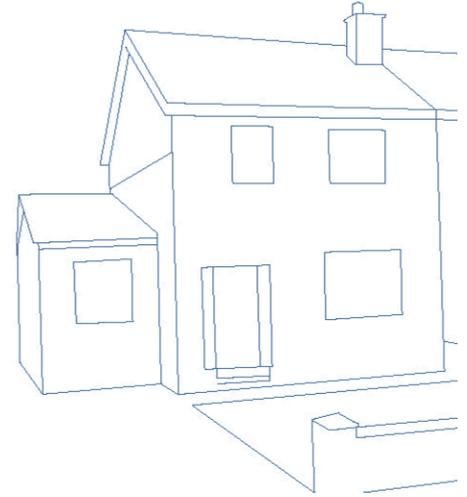


Extensions to the Side of Dwellings

Single Storey

Single storey extensions may be considered acceptable where:

- The scale and design is appropriate to the property and locality;
- The plot size is suitable;
- Suitable access retained to the rear of the property;
- Appropriate materials should be used that matches the existing property;
- A side extension should generally be no greater than half the width of an existing property to ensure that the existing property remains the dominant feature;
- If a side extension is constructed on an existing driveway consideration should be given to how suitable parking arrangements will be retained;
- The pitch of the roof should be the same as the main property.



Two Storey

Two storey extensions may be considered acceptable where:

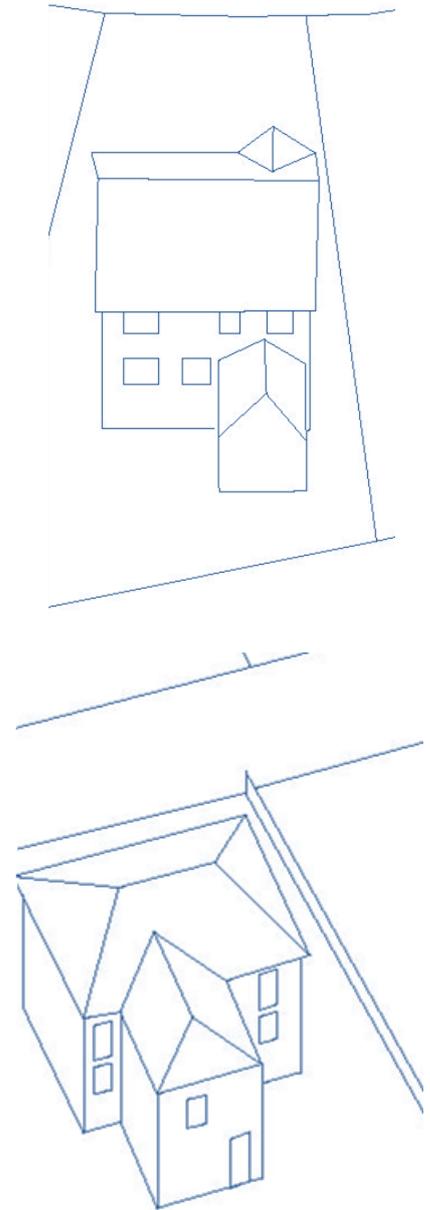
- They are designed to avoid causing an unacceptable loss of light or privacy for neighbours;
- They should be set back from the front elevation of the original property, be set back from the side boundary and be no more than half the width of the original property;
- Extensions should also be constructed in materials and style to match the original dwelling;
- Where an extension is built on a driveway consideration should be given to ensure suitable parking arrangements can be maintained;
- The pitch of the roof should be the same as the main property.



Extensions to the Rear of Dwellings

Rear extensions may be considered acceptable where:

- Consideration is given to the position to prevent loss of sunlight and daylight to neighbouring properties;
- There is consideration of the position of windows to habitable rooms in neighbouring properties;
- There is minimal impact on privacy and outlook for neighbouring properties;
- Both single and two storey rear extensions should be subordinate to the original property;
- The garden is not reduced to an unreasonably small size;
- Extensions should have the same roof design as the main property;
- The ridge line should also sit below the ridge of the house.



Two Storey Extensions

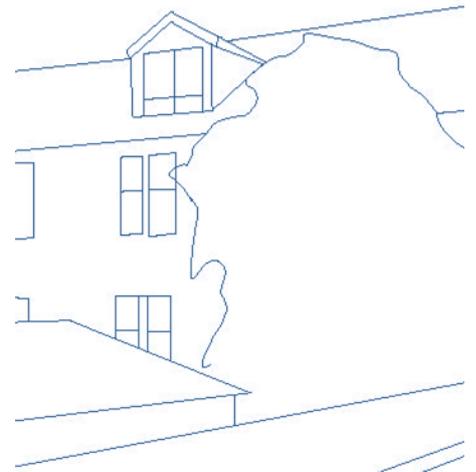
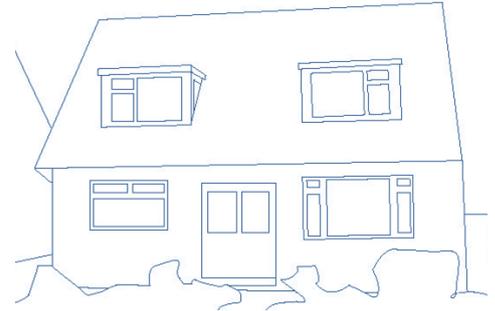
Two storey extensions should also:

- Not extend more than 4 meters into garden ground from the rear elevation of a property; or
- Be within two meters of the boundary of a semi detached or terraced property.

Dormer Windows and Roof Extensions

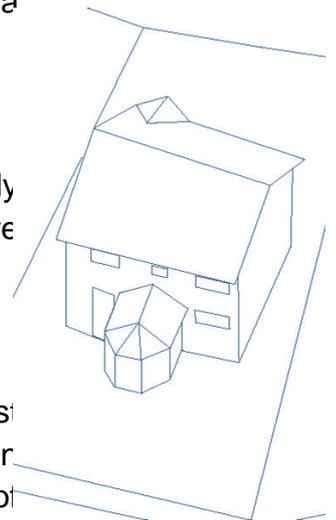
Dormer windows may be considered acceptable where:

- They are small, discrete additions which retain the character of the original roof;
- They are ideally located to the rear of a property;
- They are set below the ridge line of the property and above the eaves;
- They do not dominate the roof;
- They can be constructed using a variety of external materials however the dormer should have external finishing materials to match the existing roof and windows;
- The window detailing should also match the character, proportion and style of windows on the main property.



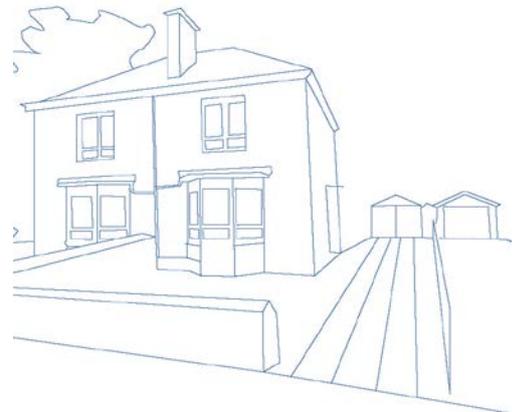
Conservatories

- Conservatories should be located to the rear of a house or in a non-prominent position to the side;
- Rarely will conservatories be acceptable to the front of a house;
- If a conservatory has a dwarf wall/ plinth this should normally match the walling material of the original house, unless a more contemporary approach is proposed;
- Wood or powder coated aluminium frames are preferred to PVCu;
- As with a normal extension to the rear of a house, attention must be paid to the impact that the conservatory would have on neighbours due to loss of privacy, over-domination and loss of natural daylight.



Outbuildings including Garages and Carports

- All outbuildings, including garages, carports, bin stores and cycle stores, should be set behind the front building line;
- Detached garages should be proportionate in scale to the site and be completed in materials to match or compliment the appearance of the main building;



Decking, Terraces and Balconies

Decking, balconies and roof terraces can provide valuable and welcome amenity space for properties. Careful consideration is required to the location and design of any decking, roof top balcony or terrace in order to protect residential amenity and seek to avoid significant overlooking.

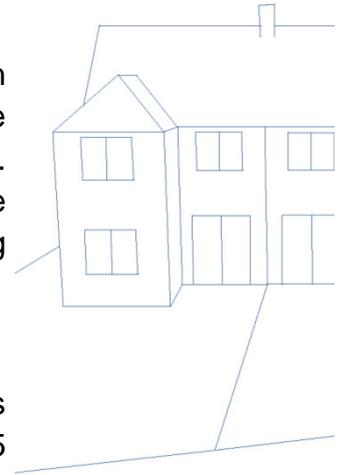
Boundary Walls, Fences, Gates and Hedges

Boundary treatments including walls, fences, gates and hedges have a variety of functions. The type of boundary treatment, its materials and its height help to define the character and appearance of an area. When considering new boundary treatments consideration should be given to:

- The design and height of boundary walls, railings and gates should relate to the character of the street/surrounding area;
- Details such as railed sections and pillars can reduce the visual impact of a high wall;
- Visibility at the entrance to a drive is important in road safety terms. A fence or wall on a side boundary can obstruct visibility to a drive;
- Good quality materials should be considered for the fence and wall;
- Hedges can provide an attractive natural boundary if properly maintained.

Overshadowing and Daylight and Sunlight

Extensions should not overshadow neighbouring properties to an unacceptable level. The 45-degree rule can be used to establish the maximum permissible height, depth and width of an extension. However, it is only a general rule of thumb. The 45-degree rule can be used to check if your extension may result in a loss of light to adjoining windows.



Sunlight

The 25 degree rule provides a guideline for ensuring that buildings receive a reasonable amount of sunlight. The method uses a 25 degree line drawn in section from the horizontal midpoint of the ground floor window. This method should be applied in situations where existing windows would directly face the proposed building or extension.

Other Consents

Before you submit your completed design you should double check your proposal does not require any additional permission including:

Listed Building Consent

Listed Building Consent will be required for all extensions and alterations to a Listed Building, even if Planning Permission is not required. If your building is listed and you also require Planning Permission, it may be a good idea to apply for both consents at the same time.

Conservation Areas

Under planning laws the council has a duty to protect, preserve and enhance the buildings and structures in the Conservation Areas. If you plan to undertake any demolition work in a Conservation Area you will require Conservation Consent. You are also required to give the Council six weeks notice in writing if you want to do work to a tree in a Conservation Area.

Building Standards

If you propose to erect a new building, to alter or extend an existing building, to convert a building or to demolish a building, you will normally require building warrant permission. Permission is granted in the form of a Building Warrant which must be obtained prior to starting work. A warrant will be granted if the proposals meet the requirements of the building regulations. It is an offence to begin work, for which a Building Warrant is required, without such a warrant. If a warrant is not obtained, this may lead to enforcement action being taken by the Building Standards section and it could also cause difficulties during property transactions.

How to apply for planning permission

Apply online

The easiest way to apply for planning permission is online through Renfrewshire Council's website. Before you submit your application online, you will need to register with the e-planning service. Once registered you can log in and begin making your application. A guide to submitting an application online is available to help you go through the process.

Submitting your planning application

Forms – Two sets of the planning application forms along with two sets of the land ownership certificates are required to be submitted;

Fee – A fee must be paid when submitting your application;

Plans & drawings – the following plans and drawings are likely to be required:

- *Location Plan* – At a scale of 1:1250 or 1:2500, with a north point, showing the application site in red and other land owned by the applicant in blue;
- *Site Plan* – At a scale of at least 1:500, with a north point, indicating the proposed development in relation to the site boundaries and any other existing buildings on the site. Access arrangements, landscaping, parking, boundary treatment and open areas may also be shown where appropriate;
- *Existing & proposed elevations* – At a scale of 1:50 or 1:100. Showing proposals in relation to what is already there, showing all sides of the proposals. Indicate, where possible, the proposed materials, style and finishes of the proposal;
- *Existing & proposed floor plans* – At a scale 1:50 or 1:100. Show existing buildings or walls as well as those of the proposed development;
- *Roof plans* – At a scale of 1:50 or 1:100. Showing the shape of the roof, specifying details such as the roofing materials;
- *Existing & proposed site sections* – At a scale of 1:50 or 1:100. Showing cross sections(s) through the proposed building (s). Where the proposals involve a change in ground levels, show both existing and finished levels.

