

**RESIDENTIAL EXTENSIONS AND ALTERATIONS
SUPPLEMENTARY PLANNING GUIDANCE (SPG)**

**REPORT OF DIRECTOR OF STRATEGIC PLANNING,
HIGHWAYS AND TRAFFIC AND TRANSPORTATION**

AGENDA ITEM: 9

**PORTFOLIO: TRANSPORT, PLANNING & SUSTAINABILITY (COUNCILLOR
RAMESH PATEL)**

Reason for this Report

1. This report seeks approval of the Residential Extensions and Alterations document as Supplementary Planning Guidance (SPG)

Background

2. Welsh Government guidance encourages local planning authorities to prepare SPG to provide advice on how development plan policies will be implemented. Such guidance should help those involved in the development and planning process understand the purpose and objectives of policies and assist the submission of permissible planning applications.
3. SPG must be consistent with planning legislation, guidance and relevant development plan policies. It should be prepared in consultation with the public and appropriate interests, and their views should be taken into account before formal Council approval. SPG may be given weight as a material consideration when making decisions on planning applications.
4. The design guidance for Residential Extensions and Alterations will update and replace the Householder Design Guide SPG (Approved March 2007) which formed one of a series of design guidance documents prepared by the Authority to guide the design quality of development in Cardiff.

Issues

5. Residential Extensions & Alterations are one of the most common forms of development and the majority of planning applications made to the Council are householder applications.

6. Both individually and cumulatively, extensions and alterations can have a significant impact on the quality of the built environment. Changes to Permitted Development came into force in 2013 which allows homeowners to build larger home extensions and garden buildings without planning permission. Guidance is required to give advice as to what is acceptable in planning terms.
7. The SPG sets out what applicants should consider when planning to extend or alter their home, even if it does not require planning permission.
8. The Residential Extensions and Alterations SPG will update and replace the Householder Design Guide SPG (Approved March 2007) and will form Supplementary Planning Guidance to Policy 11: Design and Aesthetic Quality, of the City of Cardiff Local Plan (Jan 1996)
9. It will offer robust design guidance in line with national planning policy and will assist Development Management when assessing planning applications.

Public Consultation

10. Public consultation was undertaken between 17th November and 15th December 2014. A press notice was placed in a local newspaper on Monday 17th November 2014 and notices and copies of the draft guidance were placed in all Cardiff library facilities and at County Hall Reception. The draft guidance was also published on the Council website.
11. Letters notifying that a public consultation was being undertaken on the draft guidance were sent to all Cardiff Councillors, the Welsh Assembly Government, Community Councils in Cardiff and other organisations and individuals known to have general interest in planning in Cardiff or a potential interest in this guidance.
12. A total of 30 representations were received from 10 respondents. These have been considered and where necessary amendments have been made to the document. A summary of the consultation responses/representations received have been included in Appendix D of the document.

Local Member consultation

13. Member consultation was undertaken as part of the Public Consultation identified in paragraphs 10 – 12 above.
14. Three responses to the consultation were received from local Members, which are included in appendix D of the document.

Reason for Recommendations

15. To update the design guidance for Residential Extensions and Alterations within Cardiff.

Financial Implications

16. There are no direct financial implications arising from the attached report.

Legal Implications

17. The adopted development plan the City of Cardiff Local Plan (adopted January 1996) contains policies and proposals which provide the basis for deciding planning applications. The policies in the adopted development plan have special status under Section 54A of the Town and Country Planning Act 1990 (re-enacted in section 38(6) Planning and Compulsory Purchase Act 2004) which means that planning decisions must be taken by the Council's planning authority in accordance with it unless material considerations indicate otherwise.
18. Whilst the development plan contains policies and proposals which provide the basis for deciding planning applications supplementary planning guidance ('SPG') can be used as a means of setting out more detailed guidance on the way in which those policies will be applied in particular circumstances or areas. An SPG may be taken into account by the LPA as a material consideration when determining the planning application.
19. In order for a SPG to be given as much weight as possible as a material consideration it must be formulated, prepared and adopted in the proper manner. A SPG must therefore conform to the requirements mentioned above.

RECOMMENDATIONS

Cabinet is recommended to approve the Residential Extensions and Alterations Supplementary Planning Guidance for consideration by Council

ANDREW GREGORY

Director

5 June 2015

The following appendix is attached:

Appendix 1: Design Guidance Residential Extensions and Alterations
Supplementary Planning Guidance (Final Draft for Approval)



Supplementary Planning Guidance Residential Extensions and Alterations

**Final Draft
for Approval**

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●●●● Before You Start

1.1 Find out whether a planning or a Building Regulation application is required (see Section 3.0).

●●●● Get Advice If You Need It

1.2 If necessary, get skilled technical advice from an experienced architect or surveyor. They can design, prepare drawings and make an application on your behalf.

●●●● Follow The Design Guidance

1.3 This guidance will help towards a good design solution and a successful planning and Building Regulation application.

●●●● Look At Your Surroundings

1.4 Ensure your proposal respects the context of your neighbourhood.

●●●● Detailing & Use of Materials

1.5 Ensure that your proposal fits in with the detailed design and materials of your existing house.

●●●● Be a Good Neighbour

1.6 Consult your neighbour if your proposal may affect their home or privacy, or if you will need to gain access for building work or maintenance. Be aware of the Party Wall etc. Act 1996 which places obligations on you in such circumstances.

●●●● Introduction

2.1 The City of Cardiff Council is committed to raising standards of design in Cardiff. This guidance sets out what you should consider when planning to extend or alter your property, whether it is in use as a single household, a house in multiple occupation (HMO), or subdivided into flats. It is based upon the principles of good design and intended to be applied to all forms of extensions and alterations including those that do not require planning permission.

2.2 Poorly-designed alterations which detract from the appearance of your property can often reduce its value. All applications are judged on their individual merits. In situations where unsympathetic alterations are evident in a locality, this will not provide justification for further poor design.

2.3 An alteration to a house or garden may have an impact, not only on its own setting, but also on the wider neighbourhood. It is therefore essential that these types of proposals achieve the highest design quality. Good design can be achieved at comparative cost and can avoid future expenditure associated with problems and maintenance due to poor design.

2.4 This design guidance does not detail whether planning permission or Building Regulations approval are required or not, but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document therefore if a particular development type is not covered specifically by this guidance then applicants are advised to contact the council for further advice.

2.5 This SPG is written in the broader context of sustainable development outlined in the Welsh Assembly Government's Planning Policy Wales and Technical Advice Note 12: Design (Tan 12: Design).

2.6 This guidance is primarily supplementary to Policy 11 (Design and Aesthetic Quality) of the Adopted City of Cardiff Local Plan, although other development plan policies may also be relevant.

2.7 The Welsh Assembly Government supports the use of Supplementary Planning Guidance (SPG) to set out detailed guidance on the way in which the development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions.

2.8 It is your responsibility to check whether any proposed works require planning permission and/or Building Regulations consent.

2.9 This guidance is intended for use by prospective applicants, agents, architects, members of the public with an interest in an application, elected Members of the council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against.

2.10 If you are unclear about how the guidance contained in this guidance applies to your home or want more detailed advice, please contact *Development Management* or *Building Control*. There may be a fee for this service.

●●●● Do I need Planning Permission?

3.0 **Planning permission, Building Regulation approval or other consents may be required for even minor alterations to a dwelling.**

3.1 The majority of planning applications that the council receives are for permission to extend a residential property. Improvements to the city's housing stock are welcomed in principle. House extensions and alterations can however have significant impact on the appearance of individual properties as well as the form and character of the surrounding environment.

3.2 Even in cases where planning permission is not required you are advised to consider the guidance contained in this SPG in order to ensure a high standard of design.

3.3 General advice is set out below relating to the main consents you may require.

3.4 **Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution.**

●●●● Permitted Development

3.5 **Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution.**

3.6 Permitted Development is granted under the *Town and Country Planning General Permitted (Amendment) (Wales) Order 2013*.

3.7 Not all development requires planning permission. For more information as to what development a householder can carry out without planning permission please use the *Planning Portal* interactive house. (Ensure the Welsh flag is at the top of the page as the regulations differ to those in England).

3.8 The Welsh Government's *Planning: A Guide For Householders (July 2013)* also provides information on what improvements, alterations and extensions to your home you can make without needing planning permission.

3.9 For a formal determination as to whether your proposal requires planning permission you are required to submit an application for a **Lawful Development Certificate**. A fee is charged for this.

3.10 In certain circumstances, Permitted Development rights may have been removed. This applies for example to: all flats, development in some Conservation Areas with an Article 4 Direction, alterations to Listed Building or as a result of conditions placed on a property or development by a previous planning consent.

●●●● Flats and Houses in Multiple Occupation (HMOs)

3.11 The design considerations within this document will also be applied to alterations and extensions involving an existing or proposed HMO or property divided into flats.

3.12 To subdivide a house into multiple units, to extend a ground floor flat or to extend or alter the roof space of a top floor flat you must obtain planning permission.

3.13 Flats have different permitted development rights to single dwellings. You should check if permission is required for the alteration you are considering using the resources above.

3.14 Licensing requirements and the need for planning permission relating to Houses in Multiple Occupation can be found at the Planning Portal and by searching for 'HMOs' on the Council's Website.

3.15 **In general, development rights for extensions and alterations DO NOT apply to flats.**

●●●● Pre-Application Advice

3.16 Pre-application advice can be provided by Development Management prior to the submission of a planning application.

3.17 The benefits to you of obtaining this advice are that it:

- **Explains which policies/standards are likely to apply to your development**
- **Identifies at an early stage any need for specialist input (trees, landscape, noise, transport, contaminated land, ecology, fire safety, conservation areas, listed buildings & archaeology)**
- **Helps ensure that your application is complete and ready for validation, which avoids rejection at the registration stage or early refusal because of inadequate information**
- **Indicates where a proposal is unacceptable, saving you the cost of an application**

3.18 Note: if you want a formal determination as to whether your proposal requires planning permission please submit a *Certificate of Lawful Development application* as outlined previously.

●●●● Conservation Areas

3.19 Alterations to buildings within conservation areas must preserve or enhance the character or appearance of the area.

3.20 If you are not sure whether your home is within a conservation area you can view and download maps of the conservation area boundaries, and advisory leaflets, at www.cardiff.gov.uk/conservation.

3.21 If you live in a conservation area, some alterations and extensions may be permissible under Permitted Development rights. However other forms of development normally permitted may require a planning application due to Article 4 Directions. An Article 4 Direction does not prevent occupiers from altering or repairing their homes, rather it requires planning permission to be sought before specific works are carried out. Such works can include the changing or replacing of doors or windows, construction of porches, roof alterations and exterior painting. You should check the specific restrictions of your conservation area first.

3.22 Remember: The council can take enforcement action against any unauthorised work to buildings in a conservation area.

●●●● Listed Buildings

3.23 Alterations to listed buildings will only be acceptable where they relate sensitively to the original building and preserve the character of the listed building.

3.24 Government advice is that there should be a general presumption in favour of the preservation of listed buildings. The council will therefore endeavour to preserve listed buildings, their settings and those features of special architectural and historic interest that they possess.

3.25 Works to listed buildings may require Listed Building Consent and/or planning permission, depending on the nature of the proposal. This applies to all parts of the building including objects and structures, interior or exterior, regardless of its grade and whether or not the feature concerned is specifically mentioned in the list description. It may also apply to associated buildings that are within the curtilage of the principal building and can include boundary walls.

3.26 It is a criminal offence to carry out works to a statutory listed building without first acquiring the necessary Listed Building Consent. Specialist conservation advice should be obtained for proposals affecting listed buildings (See section 5.0)

●●●● Archaeology

3.27 Alterations or extensions to buildings (whether 'listed' or not) in certain parts of the city may have archaeological implications which could be affected by even minor works. The *Archaeologically Sensitive Areas SPG* provides further advice.

●●●● Trees

3.28 Consideration should be given at the design stage for adequate distancing between an extension and trees or hedging to avoid structural design problems with the building, problems with drainage systems, subsequent vegetation loss due to concerns over loss of light and to allow sufficient spacing for future growth to maturity. In circumstances where trees (including canopies and root structures) are likely to be affected by a proposed extension or hardstanding, a tree assessment may be required in accordance with **BS 5837:2012 Trees in Relation to Design, Demolition and Construction - Recommendations**, with the assessment being used to inform design.

3.29 *Trees In Cardiff: A Householder's Guide* offers further advice on trees and legal issues.

3.30 If you live in a conservation area, most works to trees require 6 weeks prior written notification to the council.

●●●● Tree Preservation Orders

3.31 Some trees which are important to a local area are protected by Tree Preservation Orders (TPO). If your proposed works affect a tree you should take advice from the Council's Tree Officer.

3.32 TPO's are made by the Council to protect trees thought to be of significant public amenity value. Trees of any size or species may be protected and they are usually on private land. Special controls apply with regard to work to protected trees and you should consult the *Tree Officer* for advice, or refer to the *City of Cardiff Council web site* for further information.

●●●● Protected Species

3.33 The Council's Biodiversity SPG (*Part 1 & Part 2*) explains the action which should be undertaken if protected species such as bats and nesting birds are present on a site. It is important that no works are undertaken until the necessary investigations have taken place.

3.34 Bats and birds such as House Martins, Swifts, Swallows and Barn Owls are all species which regularly use buildings to nest or 'roost' in. Great crested newts are often found in garden ponds. Homeowners can undertake simple compensatory measures such as:

- Providing bird boxes
- Landscaping your garden to include native hedgerows, trees and wildflower areas
- Erecting bat boxes or a barn owl box
- Creating a pond or bog garden

●●●● Building Regulations

4.1 This is not the same as planning permission. Building Regulations deal with technical matters such as structural stability, fire resistance, energy conservation, thermal insulation, accessibility and electrical safety. You are strongly advised to seek advice before carrying out any works. Contact *Building Control* for further advice.

4.2 **Important: Obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and any changes sought by building regulations may mean you have to revise your planning application and vice versa.**

●●●● Works Exempted from Building Regulations

4.3 Certain types of work are considered exempt from the requirements of the Building Regulations (e.g. small detached buildings, garden sheds, greenhouses and some conservatories). These are listed under **Schedule 2 of the Building Regulations 2010** (as amended).

●●●● Sewers and Services

4.4 The effect of any development on sewers, water mains, gas pipes and electricity mains should be considered. An extension must not compromise any rights of access required by service providers.

4.5 The position of a sewer can affect the size of the extension that is allowed. Your plans might have to be altered to suit the existing conditions or the sewer has to be diverted. In Cardiff, Dwr Cymru Welsh Water are responsible for the Public Sewer network and Building Control is obliged to consult with them where your proposals have an impact on a public sewer. The advice of *Building Control* should be sought at an early pre-development stage. Failure to do so may jeopardise the viability and implementation of a proposed extension.

●●●● The Party Wall Act

4.6 If you intend to carry out work on or near to a boundary (including boundary walls and lofts), the Party Wall etc. Act 1996 requires that you notify your neighbours and give them the opportunity to comment, whether or not the work needs planning permission or Building Regulation approval. It is always advisable to check before you start work. For guidance, you should read *The Party Wall etc. Act 1996: Explanatory Booklet*.

4.7 **If further guidance is required, the advice of a competent professional Party Wall Surveyor should be sought as the council does not control this matter. The Faculty of Party Wall Surveyors (FPWS) and the Royal Institute of Chartered Surveyors (RICS) hold details of competent surveyors.**

●●●● Flood Risk

4.8 Careful design principles need to be adopted for development within a flood risk area. To establish whether your property is in a flood zone and which appropriate design measures should be employed please go to the *Natural Resources Wales website*. Further information on improving the flood performance of buildings can be found in the guidance, *Improving The Flood Performance of New Buildings*.

●●●● Inclusive Design

4.9 The potential for improving accessibility to a property should be considered when alterations and extensions are proposed. Incorporating level access and providing a ground floor bathroom can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in daily life whilst recognising that needs may change in the future.

●●●● Legal Restrictions

4.10 In addition to planning controls, there may be legal covenants which restrict the use and development of your property.

4.11 Details of covenants will be set out in your title deeds. If you require advice or guidance in this matter you should consult a solicitor. It is important to note that covenants are separate and distinct from planning control and from the remit of the council.

●●●● Skips, Scaffolding & Hoardings

4.12 Building materials should not be placed on the pavement or highway – please ensure you have enough space on your own property to accommodate any deliveries (pallets of bricks, bags of sand etc.).

4.13 *Permits and licences* are issued by the council for skips, scaffolding and hoardings to be placed upon footways, verges and carriageways. Inspections are made by Cardiff Council Highway Inspectors to ensure that the skips, scaffolding and hoardings comply with these conditions.

●●●● Deep Excavations

4.14 Deep excavations for foundations and drainage works should be considered carefully, especially near existing buildings or boundaries. Deep excavations can undermine and destabilise existing buildings or structures and pose a significant risk to personal safety. They should always be guarded. The *Health and Safety Executive (HSE) website* contains some helpful guidance.

●●●● Get Advice

5.1 You are advised to use a competent architect or designer to prepare your planning application. They will be familiar with these guidelines and should help you to achieve a well-designed extension/alteration. The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice. For proposals within a conservation area or affecting a listed building, you should consider using a heritage specialist on a register such as IHBC, AABC or RIBA's Conservation Architect members list. Contact details are provided in Appendix B.

5.2 Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible.

5.3 Further guidance is available from the *POSW (Planning Officer's Society of Wales) Model Design Guide for Wales: A Guide for Householder Development*.

●●●● Speak to your Neighbours

5.4 When you have a firm idea of what you want to do it is always good practice to go and see your neighbours. When your planning application is received, we will write to your neighbours to inform them of your proposal and to give them 21 days to formally object to, or support your application in writing. To maintain goodwill, it is therefore a good idea to speak to your neighbours about your plans before submitting your application. Ensuring they are well informed of your proposals may result in a more efficient transition through the planning process.

5.5 If your proposal affects a shared wall or boundary, you must comply with the requirements of the *Party Wall etc. Act 1996*, (See page 9).

5.6 **Please note that issues that relate to boundary disputes and land ownership are not a planning matter.**

●●●● Design Commission for Wales

5.7 *The Design Commission for Wales* promotes good design and communicates its benefits, across sectors. The Commission prioritises the design quality of the built environment in Wales and of places, buildings and public space. Among a range of services the Commission provides a national Design Review Service facilitating early strategic consultation for plans and projects throughout Wales. The service is available to all Local Authorities, National Parks, clients, developers, other promoters and/or members of the public. The Commission works with all the design professions including the fields of architecture, urban and landscape design, transport infrastructure, civil engineering and significant energy infrastructure. The Commission's advisory services are usually free of charge, and each project is assessed on its significance, which may belie their scale, location or method of construction.

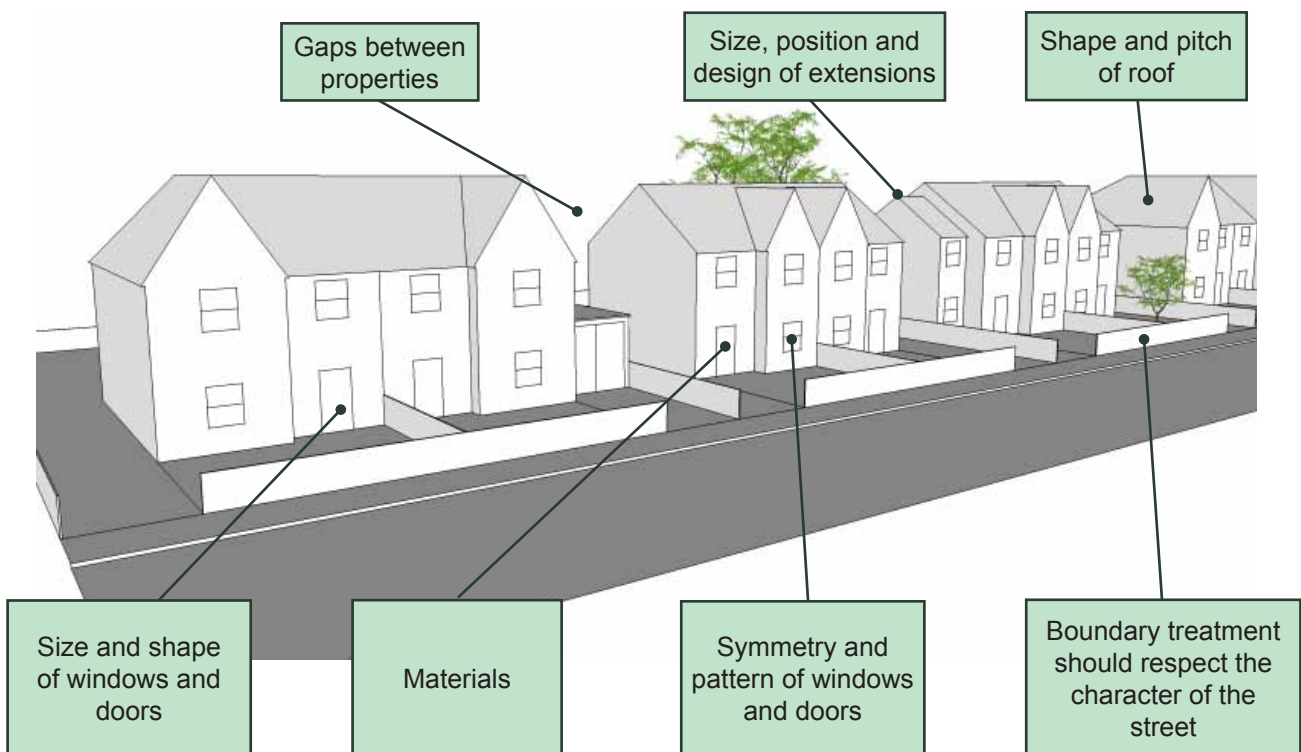
●●●● Understanding the Character of your Area

6.1 All alterations and additions to a property should relate well to the character and context of the surrounding area.

6.2 For smaller schemes, 'context' may relate to the character of the street or estate, while for larger schemes, or those on prominent sites, consideration should be given to the scheme's impact on the wider area.

6.3 House alterations and extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance and fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

6.4 Innovative contemporary design solutions may be appropriate where they demonstrate a sound understanding of context, effective use of resources and satisfactorily address issues of layout, density, scale, massing, height and detailing.



Frontage of a typical street with semi-detached houses

●●●● Rear Extensions

7.1 A rear extension may have less visual impact on the existing house and the surrounding area than a side or front extension. Rear extensions do however have the potential to impact on the daylight and outlook of your neighbours.

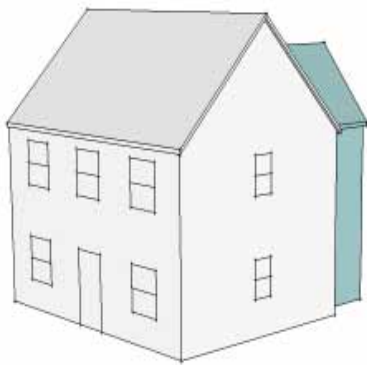
7.2 Design principles:

- **Be subordinate to the original dwelling**
- **Avoid blocking natural light and outlook to habitable rooms in neighbouring properties**
- **Avoid reducing garden space to an unreasonable small size**
- **Consider the impact on trees within or adjacent to the site**

7.3 The extension should preferably be set in from the end gable of the building in order to ensure it is subservient to the existing dwelling.



Rear extensions should not adversely impact on the daylight and outlook of your neighbours.



Position, scale and design of extension is subordinate to the main house.



●●●● Side Extensions

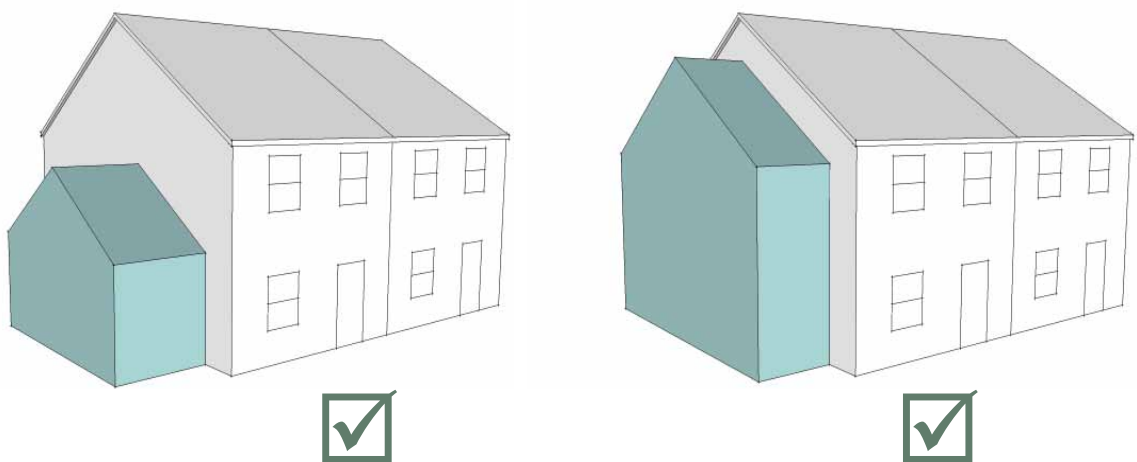
7.4 Side extensions, particularly to semi-detached dwellings, are likely to have a significant impact on the symmetry of the pair of dwellings.

7.5 With a semi-detached property it is crucial to make sure that the extension does not detract from the character and appearance of not just your property but also the pair of semis. It is important that they appear as a balanced pair. A two storey side extension to a semi detached property should be set back from the front of the original property and set down from the existing ridge line. This will make the extension appear more subservient.

7.6 Design principles:

- **Materials and window detailing should match or compliment the existing house**
- **Proposals should be appropriate to the existing house and context**
- **Avoid blank elevations where they front the highway**

7.7 Side extensions should be set in from the neighbouring boundary. This can help to ensure that the street scene does not appear cramped. It will also help to prevent a terracing effect should your neighbours also extend their property. On a practical level it will ensure that sufficient space remains to allow for future maintenance.



Extensions are subordinate to main property and the roof style compliments the host building.

●●●● Front Extensions

7.8 Extensions to the front of a property can have a significant impact on the character of the neighbourhood.

7.9 For most properties, (in particular semi-detached and terraced) any form of front extension other than a porch will appear an overly prominent feature within the street scene. Large detached properties set well back from the road usually have more scope for front extensions.

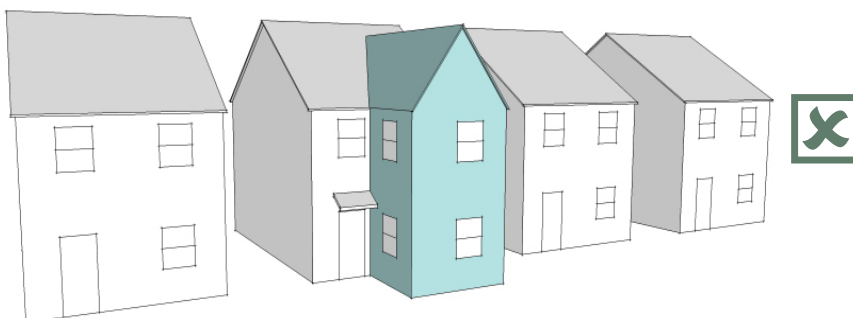
7.10 An excessive projection can impact negatively on the rhythm of a row of properties and become the dominant feature in the street scene. It can also be overbearing and result in the loss of light or privacy to neighbouring properties.

7.11 Front extensions can also change the overall architectural character and emphasis of a property. They can impact on features such as bay windows or decorative entrances. The loss of these features is detrimental not only to the property, but can also undermine the character of a whole street.

7.12 Front extensions should normally be sited behind the building line. The building line is considered a line formed by the fronts or sides of houses along a street. Each case is a matter of judgment. Some areas have a clear building line whereas others are more variable. Any development forward of the building line can have a significant effect on the appearance of the street.



Front extension breaks forward of front building line and does not respect the character of the house.



Front extensions that are larger than a porch are usually unacceptable as they are over dominant and significantly change the appearance of the house and street.

●●●● Side Return Extensions

7.13 In Cardiff there are a number of terraced houses that have an original 2 or 3 storey rear annexe. These are usually set in from the boundary on one side, which creates a narrow gap to the boundary wall or passage to the rear of the property, often known as the 'side-return'.

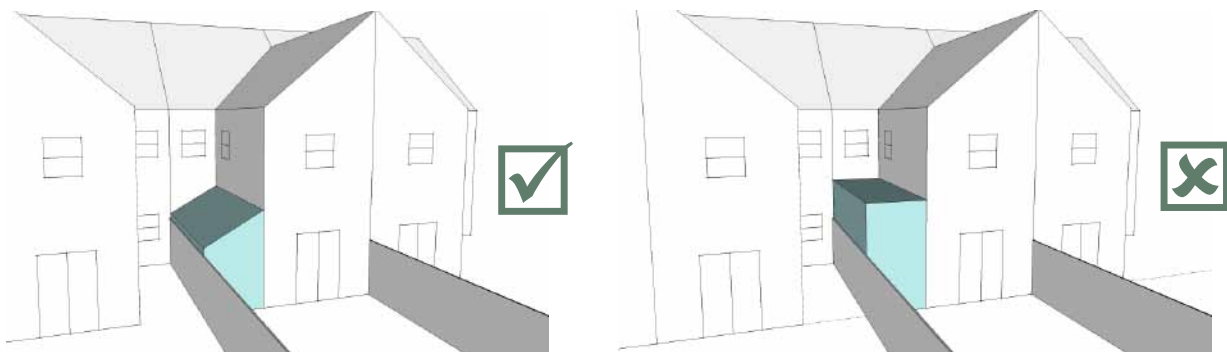
7.14 **A successful extension which infills this space is dependant upon:**

- **The design proposed**
- **The land levels between properties**
- **Whether the adjacent property has an existing infill extension**

7.15 Side Return extensions can have an overbearing impact on the adjacent property. It is important that careful consideration be given to the height and design of the roof of the extension in order to minimise the impact of extension on your neighbour.

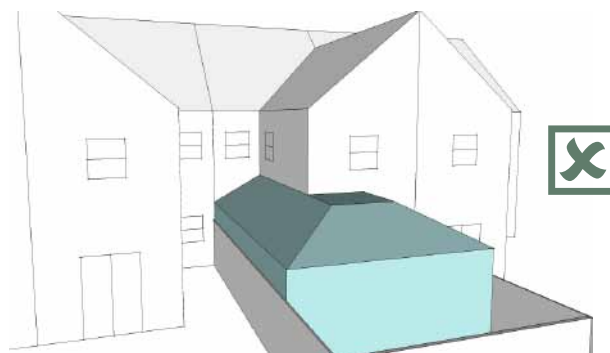
7.16 Side Return extensions with flat roofs are often overbearing and you should consider a pitched, 'lean-to' design with the eaves set at a level that respects the fact that Permitted Development would allow for the construction of a 2m high wall or fence along the boundary with your neighbour.

7.17 Materials that are soft or light weight in appearance, such as glazing, may help to reduce the visual impact of any infill extension.



Roof set low relative to retained boundary.

Height of the extension and position on boundary is overbearing.



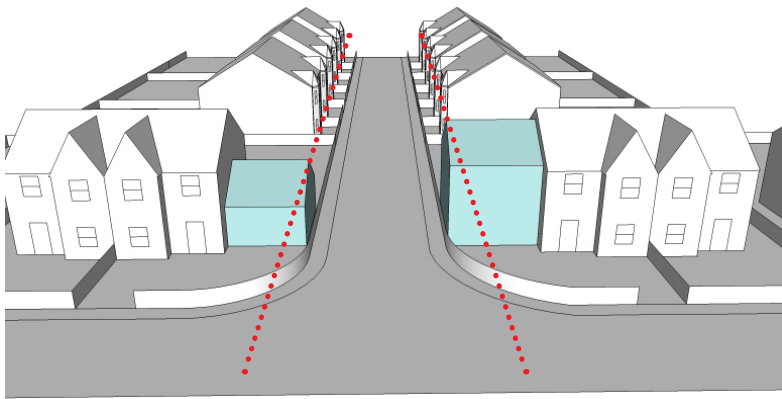
Depth and height of extension is overbearing.

●●●● Corner Plots

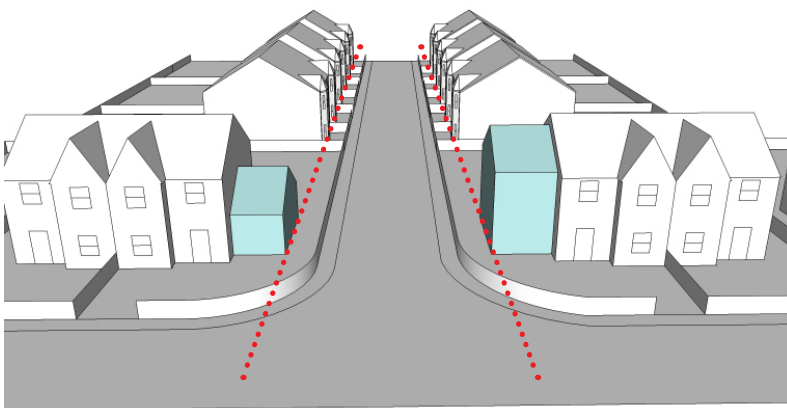
7.18 To avoid creating a 'tunnel' effect, any extension should adhere to the building line along both of the streets to which it relates.

7.19 Corner plots and plots located at junctions are likely to have more than one established building line, each of which should be respected. In most cases there will be two building lines, one to the road facing the property, and one to the side.

7.20 There may be circumstances where developments on corner plots contribute to the creation of a 'gateway feature' at the entrance to a housing area. In such instances, extensions which do not conform to the above criteria may be acceptable subject to the site context and character.



Extensions fail to conform to building line and are of an inappropriate scale to the main dwelling.



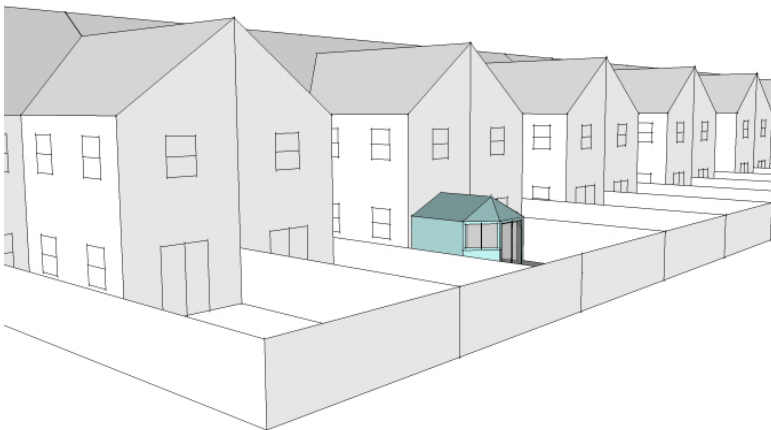
Extensions are subordinate to host dwelling and set off side boundary. Roof matches that of host building. Extension respects building line to street.

●●●● Conservatories

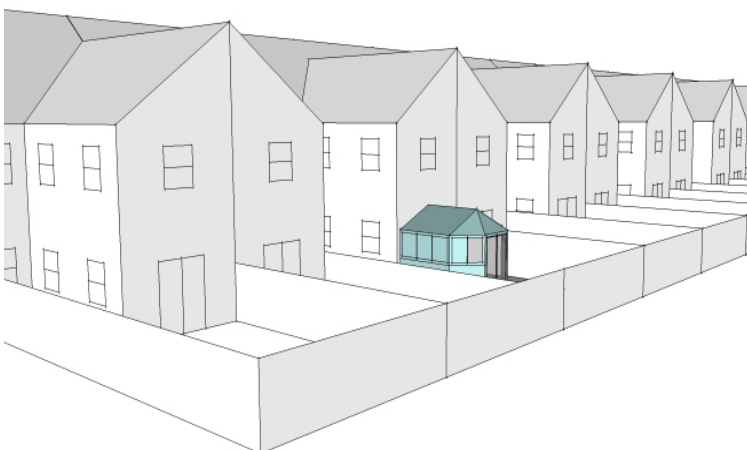
7.21 Conservatories are treated as an extension to your property and are subject to same considerations as a brick extension.

7.22 Care should be taken to ensure that conservatories do not compromise neighbours' privacy. This can be achieved by careful siting, or if necessary, incorporating a solid wall or obscured glazing to the side nearest to the boundary of an adjoining dwelling.

7.23 Ensure that the conservatory can be fully accommodated within your own property boundary. If you build right up to the boundary it is likely that the guttering will overhang. You will need your neighbour's permission to do this, and you will also need to serve notice on them when you apply for planning permission. You should also note the requirements of the Party Wall etc. Act 1996 and the possible implications from building regulations requirements.



A conservatory with a solid wall along the neighbouring boundary to protect privacy and prevent overlooking.



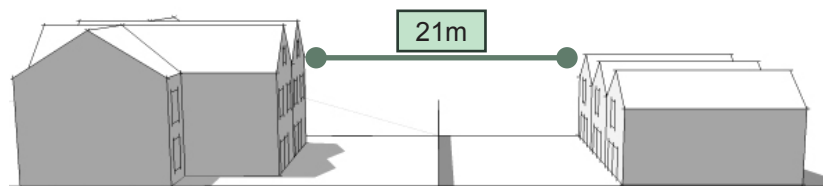
A conservatory with a obscurely glazed glass along the neighbouring boundary to protect privacy and prevent overlooking.

●●●● Siting, Scale & Impact on Street Scene

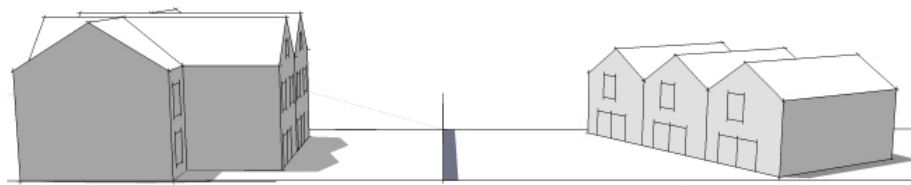
7.24 The scale and form of an extension must be in keeping with, and subservient to, the existing building and its setting. Siting is likely to be influenced by a number of factors, including the space available around your home and the prominence and appearance of the extension to the street scene.

●●●● Overlooking

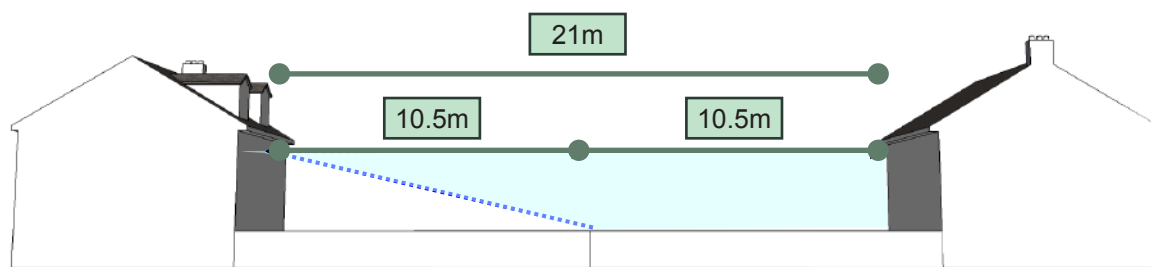
7.25 Extensions should not result in adverse loss of privacy to your neighbours. Windows in an extension must therefore be positioned carefully. First floor side windows, which look directly across to your neighbour's property or garden, should generally be avoided or be obscurely glazed and non-opening. If this is the only window in the room it should only sensibly serve a landing or bathroom.



Allowing 21m where there is direct overlooking of a neighbour's principal room window (lounge, dining, bedroom and kitchen) will avoid loss of privacy.



If the angle of rotation is more than 30 degrees, dwellings could be brought slightly closer together. Account needs to be taken of building height.



In the case of extensions above single storey, a distance of 10.5m between the rear wall of a property and its rear boundary, and 21m between the rear habitable room windows of dwellings which directly back on to each other, is normally required to avoid overlooking and to protect neighbouring amenity.

●●●● Avoid Overbearing

7.26 Extensions should not be overbearing to your neighbours or result in an unacceptable loss of daylight or sunlight to neighbouring properties.

7.27 As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property. Two storey extensions if appropriate should be subservient to the main dwelling and be limited in depth, width and height so as to avoid an overbearing appearance, significant overshadowing and loss of privacy.



The location and scale of the extension would create an overbearing and oppressive impact upon a neighbouring property.



The location and scale of the extension is appropriate to the existing dwelling and minimises any impact upon the neighbouring property.

●●●● Roof Extensions

7.28 **Roof extensions can have a significant effect on the appearance of a house and their design needs careful consideration.**

7.29 Some roof extensions do not require planning permission, they will however require Building Regulation approval. The *Planning Portal* (Welsh site) provides a comprehensive guide. **Roof extensions in Conservation Areas will always require planning permission for which a fee is applicable.**

7.30 A loft conversion or roof extension is an effective way of achieving extra accommodation within the roof space (play room, guest room, or study), subject to the suitability of the existing roof structure. Different roof types mean there cannot be a standard design solution, but often the work will result in the installation of dormer windows. The same care and attention to detail should be taken over size, position, materials and window details as for any other alteration, addition or extension.

7.31 Roof extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance which fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

●●●● Roof Alterations and Increased Roof Height

7.32 Roof alterations to bungalows, can lead to a significant change in the character and appearance of an area, and can lead to loss of privacy and amenity to neighbours

7.33 As with other types of extensions, the size, location, materials and design should complement those of the existing dwelling. Overlooking should be avoided where possible and the extension should not adversely affect the living conditions of surrounding neighbours.

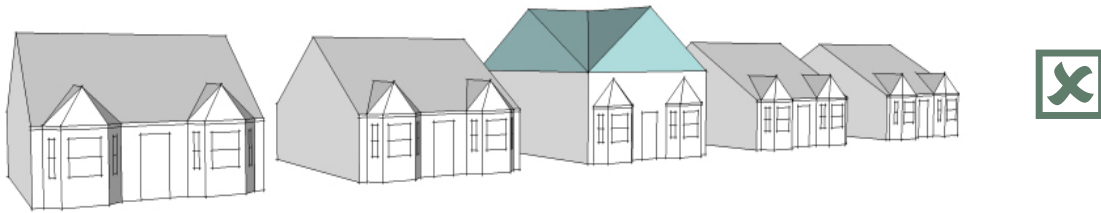
7.34 Proposals for roof extensions to create extra living space should be designed to minimise the effect on neighbouring properties of overshadowing and overlooking. It may be more appropriate to create a dormer bungalow, by increasing the roof pitch and adding dormer windows. You should follow the advice set out in the Dormer Windows section (see page 28), as in some cases the addition of new loft dormers can overlook previously private areas which could compromise the privacy of neighbours.

7.35 Before submitting for roof alterations to a bungalow it is advised to ensure that the existing bungalow can support the extra weight. Any demolition of a bungalow will require planning permission and the appropriate fee.

7.36 Where a roof ridge needs to be raised to allow increased headroom in the roof space, careful consideration should be given to its impact on the street scene.

7.37 Some roof spaces may not be suitable for conversion as the roof pitch is too shallow. In such circumstances getting enough headroom may result in an overly large addition to the roof, which may have a detrimental effect on the character and appearance of the house.

7.38 Where a roof is raised, its pitch should reflect the original, or the roofs of other nearby buildings, as appropriate. Any such proposal will be considered within the context of the site and associated levels.



In an area where most roofs are the same height, the significant raising of the roof of a house could look over-dominant and out of character with the surrounding area.

●●●● Roof Form

7.39 The roof of an extension should match the main roof in terms of style, form, pitch and materials to ensure that the extension appears to be part of the original house.

7.40 The ridge height of any extension should usually be lower than the original roof to emphasise the distinction between the original dwelling and its addition, and to ensure the subservience of the addition. Depending on the architectural style of the original building, a pitched, hipped or gabled roof will almost always be more appropriate than a flat roof.

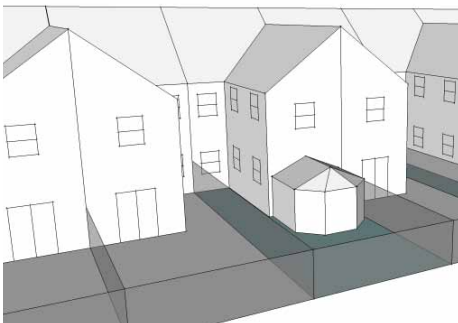


Flat roofs, particularly in prominent positions are best avoided as they can present long-term maintenance problems and rarely appear as though they blend harmoniously with the existing property.

●●●● Impact on Amenity Space, Privacy and Visual Amenity

7.41 Any extensions to the side or rear of your house should maintain a 'reasonable' extension to back garden ratio. This will vary according to the size and location of your house.

7.42 Any dwelling can accommodate only a finite amount of extension. In addition to the visual impact, the over-development of a property will result in an inadequate amount of amenity space within the plot and could have a detrimental impact on neighbouring amenity through overshadowing and loss of light and privacy. Any extension should not result in the overdevelopment of the original garden area.



Extension is modest in scale and retains a sufficient and useable rear garden area.

7.43 Sufficient garden space should be retained to accommodate bin and cycle storage, a washing line and a useable form of private amenity space. A minimum of 25 sqm of an appropriate shape and siting should be retained, although this figure is dependent upon the individual context and size of the house and garden.

7.44 For larger houses, or those in areas where the established character includes good sized private gardens, any extensions or groups of extensions / outbuildings beyond the Permitted Development limit, should ensure the retention of a significant area of garden space. Proposals in this instance will be considered in relation to the character and context of the original house.



Extension is an over-development of the garden plot.

7.45 **Trees and established hedges and vegetation provide amenity value and, wherever possible, should be retained. You should site your extension to avoid the removal of significant and healthy trees.** Where trees and hedges are retained then the foundations for the development must be designed to accommodate existing root structures and future growth. Also ensure that if a young tree is to remain close to the extension that it has room for future growth. If the loss of a tree is unavoidable, a replacement should be planted in another location within the site.

●●●● Rear Access

7.46 Many dwellings have a direct access from the front of the property to the rear, other than by passing through the building. If a side extension is set away from the boundary then it can allow for bins to be stored at the rear, easier access to the rear garden without needing to go through the house, and, for easier access to undertake future property maintenance.

●●●● Bin Storage

7.47 Adequate provision should be made for waste, recycling and composting facilities in accordance with the guidelines of the Councils *Waste Collection and Storage Facilities SPG*.

7.48 If planning an extension you should consider where refuse bins are to be located so that they are stored in a visually discrete manner. It is preferable to provide for bin storage to the rear.

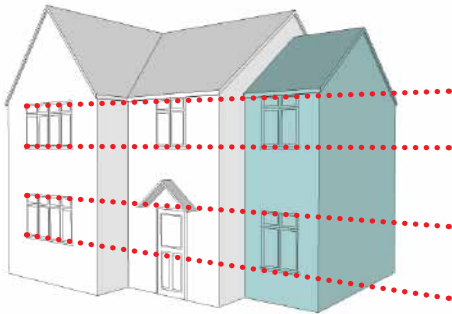
●●●● Highway Safety & Parking

7.49 An extension should not have an adverse impact on highway safety. The loss of parking provision as a result of an extension, or the conversion of a garage, will be assessed against the guidance contained in the *Council's adopted Access, Circulation and Parking Standards SPG (2010)*.

●●●● Detailing and Materials

7.50 **All materials and detailing should reflect or complement the existing house.**

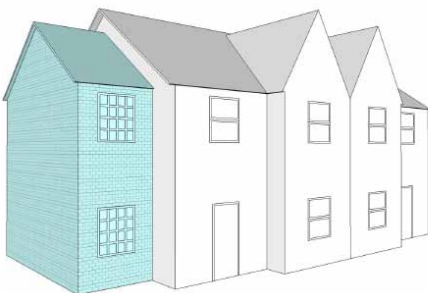
7.51 Matching brickwork and pointing is important. Unless your property is very modern, it is likely that the original bricks have weathered and changed in appearance. When you construct your extension, even if it is from the same type of bricks that were originally used, there will be a distinctive difference in the appearance of the extension compared to the original house. It is therefore appropriate to set the extension back slightly so that there is a neater join in the materials and a more acceptable visual appearance. If necessary, roof tiles from the rear of the original building should be used to ensure a colour match at the front of the property.



The size, positioning, style and materials of new windows and doors should generally match those on the existing dwelling in order to achieve a consistent appearance.



7.52 The architectural detailing on the existing property should be repeated, where appropriate, on any extension. This includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards, sills and fascias as they are important elements in the overall design. The repeat of details such as decorative bargeboards, quoins or brick courses can also help to integrate the extension with the original property.



The materials and detailing of the extension fails to complement those used in the existing property. Conflicting materials can lead to an unattractive appearance. New windows should also reflect those in the original dwelling in terms of design, positioning and size.



●●●● Hip to Gable Roof Extensions

7.53 An extension that results in the conversion of a hipped to a gabled roof can unbalance the appearance of a house, pair of semi-detached houses or terrace. This is especially so when the roofscape and spaces between buildings are important features of the character of a street.

7.54 **All hip to gable extensions should have roof tiles or slates to exactly match those of the original roof. The extended gable wall should also match the materials of the existing dwelling.**

7.55 Often, enough old slates or tiles from the rear of the original property can be salvaged to re-cover the front roof slope to ensure a colour match at the front.



Hip to gable roof extension on a semi-detached property.

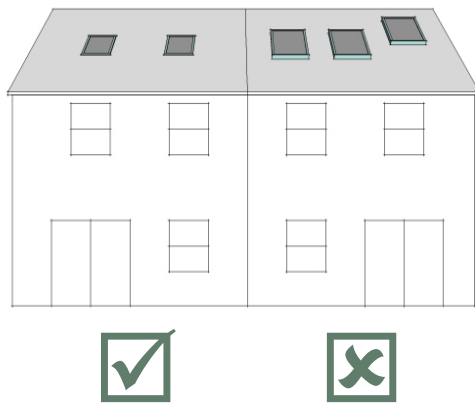


The extended gable wall should match the existing dwelling.

●●●● Roof Lights

7.56 Where a roof light is required to the front, or other prominent elevation, care should be taken to ensure that its proportions and positioning reflect the style and character of a dwelling, and that it does not look unduly prominent. Flush-fitting roof lights may help to reduce prominence.

7.57 In conservation areas the installation of roof lights requires planning permission. Roof lights should be few in number, discreetly positioned so that they are not readily visible from prominent views within the conservation area and should be of a 'conservation type' which do not protrude above the plane of the roof. Consideration should also be given to the general arrangement of any roof lights in order to reduce their impact, even if this is limited to private views alone.



Roof lights should be evenly spaced, matching and relate to features of the house (diagram above details the rear of a typical pair of semi-detached properties).

●●●● Chimneys

7.58 Chimneys are an important feature of many properties and contribute to the overall character of the skyline. The rebuilding of stacks and reinstatement of chimney pots where possible will be supported. The Building Regulations Part J places specific requirements on the design of chimneys and flues to ensure that they can discharge the products of combustion safely.

7.59 Within conservation areas the installation, alteration, replacement or removal of a chimney will require planning permission.

7.60 **Where a chimney, or group of chimneys, make a positive contribution to the character and appearance of a conservation area, its removal or unsympathetic alteration will be resisted.**

●●●● Dormer Windows

7.61 Where there is inadequate headroom within an existing roof space, it may be possible to create additional space through the insertion of dormer windows.

Design

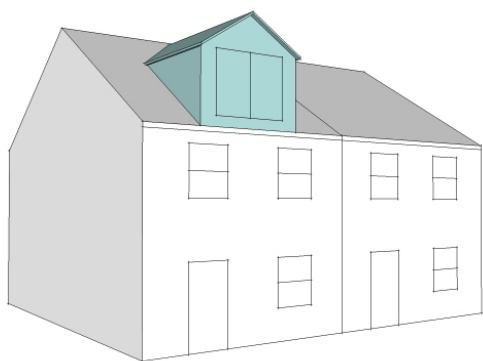
7.62 The design of dormer windows should be considered carefully as they can have a significant impact on the character and appearance of a house and its surrounding area.

Dormer windows should:

- **Relate well to the dwelling on which they are positioned/located**
- **Relate well to the context of the street or immediate surroundings**
- **Be avoided on the front elevation of a dwelling, unless they are a local feature**
- **Be appropriately scaled in order that they appear subservient to the existing roof**
- **Be set up from the external wall, down from the ridge and in from either side by an appropriate distance**
- **Be finished in materials which reflect or complement the main dwelling**
- **Respect any symmetry evident within the existing dwelling**
- **Positioned to minimise impact upon neighboring amenity.**

Position

7.63 Dormers should normally be positioned on the least prominent elevation – usually the rear. Front-facing dormers have a big impact on the appearance of the house and the street. Dormers positioned to the side of rear annexes, where planning permission is required, can be inappropriate in terms of privacy and visual impact. Where there is a requirement to provide adequate headroom for stairs, the dormer should be set down from the ridge and clear of the hips.



Front dormers can have a big impact on the appearance of the house and street.

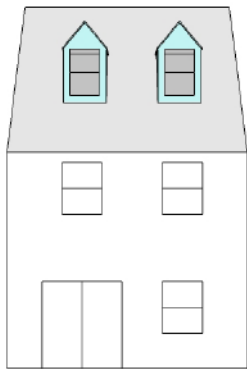


Scale

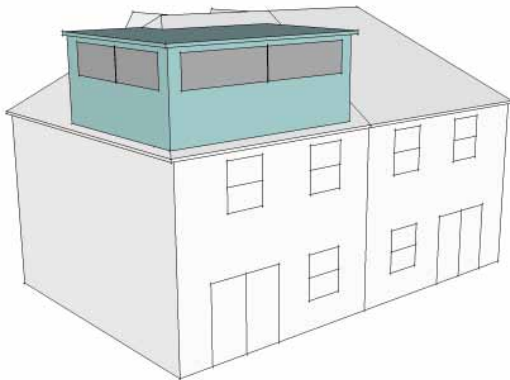
7.64 Dormer windows should not dominate the original house and should look as though they were designed as part of the original roof of a dwelling.

7.65 The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set in from either side of the roof, set down from the ridge and set up from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof.

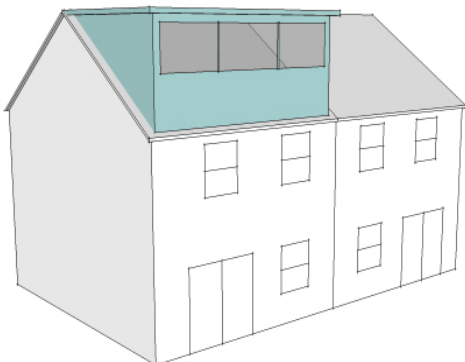
7.66 The roof of the dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip. Large, flat roofed dormers are over-dominant and can cause the property to appear 'top-heavy'.



Dormers modestly scaled within roof plane and align with windows below.



The dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip.



Box dormer excessively scaled within roof, poor window alignment with building below.

Materials

7.67 Dormer extensions should appear subservient to the original dwelling/roof and relate well to the existing roof through the use of materials. The window(s) should fill the majority of the front of the dormer in order to limit the use of surrounding cladding materials.

Window Style

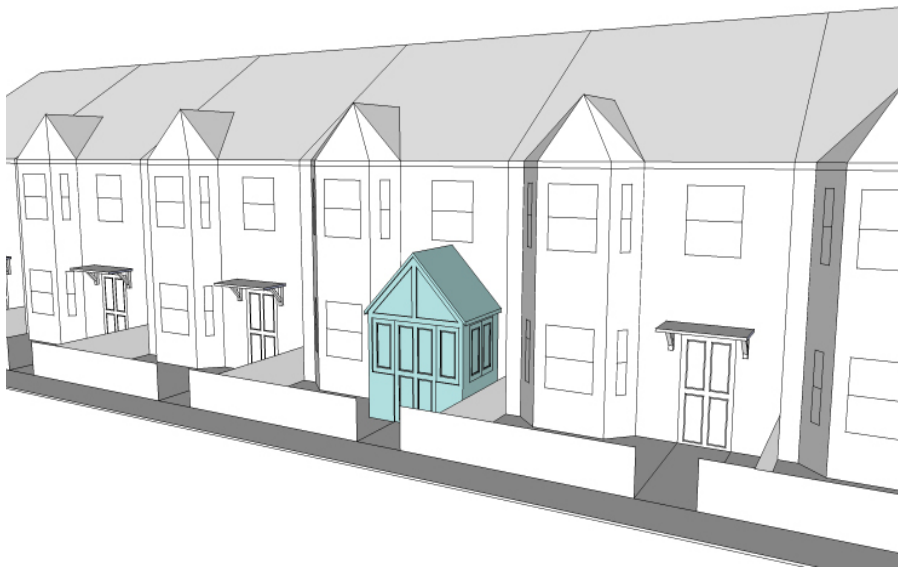
Avoid mixing window types.

7.68 The windows of the dormer should match those in the rest of the house in terms of proportions, materials and opening and also reflect any evident symmetry.

●●●● Porches

8.1 A porch can take many forms from a simple canopy to an enclosed structure. The front entrance of a property is the main focal point and small alterations can have a large impact on the streetscene, with poorly designed porches significantly detracting from the appearance of a property.

8.2 Porches should be designed to complement the character of and be subservient to the original house. The roof should reflect the design and pitch of the main property. A porch situated close to a neighbouring property should be designed to have minimal impact on the amenity of the adjacent dwelling.



Scale and design of the porch is out of character within the street scene



●●●● Recessed Entrances

8.3 The insertion of a second external door, to bring the entrance flush with the front of the property can detract from the appearance of the dwelling.

8.4 Many Victorian and Edwardian terraced houses in Cardiff have recessed front doors, often with ornate tiled or feature doorways. In conservation areas planning permission may be required for the enclosure of this type of entrance and in general such applications will not be supported.

●●●● Garages

8.5 A new garage, whether an extension or a detached structure should:

- **Reflect the style, character and proportions of the house and its surroundings**
- **Be built of the same materials and have consistent detailing to the main house**
- **Be subservient to the house, in size, scale and location**
- **Not project forward of the house**
- **Be capable of being overlooked from the house.**

8.6 Consideration should be given to how difficult or easy it will be to manoeuvre a car in and out of the proposed garage. You should design a layout which retains some of the landscaping and planting in the front garden, together with safe pedestrian access to the house.

8.7 Separate consent for the construction of a new crossover across the pavement should be obtained from *council's highways section*. They will provide further information about construction standards and current charges.

8.8 Although car ports do not have enclosing walls, the same design issues apply.

●●●● Conversion of a Garage to Living Space

8.9 The conversion of an existing garage into additional living space can result in changes to the external appearance of the building as well as reducing parking availability. New windows and doors should match the main property in terms of proportions, materials and openings.

8.10 Advice should be sought from *Development Management* as to whether planning permission is required for converting your garage. See also the *Planning Portal*.

8.11 Building Regulation approval will be required.

8.12 The loss of parking provision as a result of the conversion of a garage will be assessed against the guidance contained in the Council's adopted Access, Circulation and Parking Standards SPG (2010).

●●●● Sheds / Garden Rooms / Home Offices

8.13 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours, and should respond positively to local character and context, as well as the main house.

8.14 Large garden buildings if used for purposes other than storage may intensify the use of garden spaces and they may detract from the generally green nature of gardens, contributing to the loss of amenity for existing and future residents of the property.

- **Siting, scale and design should be visually subordinate to the garden**
- **The development should NOT detract from the amenity of neighbouring gardens**
- **Suitable landscaping should be used to reduce the impact of development**
- **Use materials which complement the main property**

8.15 The materials should be similar to the ones used in the rear of the existing house. The proposed roof style should also match that of the roof of the original house.

●●●● Family Annexes

8.16 If the purpose of an extension is to provide accommodation for a relative, and not a separate dwelling, you should follow the general guidance for extensions outlined in this document.

8.17 Annexes will only be acceptable where:

- **The scale and appearance of the building is modest in proportion to the site**
- **The plot is of sufficient size to comfortably accommodate the building**
- **Clear dependency is retained at all times with the main property**

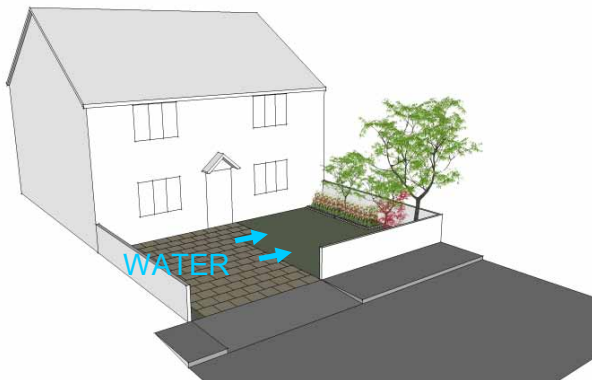
8.18 Dependency can be demonstrated through the sharing of facilities with the main building, such as garden space, kitchen/bathroom facilities, site access and the retention of internal links.

●●●● Driveways and Hardstandings

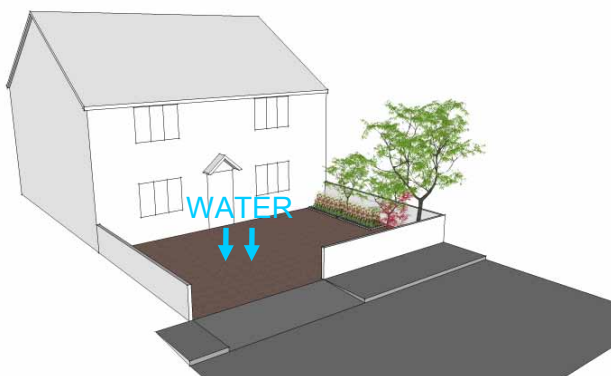
8.19 When considering driveways and hardstandings you should use permeable surfacing or only cover a small part of the front garden, allowing water to drain into remaining soft landscaped areas such as flower beds. For further advice please see **Guidance on the permeable surfacing of front gardens**. *Department for Communities and Local Government 2008*.

8.20 A standard car parking space is 2.4m (width) x 4.8m (length) and no vehicle must project out from the driveway and over the pavement. If the hardstanding is to be enclosed with gates they should open inwards to prevent obstruction of the pavement/ highway.

8.21 The hardstanding must be connected to the highway via a crossover across the pavement. Separate consent for the construction of a new crossover may be required from the *council's highways section*.



Non permeable surfacing may cover part of the front garden, providing that surface water is directed onto a porous or permeable surface, such as a grassed area.



Driveway / hardstanding constructed from porous or permeable material.



●●●● Garden Decking and Platforms

8.22 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours.

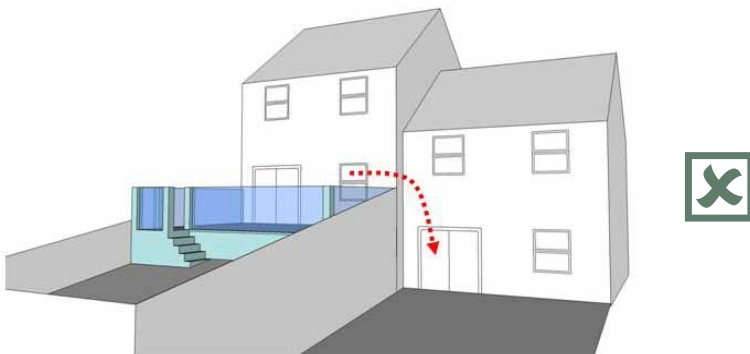
8.23 Proposals will be assessed in terms of:

- **Loss of privacy (in neighbouring houses and gardens)**
- **Dominance**
- **Loss of character or amenity of the area**

8.24 Decking should not be prominently located or easily viewed from public vantage points. It should ideally set in from the boundary and where there is sufficient permanent screening, such as a high boundary wall or an outbuilding in an adjacent garden.

8.25 In some circumstances, to reduce overlooking, it may be possible to install screening such as fencing/trellising but any screening should not result in significant overshadowing or loss of outlook from neighbouring dwellings or have a detrimental impact on visual amenity.

8.26 Raised areas of decking and platforms should be provided with suitable edge protection or guarding to prevent the risk of falls. The *Building Regulations Part K* provides suitable guidance.



The positioning of decking should respect the rights of neighbouring residents to enjoy their gardens without being the subject of intrusive overlooking.

●●●● Balconies and Roof Terraces

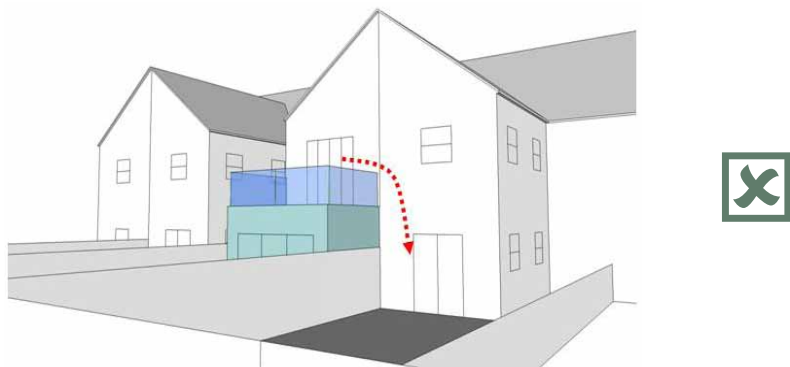
8.27 When considering a balcony or roof terrace you should take into account the impact on neighbours.

8.28 Potential problems include overlooking and privacy, structural stability, daylight, noise, light spillage and security. Consideration should therefore be given to the following:

- **Use of setbacks to minimise overlooking (a balcony need not necessarily cover the entire available wall space)**
- **Use of screens or planting to prevent overlooking of habitable rooms or gardens, without reducing daylight and sunlight or outlook**
- **The need to avoid creating climbing opportunities for burglars**
- **Ensuring that the existing flat roof area is designed to accept additional loading as a floor**
- **Balustrades and guarding are designed to prevent the risk of falling**

8.29 A roof terrace should be set back behind the slope of a pitched roof or a parapet. The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property. A Building Regulation application will be required to change an existing flat roof in to a balcony or roof terrace.

- **Any balustrades should be well set back behind the line of the roof slope, and be invisible from the ground**
- **The terrace should not result in overlooking of habitable rooms of adjacent properties**



Roof terraces should not allow for the private amenity of the neighbouring properties to be unacceptably compromised.

●●●● Walls, Fences, Hedges and Railings

8.30 Boundary treatments, particularly front boundaries, have a significant impact on the character of an area and the street.

8.31 Original gates, railings and walls should be retained, restored and repaired. Where walls, hedges or railings have been previously removed, consideration should be given to their reinstatement.

8.32 Alterations to walls, fences, hedges or railings should be carefully considered in terms of both appearance, siting and security.

8.33 Front enclosures will be resisted in areas which have established open plan gardens as they could disrupt the open character of the street and harm the visual amenity of the area.

8.34 The Party Wall etc. Act 1996 may impose specific requirements.



High fences or walls to the front or side of a property can be very stark additions which harm the character of an area.

●●●● Satellite Dishes, TV and Radio Aerials

8.35 In order to minimise the visual impact, such equipment should respect the views from the street and neighbours' properties.

8.36 Keep dishes and aerials out of sight as much as possible. Consider placing them:

- **Within roof slopes**
- **Behind roof parapets**
- **On side walls**
- **On a rear extension roof**
- **On lower roofs or garages**
- **In the rear garden**

8.37 More information is outlined in *A Householders Planning Guide For The Installation Of Antennas, Including Satellite Dishes, Welsh Government 2008*.

8.38 Within conservation areas, satellite dishes require planning permission where they face on to and are visible from a road.

●●●● Cladding, Pebble Dash, External Wall Insulation

8.39 If you are thinking of carrying out any external wall treatment please consider whether it will have an adverse effect on the structural integrity of the house.

8.40 External treatments can bridge damp courses and block air bricks. Rainwater / ice can be trapped behind them. This may result in condensation and timber rot.

8.41 Work on the 'thermal envelope' either inside or outside the property is likely to require Building Regulations approval; you should contact Building Control for further advice.

8.42 Cladding of properties in a Conservation Area in any external wall insulation or with stone, artificial stone, pebble dash, render, timber, plastic or tiles will require planning permission.

●●●● Replacement Windows and Doors

8.43 Altering door or window openings, or replacing windows and doors, can radically change the character and appearance of your home and affect the appearance of the area. This is particularly the case where the property forms part of a terrace or is one of a pair of semi-detached houses.

8.44 Alterations to windows and door in conservation areas often requires planning permission.

8.45 For further advice on window replacement in conservation areas please see the *Window Repair & Replacement in Conservation Areas* advice note.

●●●● Energy Efficiency

9.1 All proposals for alterations or extensions should take account of opportunities for reducing energy-use.

9.2 Building Regulations impose minimum standards for energy efficiency. Should you wish to introduce further sustainable design measures, you may wish to consider the following points:

- **Orientation and siting to take account sunlight /other micro-climatic effects**
- **Internal layout which maximises the conservation of heat and natural ventilation**
- **Suitability of renewable energy systems (e.g. solar power)**
- **Grey water recycling and rain water collection systems**
- **impact of planting, such as green roofs or use of natural screening**
- **sustainable choice of materials, such as natural or locally sourced, recycled and recyclable materials.**

9.3 For further guidance see;

Planning Policy Wales, Tan 12: Design and Planning for Sustainable Buildings Practice Guidance (July 2014)

●●●● Solar Panels, Photovoltaics and Wind Turbines

9.4 Consideration needs to be given to the visibility of the panels and turbines and their likely impact. They should be positioned in an unobtrusive location and integrated with existing features such as on a rear or inner roof-slope.

9.5 Solar and PV panels should not be installed above the ridgeline and should be positioned to balance with existing features such as roof lights, chimneys and gable details. Sensitive design and appearance is required. Flat plate solar collectors can be integrated more closely with the roof.

9.6 With domestic wind turbines you will need to consider:

- **Where the turbine is to be installed on the property**
- **How high it will extend above the highest part of the roof**
- **Its physical size**
- **Its colour**

9.7 If you wish to install a solar panel or turbine on your roof Building Regulations will normally apply. The ability of the existing roof to carry the load will need to be checked and some strengthening work may be needed.

9.8 Installation should be carried out by a trained and experienced contractor who is accredited with the *Microgeneration Certification Scheme*. Further guidance is available from the *Welsh Assembly Government*.

●●●● Green Roofs and Living Walls

9.9 Green roofs or living walls can create habitats and store / slow down the rate of rain water run-off, helping to reduce the risk of flooding.

9.10 Green roofs are specially designed and constructed to be waterproof and covered with material to encourage wildlife and to help plants grow. Green walls are structures attached to walls, where plants have been planted either directly into material within the wall or in the ground or a pot and encouraged to climb up a structure so that the wall is covered with vegetation. They both provide useful habitats and a food source for birds and bats. Dense foliage provides nesting sites for birds, evergreen climbing plants provide insulation and can reduce wind chill during winter months. Climbing plants provide shade which can help to cool a building in summer.

9.11 Careful consideration needs to be given to the design of the roof and any blank walls to enable the incorporation of these features and the need to access these areas for maintenance.

9.12 Where green roofs are to be accessible for amenity / sitting out purposes, potential overlooking and loss of privacy to adjoining properties will need to be assessed; additionally the requirements of the Building Regulations will also be relevant.

●●●● Design for Security

10.1 Under S17 of the Crime & Disorder Act, the Council is obliged to encourage design that reduces crime.

10.2 All developments must demonstrate how they positively contribute towards safe and secure environments (such as providing natural surveillance together with a sense of ownership), and these measures should be effective, and proportionate to the local crime risk factors.

10.3 Alterations should maximise opportunities to provide overlooking of access routes and parking areas and limit the creation of hidden recesses and poor sightlines.

- Front enclosures should be low enough to see over (no higher than 1 metre)
- High walls and fences of 1.8m provide good security at the rear
- Side entrances should be lockable
- Boundary walls, bin and fuel stores, low flat roofs and balconies should be designed so that they do not provide climbing aids to gain access into the property
- Windows in a new extension should be positioned to maximise views over parking and private areas
- Consider fitting low energy dusk to dawn lighting to front/rear/side access points
- Movement sensitive lighting should be located with suitable timing devices to avoid unnecessary light pollution
- Ensure that all locks are securely fitted and meet British Security Standards
- Fit laminated glass to side lights of doors and accessible windows which are not overlooked

10.4 Particular care is needed when installing security devices on listed buildings. Listed Building Consent may be required.

10.5 Further advice is available from www.securedbydesign.com

Householder Design Checklist	
Have you discussed the proposal with neighbours?	
Is a Design and Access Statement required?	
Is your property a Listed Building or in a conservation area requiring specialist advice?	
Are there any implications for Tree Preservation Orders or protected species, requiring specialist advice?	
Does the design address the character of the property and surrounding street?	
Does the design avoid harmful impact on your neighbours in terms of loss of light, overshadowing and privacy?	
Does the proposal result in an adequate provision of amenity space?	
Does the design take account of opportunities for resource efficiency?	
Have measures been taken to reduce crime?	
Have any changes to access and/or parking been agreed with the council?	
Do your proposals also require a separate Building Regulation application to be made to the council?	
Are your proposals affected by the requirements of the Party Wall etc. Act 1996?	

●●●● Appendix A: Policy Context

The Welsh Assembly Government supports the use of supplementary planning guidance (SPG) to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance and may be taken into account as a material planning consideration in planning decisions.

High quality building design is encouraged throughout the planning policy framework:

Planning Policy Wales

Planning Policy Wales and Technical Advice Note (TAN) 12: Design acknowledge the role that good design in new development can play in enhancing the environment, delivering sustainable development, attracting inward investment and promoting social inclusion and well-being. Good design is not just about the physical appearance of development, but achieving sustainable forms of development that successfully respond to their local context and character.

Town and Country (General Permitted Development) (Amendment) (Wales) Order 2013

The order introduces a number of changes to permitted development rights including: greater flexibility to enable householders to make a wider range of improvements and alterations to their homes without the need to apply for planning permission.

A Householder Guide is available from the website wales.gov.uk (see *Appendix B*)

City of Cardiff Local Plan

This draft guidance supplements Policy 11 (Design and Aesthetic Quality) of the City of Cardiff Local Plan (Adopted January 1996), which states:

'All new development should be of good design which has proper regard to the scale and character of the surrounding environment and does not adversely affect the aesthetic quality of the area.'

The Cardiff Unitary Development Plan

The Cardiff Unitary Development Plan was placed on deposit in October 2003. Following introduction of the European SEA (Strategic Environmental Assessment) Directive in 2004 and subsequent up-dated guidance from the Welsh Assembly Government on development planning, the Council has sought the agreement of the Assembly to cease preparation of the Cardiff UDP and commence preparation of a Local Development Plan (LDP).

Guidance issued by the Welsh Assembly Government in respect of LDPs indicates that where a UDP has been put on deposit it may remain a consideration in development control decisions until such time as an LDP has been placed on deposit. Generally, the weight to be attached to policies in emerging UDPs depends on the stage of plan preparation, the degree of any conflict with adopted plans, and the number and nature of any objections and/or representations in support of the policy.

Policy 1B (Achieving Good Design) of the deposited Cardiff UDP states:

Good design will be sought in all development

Policy 2.20 (Good Design) of the deposited Cardiff UDP states:

All development will be required to demonstrate good design by:

- a) **Satisfactorily responding to local character and context;**
- b) **Achieving a legible development which relates well to adjoining spaces and the public realm;**
- c) **Providing a safe and accessible environment for everyone who might use or visit it;**
- d) **Providing for the efficient use of resources and adaptability to changing requirements; and**
- e) **Satisfactorily addressing issues of layout, density, scale, massing, height, detailing and landscaping**

Representations were made at deposit, objecting to the above proposed policies.

●●●● **Appendix B: Contacts**

Connect to Cardiff

Tel.: 029 2087 2087

Tel.: 029 2087 2088 (Cymraeg)

Contact form

www.cardiff.gov.uk

Planning advice, Building Control advice, maps to download of conservation area boundaries, advice on statutory considerations listed above.

Development Management

Planning Permission, Pre-Application discussions

developmentcontrol@cardiff.gov.uk

Building Control

Building Regulations

buildingcontrol@cardiff.gov.uk

Biodiversity

biodiversity@cardiff.gov.uk

Conservation and Historic Buildings

conservation@cardiff.gov.uk

LDP (Local Development Plan)

developmentplan@cardiff.gov.uk

Trees and Hedgerows

treeprotection@cardiff.gov.uk

Sewers & Drains

highways@cardiff.gov.uk

Skips, Scaffolding and Hoardings

highwaypermits@cardiff.gov.uk

Sustainable Development

sustainabledevelopment@cardiff.gov.uk

Vehicle Crossovers

highways@cardiff.gov.uk

Cadw

The Welsh Assembly Government's historic environment service

www.cadw.wales.gov.uk

cadw@wales.gsi.gov.uk

CIAT

Chartered Institute of Architectural Technologists

www.ciat.org.uk

DCFW

Design Commission for Wales

www.dcfw.org

Health & Safety Executive

www.HSE.gov.uk

Natural Resources Wales

Floodrisk, protected species etc.

www.naturalresourceswales.gov.uk

Party Walls

Faculty of Party Wall Surveyors provides party wall surveyors by area

www.fpws.org.uk

RICS Wales

Royal Institute of Chartered Surveyors

www.rics.org/wales

RSAW

Royal Society of Architects in Wales

RTPI

Royal Town Planning Institute

www.rtpi.org.uk

Secured by Design

www.securedbydesign.com

Planning Portal

The Government's online planning and building regulations resource. (Please ensure you view the Welsh site – check for the flag in the top right hand corner.)

www.planningportal.gov.uk

IHBC

The Institute of Historic Building Conservation

www.ihbc.org.uk

AABC

Register of Architects Accredited in Building Conservation

www.aabc-register.co.uk

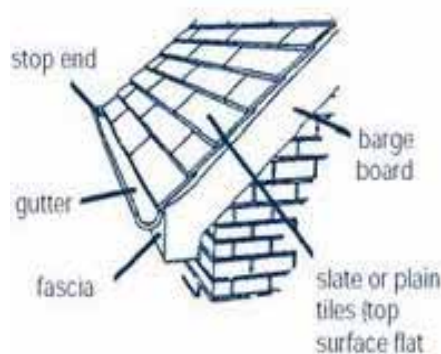
RIBA

Royal Institute of British Architects

www.architecture.com

●●●● Appendix C: Glossary

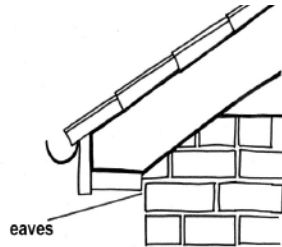
<u>Arboricultural</u>	Relating to trees.
<u>Amenity</u>	The quality of life enjoyed by occupants. Factors which make a positive contribution to the overall character of the area – trees, landscaping, architecture etc.
<u>Amenity Space</u>	Areas of open space such as gardens, balconies and roof terraces.
<u>Article 4 Direction</u>	A direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995, which removes specified permitted development rights to a property within an identified area, usually within a conservation area.
<u>Bargeboard</u>	A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.



<u>Bay</u>	A protruding element of the main elevation, set forward of the building line.
<u>Building Line</u>	The line formed by the frontages of buildings along a street.
<u>Cill (Sill)</u>	The horizontal ledge at the base of a window or door frame.
<u>Conditions</u>	Requirements or restrictions placed on a property or development, specified in its planning consent.
<u>Conservation Area</u>	An area of special architectural or historic interest designated under the Planning (Listed Buildings & Conservation Areas) Act 1990, whose character and appearance is desirable to preserve and enhance.
<u>Context</u>	The setting or surroundings of a building, usually the area from which a building can be seen (front, rear or side).
<u>Curtilage</u>	The land around, and belonging to, a house. Includes hard standing and garden areas.
<u>Dormer Window</u>	A small window, projecting beyond the plane of the existing roof slope.

Eaves

The point at which the top of the wall meets the roofline.



Elevation

The front, side or back walls of the building and features inserted in them.

Features

In relation to buildings; the aspects of it such as windows, materials used, corner and edge treatments that are distinctive and give the building unique character.

Fenestration

The style and arrangement of the windows on a property.

Gable Roof

The generally triangular section of wall at the end of a ridged roof.



Habitable Room

Any room used for sleeping, cooking, living or eating purpose. Bath or toilet facilities, corridors, hallways, utility rooms or kitchens with no dining facilities are excluded from this definition.

Highway

Any road open to vehicles (adopted or not) as well as any footpath (which can be used by the public) and bridleways.

Hipped Roof

A roof that slopes down to each of the eaves of the House.



Listed Building

A building of special architectural or historic interest. Listed buildings are grade 1, 2* or 2 with grade 1 being the highest. Cadw is responsible for designating buildings for listing in Wales.

Main Windows

The primary source of light into main living rooms of a dwelling, including dining and living rooms.

Off-street Parking

Car parking provided on private land which reduces the use of the highway for car parking.

Party Wall

A wall or fence that straddles the boundary between two or more properties or stands entirely on land in one ownership but used to separate two buildings in separate ownership/occupation.

Permitted Development

You can make certain types of minor changes to your property without needing to apply for planning permission. These are called 'Permitted Development' rights. They derive from a general planning permission granted not by the local authority but by the Welsh Assembly Government.

Plan

The plan should show property boundaries and means of access to the site, and nearby structures if they are relevant to the design. Within the site boundary, the plan should show the buildings already existing and those that are proposed.

Plinth

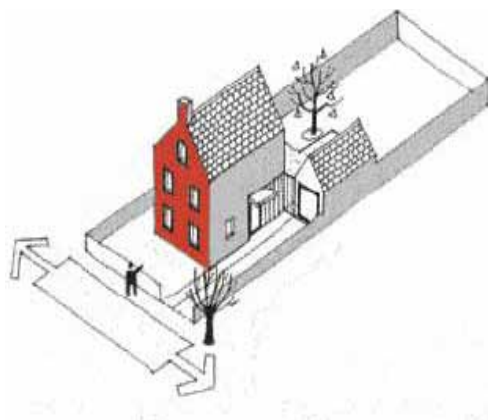
A visible support or base to a wall, pedestal or column.

Pointing

The visible mortar finish to the jointing between bricks or stone blocks in a wall.

'Principal' Elevation

Usually the front of the house which faces (directly or at an angle) the main highway serving the house. It will contain the main architectural features such as main bay windows or a porch serving the main entrance to the house.



<u>Quoins</u>	The junction formed between the front and side wall of a building; also at a window or door opening. In traditional buildings the quoin is often emphasised by larger blocks of stone or different colours of brickwork.
<u>Render</u>	External wall finish of cement/lime/sand, sometimes textured and often painted.
<u>Ridge Line</u>	Generally the highest point of the roof except for the chimneys, where the slopes meet.
<u>Ridge Tile</u>	Half-round tile fitted to apex of roof.
<u>Roof Light</u>	A window inserted into, and laying flush with, the roof slope.
<u>Roof Pitch</u>	The angle at which the roof slopes from the top of the wall to the ridgeline.
<u>Roughcast</u>	A rough textured render.
<u>Sightlines</u>	Direct lines of vision for a driver of a motor vehicle. Can be taken along a highway or at a road junction or access point.
<u>Skylight</u>	A horizontal glazed opening set in a flat roof. set in a sloping roof.
<u>Street Scene / Streetscape</u>	Everything that can be seen along a street from any given point.
<u>String course</u>	A continuous layer of building material, such as brick or tile, on a wall or roof of a building.
<u>Subordinate / Subservient</u>	Of lesser importance or status
<u>Surveillance</u>	An area which can be easily observed by overlooking windows, doors or other activity such as passing traffic/pedestrians.
<u>Thermal Element</u>	Wall, floor or roof which separates a thermally conditioned part of the building from the external environment or an unconditioned or lesser conditioned space.
<u>Valley</u>	The intersection of two sloping surfaces of a roof towards which water flows.
<u>Visibility Splay</u>	An area of land on which the height of any object is restricted in order that a sightline can be taken across the land.

●●●● Appendix D: Consultation Representations and Responses

Public consultation was undertaken between 17th November and 15th December 2014. A press notice was placed in a local newspaper on Monday 17th November 2014 and notices and copies of the draft guidance were placed in all Cardiff library facilities and at County Hall Reception. The draft guidance was also published on the Council website

Letters notifying that consultation was being undertaken on the draft guidance were sent to all Cardiff Councillors, the Welsh Assembly Government, Community Councils in Cardiff and the following that are known to have general interest in planning in Cardiff or a potential interest in this guidance:

Alder King
Artisreal Ltd
Arup
Asbri Planning
Atkins
Atriarc Group
Austin-Smith: Lord
Barton Willmore Planning Partnership
Boyer Planning
C2J Architects & Town Planners
CFW Architects
Cadw
Cardiff Access Group
Cardiff University
CDN Planning
Civic Societies of Cardiff and Penarth
Civic Trust Wales
Davies Sutton Architects
David Preece Architect
Derek Prosser Associates
Design Circle RSWA South
Design Group 3 Architects
Design Commission
DLP Consultants Cardiff
DPP
DTB Design
DTZ
Gerald Eve LLP
GL Hearn
G Powys Jones
Geraint John Planning Ltd
GVA Grimley
Harmers
Holder Mathias
Honesty Planning
Hyder Consulting
John Wootton Architects
Loyn & Co Architects
Malcolm Scott Consultants Ltd
Mason Richards Planning
Mango Planning
Nathaniel Lichfield & Partners Ltd
Neame Sutton
Peacock & Smith Planning

Peter Brett Associates
Peter Williams Architects
Phillippa Cole PMG
Planning Aid
Planning Issues
Paul Dickinson & Associates
Pagasus Planning Group
Powell Dobson
Robertson Francis Partnership
Rio Architects
RICS Wales
RPS Cardiff
RTPI Wales
RSAW
Savills
SK Design
SLR Consulting
Stedman Architectural
Shawn Cullen
Stephen Hoday MBE
Sullivan Land & Planning
Stridetrglown
Tanner & Tilley
Terry Nunns Architects
The Planning Bureau
Turley Associates
White Young Green
Wigley Fox Partnership
WAG

Vale of Glamorgan Council
Rhondda Cynon Taff County Borough Council
Caerphilly Borough Council
Newport City Council

Lisvane Community Council
Old St Mellons Community Council
Pentrych Community Council
Radyr and Morganstown Community Council

St Fagans Community Council
Tongwynlais Community Council

Llandaff Conservation Group, East Cardiff Conservation Group, North West Cardiff Conservation Group, Cathedral Road Conseqvation, Central Area Conservation Group

Page	Comment	Response / Action
First Consultation		
Page 10	We welcome reference to 'permits and licences' needed for skips in Other Considerations. Could reference be made here the considerations necessary for materials stored directly on the road or pavement and for proper disposal of waste during development?	This issue falls outside of planning control. No Change.
Page 13	On the issue of developments above a single storey leaving 10.5m to rear garden wall, which we support, can it be specified that evidence of this is expected to be provided in planning applications?	Scale drawings submitted as part of any planning application should demonstrate that appropriate separation distances are achieved. Planning officers will ensure that appropriate levels of privacy are maintained on a case by case basis. No Change.
Page 17	Rear Extensions - there is reference to natural light and outlook to 'habitable rooms' in neighbouring properties. In York's document (House Extensions and Alterations SPG) there is reference on Page 7 & 8 to the impact of light on the neighbouring property and Page 9 of outlook and dominance, some of which potentially could be incorporated to strengthen this guidance.	Issues surrounding light and outlook from rear extensions will be considered by planning officers on a case by case basis. No Change.
Page 20	Side Return Extensions - this should also take into account any previous rear extensions to the original. This side 'infill', whilst possibly relatively small by itself, could create a very domineering effect out-of-keeping with the original property if there is already a rear extension, to the detriment of garden space and neighbouring properties.	Planning officers will consider an application on its merits and on a case by case basis. No change.
Page 26	Why is the sentence that in conservation areas roof lights may only be acceptable to the rear being removed? Whilst sensitive development with front roof lights may be possible, surely keeping that in would retain control in conservation areas. Is this to do with changes in Welsh planning Law?	Changes to permitted development rights mean that the addition of a rooflight in a Conservation area now requires planning permission wherever it is located on a building. As a consequence, the Council has powers to restrict inappropriate placement. No change.
Page 28	With regard to dormer windows - the guidance could say 'The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set significantly in from either side of the roof, set down from the ridge and set up a significant distance from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof. The Householder Design Guide referred to significant distance from the edge of the roof and we feel this should be retained in some form.	The word significant was removed to better reflect recent changes to permitted development rights. These require a minimum 200mm set in distance from the edge of a building. No Change.
Page 31	The section on recessed entrances seems completely unenforceable and unrealistic. I would suggest this element of the SPG for areas not in Conservation Areas is dropped.	Document and illustrations amended to be less prescriptive.
Page 32	Where applications are made to convert garages into living accommodation, consideration should be taken of the impact this will have on parking and what alternative arrangements for parking will be made.	Text amended to reflect representation. Reference made to the Council's adopted Access, Circulation and Parking Standards SPG (2010).

Page	Comment	Response / Action
Page 40 / Section 10	The inclusion of security in section 10 of the document is welcomed.	No Change.
Page 40 / Section 10	An additional bullet point should be added, saying that all ground floor windows, any vulnerable windows and any external double doors should meet the following standards: PAS24:2012 or STS201 issue 3 2012 or LPS 1175 issue 7: 2010 Security Rating 1 or LPS 2081 issue 1:2014 Security Rating 4.	This information is considered to be to prescriptive for the document. No Change.
Page 40 / Section 10	Any new or replacement main entrance door sets should comply with; PAS24:2012 or STS201 issue4:2012 or LPS1175 issue 7:2010 Security Rating 2 or STS 202 issue 3:2011 Burglary Rating 2 or LPS 2081issue1:2014 Security Rating B.	This information is considered to be to prescriptive for the document. No change.
Page 40 / Section 10	French windows should meet PAS2012 with classification DK or DKT.	This information is considered to be to prescriptive for the document. No change.
Page 40 / Section 10	Where reference is made to the councils best practice guide this should be replaced with; Further advice is also available from www.securedbydesign.com	Document amended to include a reference to Secured by Design.
General	The fines currently in place for the removal of a tree with a TPO are not sufficiently high as to discourage developers from protecting them.	The fines with regard to TPO trees are under the control of central government, not the Council. No change.
General	R&MCC welcomes this new guidance and found it useful, easy to read and follow.	Support Noted. No Change.
General	A section should be added to the SPG which addresses the issue of retrospective applications for over-bearing extensions and sets out the penalties which will be enforced on those developers or home-owners who build large extensions without first obtaining planning permission.	With the exception of Listed Buildings, it is not an offence to undertake works to a building, or begin development prior to permission being obtained. All applications are considered on their merits, including those submitted retrospectively. No Change.
General	We have concerns about the consultation process for such an important set of planning guidelines namely the length of the consultation period which made it impossible to get proper input from local residents on the guidelines.	A second public consultation was undertaken on a revised document. This was be advertised in the local press and on the Council's website. The draft document was also available to view online or at any of the libraries in the city and at County Hall. The second consultation provided an additional four weeks to allow any further comments to be made.
General	The document has something to say about porches that I feel is limiting. I love a porch and think that they should be useful. This means that they have to be of a useable size, not just a petty inconvenience (which is what small porches are). So I would like to see some encouragement for larger porches that can act as a proper transition space between outside and in.	Text and illustrations amended to provide greater clarity.

Page	Comment	Response / Action
Second Consultation		
Page 8	In the first sentence under the section on trees, the word 'mature' should be removed as a tree need not be mature to be a potential constraint to design.	Wording amended.
Page 25	<p>Highway Safety and Parking</p> <p>The current draft says: "Where an extension would be built over an existing car parking space, this may have to be replaced within the boundary of your property to a standard acceptable to the council". I would like to suggest that this wording be amended in two ways.</p> <p>Firstly, that the word "may" is replaced with the word "must" so that developed have to ensure that parking spaces are not lost when extensions are built.</p> <p>Secondly, I would want the SPG to ensure that where extensions are built in such a way that ANY parking is lost (off-street or on-street), it should be replaces elsewhere. In several instances, I have seen extensions built in such a way that they have caused on-street spaces to be lost to allow access, yet these spaces have not been replaced elsewhere. It would be a sensible proposition to ensure that if a development causes any parking to be lost, it has to be replaced elsewhere, so I would hope that these amendments would be taken on board.</p>	The paragraph has been amended to provide greater clarity and place more focus on the requirements set out in the Access, Circulation and Parking Standards SPG.
Page 32	The section on recessed entrances seems completely unenforceable and unrealistic. I would suggest this element of the SPG for areas not in Conservation Areas is dropped.	Document revised to be less prescriptive. Illustrations deleted.
Page 39/40, Section 9	Section 9 Sustainable Design and Renewable Energy should make clear reference to Planning Policy Wales, TAN 12: Design and to current practice guidance Planning for Sustainable Buildings Practice Guidance (July 2014).	Reference to specified documents added.
General	I did think that it might be time to improve some of the very naive graphic images that communicate to people the key messages. I think that Sketch up software can allow much more convincing representations of a domestic/residential environment without distracting from the key messages.	The images used in the document are intentionally simplified and easy to understand as it was felt that more detailed graphics could be more open to misinterpretation. No Change.
General	I would suggest that the SPG sets out the process for retrospective applications but makes it clear to prospective applicants that Cardiff Council takes a dim view of such applications.	With the exception of Listed Buildings, it is not an offence to undertake works to a building, or begin development prior to permission being obtained. All applications are considered on their merits, including those submitted retrospectively. No Change.
General	All references should appear in full e.g. TAN should at first be Technical Advice Note. These and other references to planning policy should be included in the glossary.	Document to be amended accordingly.

Page	Comment	Response / Action
General	<p>Reference is made to the Design Commission for Wales remit which is NOT accurate. It should be replaced with the below.</p> <p>The Design Commission for Wales promotes good design and communicates its benefits, across sectors. The Commission prioritises the design quality of the built environment in Wales and of places, buildings and public space. Among a range of services the Commission provides a national Design Review Service facilitating early strategic consultation for plans and projects throughout Wales. The service is available to all Local Authorities, National Parks, clients, developers, other promoters and/or members of the public. The Commission works with all the design professions including the fields of architecture, urban and landscape design, transport infrastructure, civil engineering and significant energy infrastructure. The Commission's advisory services are usually free of charge, and each project is assessed on its significance, which may belie their scale, location or method of construction.</p>	Document to be amended accordingly.
General	The document would benefit from simplification of language and terminology throughout. This will help ensure that it is both clear and accessible to a range of users. Phrasing would benefit from further checks throughout to avoid confusion, for example, 'obscurely glazed glass' p18 could simply say 'obscure glazing'.	The language used in the SPG document will be simplified where possible, however a number of technical terms will inevitably need to remain. Text to be amended to reflect representation.
General	An initial explanation of what is meant by 'subordinate' and 'subservient' may help users to understand the overall aim of many of the individual aspects that are covered in Section 7 of the document.	Description added to Appendix C: Glossary.
General	The Design Commission for Wales is keen to ensure that the issue of precedent is considered from a planning perspective and integrated into the document. An existing extension that is unacceptable in design terms should not provide justification for future unacceptable extensions. Currently this is not clear in the document. The principles provided within the SPG, when adopted, should provide the basis for consideration of the application and override historic decisions.	Section added to address the issue of Precedent.
General	There may be some value in examining principles that may apply from the POSW (Planning Officer's Society of Wales) Model Design Guide for Wales: A Guide for Householder Development, that may provide a context for smaller extensions and alterations.	Reference to the document added.

