



## Notice of meeting of

### Local Development Framework Working Group

**To:** Councillors Merrett (Chair), Barton, D'Agorne, Levene, Potter, Reid, Riches, Simpson-Laing and Watt (Vice-Chair)

**Date:** Monday, 7 November 2011

**Time:** 5.00 pm

**Venue:** The Guildhall, York

### AGENDA

#### 1. **Declarations of Interest**

At this point, members are asked to declare any personal or prejudicial interests they may have in the business on this agenda.

#### 2. **Minutes** (Pages 3 - 12)

To approve and sign the minutes of the meeting of the Local Development Framework Working Group held on 3<sup>rd</sup> October 2011

#### 3. **Public Participation**

At this point in the meeting, members of the public who have registered their wish to speak, regarding an item on the agenda or an issue within the remit of the Working Group, may do so. The deadline for registering is **5.00 pm on Friday 4<sup>th</sup> November 2011**.

**4. City of York Council: Sub division of Dwellings Supplementary Planning Document. (Pages 13 - 40)**

The purpose of this report is to seek approval from Members for the draft Supplementary Planning Document (SPD) on the Subdivision of Dwellings (attached at Annex A of this report) to be published for consultation.

**5. City of York Council: House Extensions and Alterations Supplementary Planning Document. (Pages 41 - 78)**

The purpose of this report is to seek approval from Members for the draft Supplementary Planning Document (SPD) on House Extensions and Alterations (attached at Annex A of this report) to be published for consultation.

**6. Any other business which the Chair considers urgent under the Local Government Act 1972.**

Democracy Officer:

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For more information about any of the following please contact the Democracy Officer responsible for servicing this meeting:

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Contact details are set out above.

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### **Scrutiny Committees**

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- Review existing policies and assist in the development of new ones, as necessary; and
- Monitor best value continuous service improvement plans

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City of York Council

Committee Minutes

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MEETING	LOCAL DEVELOPMENT FRAMEWORK WORKING GROUP
DATE	3 OCTOBER 2011
PRESENT	COUNCILLORS MERRETT (CHAIR), LEVENE, POTTER, RICHES, SIMPSON-LAING, REID, BARTON AND D'AGORNE
IN ATTENDANCE	COUNCILLOR WARTERS (ITEMS 1-3)
APOLOGIES	COUNCILLOR WATT

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## 1. DECLARATIONS OF INTEREST

At this point in the meeting, Members were asked to declare any personal or prejudicial interests they may have in the business on the agenda. The following interests were declared:

- Councillor D'Agorne declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as a member of the Cycle Touring Club and York Cycle Campaign.
- Councillor Merrett declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as an honorary member of the Cycle Touring Club and a member of York Cycle Campaign.
- Councillor Potter declared a personal interest in agenda item 4 – “City Centre Area Action Plan City Centre Movement and Accessibility Framework”, as Operations Manager for York Wheels.
- Councillor Riches declared a personal interest in agenda item 5 – “Draft National Planning Policy Framework”, as a student member of RIBA.

## 2. MINUTES

RESOLVED: That the minutes of the meeting held on 14 March 2011 be approved and signed by the Chair as a correct record.

**3. PUBLIC PARTICIPATION/OTHER SPEAKERS**

Councillor Warters had requested to speak at the meeting. He expressed concern at the cancellation of scheduled meetings of the group. He stated that previously the LDF Working Group had provided an opportunity for cross-party involvement and public consultation but he was concerned that this was no longer the case. He drew attention to decisions in respect of the Core Strategy that had been taken by the Cabinet at their meeting on 21 June 2011. Councillor Warters stated that he questioned the relevance of the LDF Working Group if its views were not taken into account.

**4. LOCAL DEVELOPMENT FRAMEWORK: CITY CENTRE AREA ACTION PLAN CITY CENTRE MOVEMENT AND ACCESSIBILITY FRAMEWORK**

Members received a report that advised them of the production of a City Centre Movement and Accessibility Framework as an evidence base document for the City Centre Area Action Plan.

The Framework had been produced by a multi-disciplinary consultant team as part of the Yorkshire Forward funded Renaissance programme. Key stakeholders had been consulted in the production of the report.

Officers explained that the framework was a visionary document that made a series of recommendations to help inform policies and projects relating to movement and accessibility. The production of the framework was part of a process in developing the vision for the city centre to be included in the City Centre Area Action Plan preferred options document.

Members were asked to consider the following options:

Option 1: To approve the City Centre Movement and Accessibility proposals, as included in the draft Area Action Plan Preferred Options policy in paragraph 33 of the report for inclusion in the City Centre Area Action Preferred Options document, which would be put out for consultation.

Option 2: To seek amendments to the strategy and main proposals and/or further work to be undertaken to review these proposals.

The Chair stated that it was acknowledged that comprehensive modelling had not yet been carried out to ascertain how it might work in practice and he drew attention to the need for full consultation to be carried out with residents.

Members commented on the need to address traffic issues and congestion in the city centre and to look at ways at reducing pollution.

Members stated that it was important that inaccuracies in the document were addressed prior to the consultation on the City Centre Area Action Plan taking place.

The following amendments to the document were put forward:

Reference	Members' Comments
General	There needed to be greater clarity regarding the different phases – there were currently inconsistencies in the proposed timescales.
Page 10 Para 18	Make improvements to grammar to ensure greater clarity.
Page 28 Para 2	Note that issues in respect of the city centre cannot be seen in isolation. Issues in respect of the outer ring road also have an impact.
Page 30 Bullet point 4	Concerns expressed regarding the use of the term "Great Street". "Route" may be a more appropriate term.
Page 35	Figure of 6,500 houses may be misleading
Page 46	No mention has been made of the new council offices and how this could impact on travel plans.
Page 50/51	More emphasis required as to the new supermarket buildings in this area and the impact on traffic.
Page 58	Account should be taken of the fact that consultation had previously taken place in respect of Micklegate Bar, although it was acknowledged that the views put forward at the time of the previous consultation may have changed.
Page 62	There were inconsistencies in the report in respect of St George's Field. Whilst there

	were some references in the document to the possibility of a two-storey car park, there were also references to enhancing the area.
Page 62	Suggestions in respect of the Foss area should also take into account developments already proposed by the Castle Museum.
Page 64	Issues in respect of routes for people travelling from the East Riding and Selby to the railway station need to be given more consideration. It was noted that an aspiration of York Central was for there to be a major transport interchange in place.
Page 72	There is lack of clarity regarding the hours of operation of footstreets. The wording should be amended to address this matter.
Page 72	Reference is made to “subject to legislation”. In the shorter term, and pending the introduction of new legislation, measures should be put in place to address issues in respect of moving traffic offences.
Page 76	Residents of Leeman Road should be exempt and should have access to Leeman Road. Further consideration needs to be done in respect of the installation of a traffic control system.
Page 84	Further consideration should be given to the suggested removal of kerbs. In some instances these are in place to protect medieval buildings. Some disabled people also find them to be helpful.
Page 84	Any changes to the Green Badge Scheme would need to be carefully considered and be subject to consultation with the Equality Advisory Group.
Page 85	Reference is made to “St Leonard’s Place, the current Council offices car park”. As this car park will no longer be in the council’s ownership, they will not be able to determine that it will be a disabled only car park.
Page 89	It should be acknowledged that reducing the evening charge tariffs and removing



	the two-tier parking charges would impact on revenue levels.
Page 90	Esplanade car park is outside of the city walls.
Page 94	Referring to the bus fleet, Members stated that it was important to acknowledge that lower emission vehicles had been introduced and had made an impact. It was, however, recognised that it was the bus companies who determined which vehicles were used although the council could influence this, as it had with the Park and Ride contract.
Page 94	When making recommendations regarding pre-paid tickets, care must be taken to avoid putting in place measures that resulted in social exclusion.
Page 97	It was suggested that there was a need to address the current problems in respect of insufficient cycle parking.
Page 98	The views of the Blind and Partially Sighted Society should be obtained in respect of the suggestions regarding High Ousegate.
Page 106	It is important that taxis are recognised as public transport. More consideration needs to be given to suggestions in respect of Duncombe Place and the taxi rank at the Station Entrance.
Page 117	Although the removal of guardrail by the Tourist Information Centre had improved the situation – still more could be done.
Page 119	Terminology used should be “20mph zone” not “20mph speed limit”.
Page 120	More clarity required in respect of improvements to St George’s Field
Page 130	Reference to Leeman Road to make clear residents would be exempt.
General	There should be greater clarity within the document as to whether the measures are intended to address issues in respect of pollution, traffic management or both. Further consideration should be given in respect of arrangements for low emission cars or electric cars.

It was agreed that it was important that all Members were consulted on the document, as not all wards were represented by the LDF working group. Members also stressed the importance of ensuring that when public consultation took place, the document was presented as a vision for the city and it was not prescriptive. The timescales within the document would also be subject to budgetary considerations.

- RESOLVED:
- (i) That the York City Centre Movement and Accessibility Framework be noted and that the LDF's comments on the framework, as detailed above, be noted.
  - (ii) That the Draft City Centre Area Action Plan preferred option for movement and accessibility be noted and that the comments of the LDF Working Group, as detailed above, be noted.

REASON: To help progress the plans to the next stage of development.

## **5. DRAFT NATIONAL PLANNING POLICY FRAMEWORK**

Members considered a report that informed them of the content of the Government's draft National Planning Policy Framework (NPPF). A presentation was given on the proposed planning reforms.

It was noted that consultation on the draft framework had begun on 25 July 2011 and would end on 17 October 2011. Cabinet would be considering the Council's response on 4 October 2011.

Members noted the draft response to the consultation statement, as detailed in Annex C of the report, and were asked to consider whether or not they wished to recommend to Cabinet that the proposed response be amended prior to its submission to the Department of Communities and Local Government.

Members made the following general comments in respect of the NPPF:

- Whilst accepting that there was a need to make national policy more concise and accessible, concerns were expressed that the proposed simplification of planning law had gone too far.
- There would be an unfair balance in terms of the interests of developers and local communities.
- The use of the term “sustainable development” is not adequately defined.
- Concerns were expressed regarding the non-inclusion of a ‘brownfield first’ target.
- Undesignated assets had not been afforded a sufficient level of protection, for example areas of open green space.
- The framework did not provide sufficient control of advertising.
- It was imperative that transitional arrangements were in place to cover the gap between the new NPPF being in place and the adoption of Local Plans particularly given that PINS have been instructed to begin implementing the NPPF.
- The framework had contradictory elements. Whilst there was recognition of Neighbourhood Plans, there were statements in respect of a presumption in favour of development.
- More needed to be done to ensure that there was an adequate supply of affordable housing.

Members recommended that the issues of Brownfield First and a clearer requirement on affordable housing be specifically reflected within the “General Comments” of the Council’s response to the draft NPPF, and other comments picked up in the appropriate section of the text. It was also requested that the introductory “General” issues section be amended to read “Headline”. They also recommended that the following amendments be made to the wording of the response in Annex C:

Reference	Members’ comments
General comment (iii)	Delete the second sentence. Add text specifically about the importance of transitional arrangements to allow LAs and

	York in particular to get up to date plans in place.
General comment (iv)	More detail required regarding SPDs playing a key role and usually having a financial impact. This should not be precluded, provided that the financial burdens are taken account of in the overall assessment of the plan's viability testing.
General comment (v)	Need to be more explicit as to what is being referred to eg local green space.
2(b) para 48	Clarify what is meant by 'positively prepared' test of soundness.
5(a)	Recommend that this be amended to read "Disagree", as there would be more uncertainty for business in terms of interpretation unless issues in respect of the oversimplification were addressed.
6(a)	Recommend that this be amended to read "strongly disagree". The importance of sequential testing was stressed.
7(a)	Recommend that this be amended to read "strongly disagree".
8(a)	More detailed comments should be included. The Council should provide a response on this issue as siting of communication infrastructure is a key issue for York.

10(a)	Recommend that this be amended to read “disagree” to reflect concerns raised, including issues in respect of affordable housing and windfalls.
14(g)	Recommend that this be amended to read “strongly disagree”.
15(a)	Recommend that this be amended to read “strongly disagree”.

RESOLVED: That, subject to the amendments detailed above, Cabinet be recommended to approve the response to the consultation.

REASON: So that representation can be made in an appropriate timescale on the NPPF.

**6. CHAIR'S REMARKS**

Referring to issues raised by Councillor Warters under agenda item 3, the Chair reminded Members that although regular meetings of the LDF Working Group had been scheduled, this was to ensure that the group could consider business as it arose and in a timely manner. If there were no items of business requiring attention at a particular time then meetings would be cancelled.

Councillor D Merrett, Chair  
 [The meeting started at 4.30 pm and finished at 6.30 pm].

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**Local Development Framework Working Group****7<sup>th</sup> November 2011**

Report of the Director of City Strategy

**City of York Council:  
Sub division of Dwellings Supplementary Planning Document****Summary**

1. The purpose of this report is to seek approval from Members for the draft Supplementary Planning Document (SPD) on the Subdivision of Dwellings (attached at Annex A of this report) to be published for consultation.
2. The role of the SPD is to ensure that the subdivision of dwellings is controlled in a manner that provides well designed, good quality homes to allow people to grow and adapt in their homes to encourage strong and sustainable communities.

**Background**

3. In recent years, there has been an increasing concern that some of the proposals for subdivision of dwellings in the City have not been of an adequate standard, particularly with regards to their size, access and effects on the amenity of neighbouring occupants.
4. On 2<sup>nd</sup> April 2009, the Council approved a Motion to undertake an SPD on the sub-division of properties. The full Motion is included at Annex B.
5. Key issues were discussed such as the impact subdivision has on starter and family homes including their supply and affordability and it was agreed that the SPD should clearly state the minimum floorspace acceptable in a subdivided dwelling.

6. The SPD sets out key principles for potential developers to ensure that where the subdivision of dwellings are proposed, they:
  - provide adequate internal space;
  - are of a suitable layout;
  - have acceptable amounts of internal and external storage space;
  - have acceptable levels of facilities;
  - do not have an adverse impact on the amenity of neighbouring residents; and
  - are designed and built to a high standard of sustainability.
7. These principles clarify that the character of a neighborhood is important when considering this type of dwelling which will be assessed on a site by site basis. The SPD confirms what is acceptable in terms of the size of a property suitable for subdivision, as well as the physical size of the rooms available. The guidance goes into specific detail of would be expected to be considered as part of a proposal, for example, room heights, access, sound insulation, parking, waste, sunlight issues.
8. The SPD has been produced to support the emerging LDF Core Strategy. It is of particular relevance to policies:
  - CS5: Urban Design and the Historic environment;
  - CS7: Balancing York's Housing Market; and
  - CS21: Sustainable Design and Construction.
9. These LDF policies seek to promote high quality design, which respects the urban grain of the area and allows for appropriate levels of on-site amenity space, specifically in relation to conversions.
10. The approach to the housing market recognises the need to control the concentration of Houses of Multiple Occupation (HMOs) and to avoid the division of small properties where further development of this type of housing would have a detrimental impact on the balance of the community and residential amenity.
11. As with most proposed development, LDF policy requires proposals for sub-division to assess and comply with sustainable design and construction standards, in this case, it would mean submitting a sustainability statement with the application.



## **Consultation**

12. Internal consultation has been undertaken with colleagues from relevant professional disciplines.

## **Options**

13. There are three options identified in relation to this report.

**Option 1:** To recommend to Cabinet to approve the SPD for consultation.

**Option 2:** To recommend to Cabinet to request that amendments be made to the SPD in line with the comments of the LDF Working Group.

**Option 3:** To defer the SPD and request further work from officers.

## **Corporate Priorities**

14. The option outlined above accords with the following Corporate Priorities

- Sustainable City
- Thriving City
- Safer City
- Learning City
- Inclusive City
- City of Culture
- Healthy City

## **Implications**

15. The following implications have been assessed:

- **Financial** – None
- **Human Resources (HR)** - None
- **Equalities** - None
- **Legal** - None
- **Crime and Disorder** - None
- **Information Technology (IT)** - None

- **Property** - None
- **Other** – None

### **Risk Management**

16. In compliance with the Council's Risk Management Strategy, there are no risks associated with the recommendations of this report.

### **Recommendations**

17. That Members recommend Cabinet to:
- approve the attached draft SPD for consultation purposes; and
  - delegate to the Director of City Strategy in consultation with the Cabinet Member City Strategy the making of any changes to the SPD that are necessary as a result of the recommendations of the LDF Working Group.

Reason: So that SPD can be consulted on, and amended accordingly ahead of it being used for Development Management purposes to support the emerging LDF Core Strategy.

### **Contact Details**

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**Chief Officer Responsible for the report:**

**Martin Grainger**  
Head of Integrated Strategy  
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**Report  
Approved**



**Date** 25/10/2011

### **Specialist Implications Officer(s)**

N/A

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers:**

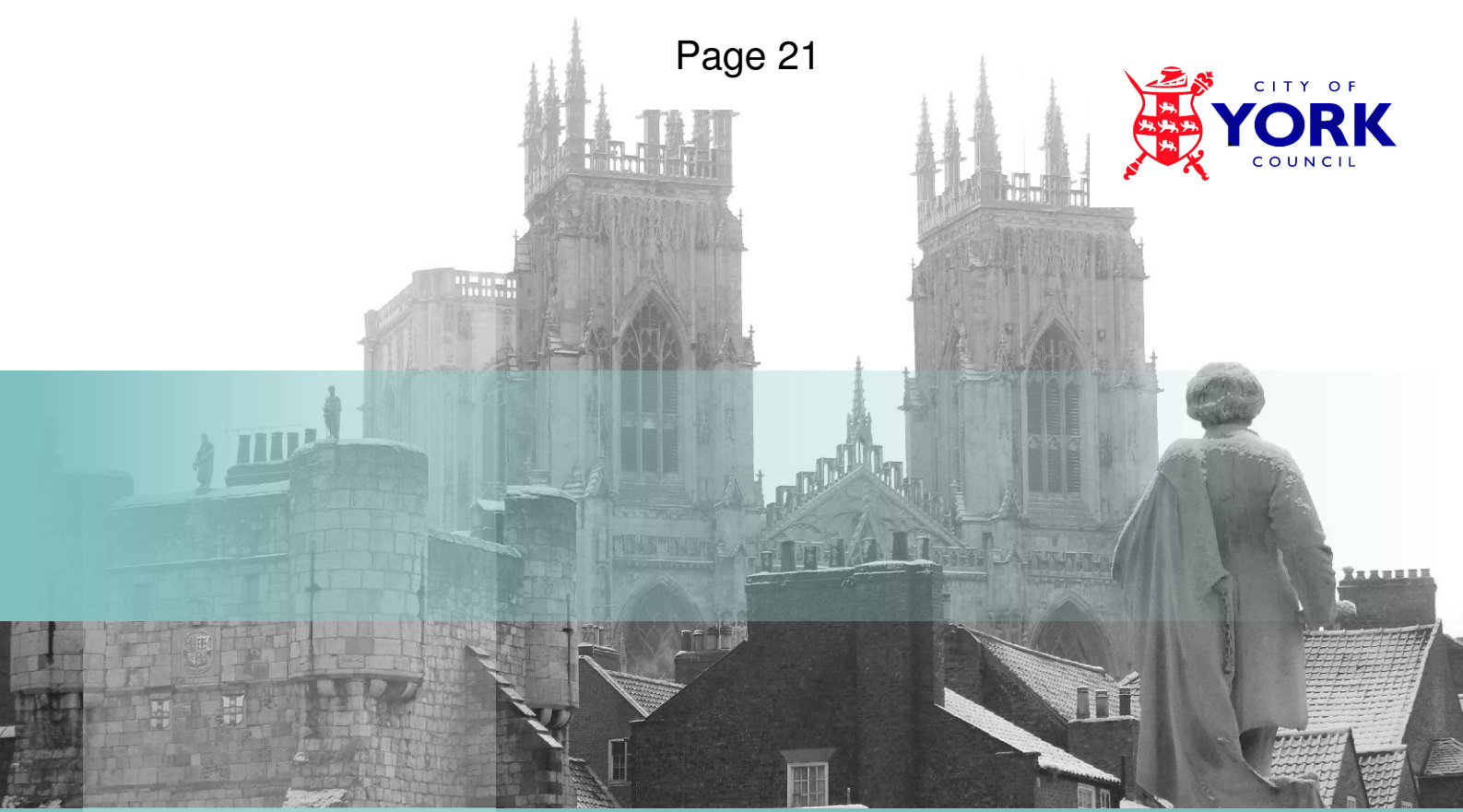
Annex A: Draft Supplementary Planning Document on Subdivision of Dwellings

Annex B: Council Motion approved 2<sup>nd</sup> April 2009

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**Annex A:**  
**Subdivision of Dwellings**  
**Supplementary Planning Document**

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# SUPPLEMENTARY PLANNING DOCUMENT

DRAFT

**Subdivision  
of Dwellings**

November 2011

*City of York Council:*  
*Supplementary Planning Document:*  
*Subdivision of Dwellings*  
*Consultation Draft*  
*November 2011*

For further information on the details in this SPD, please  
email:[integratedstrategy@york.gov.uk](mailto:integratedstrategy@york.gov.uk), or telephone 01904 551464



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## 1. Introduction

*“Adequate space is a pre-requisite for basic living. There should be enough room for residents to cook, eat, relax and socialise. There should be sufficient space for furniture and the storage of personal possessions. If homes are to have a long life, they must offer functional and adaptable spaces that meet the needs of families, children, older people and disabled residents.”*

*(CABE – Space in New Homes: What Residents Think - 2009)*

- 1.1 The subdivision of existing buildings into smaller residential units can be an important source of new housing in York. It might take different forms such as:
  - Conversion of existing non-residential buildings and vacant properties into dwellings.
  - Subdivision of existing houses into maisonette and/or flats;
  - Conversion of accommodation above shops into flats.
- 1.2 This SPD does not cover existing residential properties where existing rooms are divided to create additional living facilities for the existing single family unit, it only is applicable when a separate living unit is provided.
- 1.3 Conversion and sub-division of existing buildings can be a sustainable form of development as it gives a new lease of life to the existing buildings which might be redundant or economically unviable in their current use. It would reduce the waste and carbon emissions arising from the demolition of the old buildings, the embodied energy in the materials of a demolished building and the construction of new buildings.
- 1.4 With sympathetic alterations to the exterior of the existing buildings, conversion is likely to have a lower visual impact on the street scene by preserving the existing building frontage and respecting the character of the area.
- 1.5 However, unsatisfactory conversion work can result in accommodation which is of an inadequate size and poor quality. The occupants could be exposed to a number of potential problems, such as overlooking, poor outlook, overcrowding and lack of amenity space, noise and disturbance from neighbouring premises, and inconvenient and unsafe access.

*What is this Supplementary Planning Document for?*

- 1.6 The City of York Local Development Framework Core Strategy sets out a Vision, which is linked to the York Sustainable Community Strategy, through the following themes:

- York's Special Historic and Built Environment;
- Building Confident, Creative and Inclusive Communities;
- A Prosperous and Thriving Economy;
- A Leading Environmentally Friendly City;
- A World Class Centre for Education and Learning for all.

1.7 In line with this Vision, the City of York Council recognises that providing a variety of housing opportunities and allowing people to grow and adapt within their homes helps to encourage strong and sustainable communities. Good quality homes which are well designed will:

- a) cost less to heat, light and maintain;
- b) add value to other homes in the area;
- c) be more flexible in use;
- d) have improved accessibility, safety and security; and
- e) have a reduced environmental impact and lower carbon emissions

1.8 In recent years however, there has been an increasing concern that some of the proposals for subdivision of dwellings in the City have not been of an adequate standard, particularly with regards to their size, access and effects on the amenity of neighbouring occupants.

1.9 Therefore this SPD aims to ensure that where the subdivision of dwellings are proposed, they:

- provide adequate internal space;
- are of a suitable layout;
- have acceptable amounts of internal and external storage space;
- have acceptable levels of facilities;
- do not have an adverse impact on the amenity of neighbouring residents;
- are designed and built to a high standard of sustainability;

*How should this SPD be used?*

- 1.10 This SPD is intended for the use of developers and architects concerned with the subdivision of properties into smaller properties for residential use. It will be used as a material consideration when determining planning applications.

*Does one size fit all?*

- 1.11 This SPD sets out the Council's overall principles to ensure a high quality approach and design to safeguard residential amenity in the subdivision of properties. Each individual scheme will be considered on its merits, allowing for flexibility in the design of the scheme to reflect constraints and individual site circumstances.

**2. The Planning Context:**

*National Planning Policies and Guidance:*

- 2.1 National policies and guidance in relation to housing design and standards can be found in the following government documents:
- Planning Policy Statements (PPS)1: Delivering Sustainable Development,
  - Planning and Climate Change - Supplement to Planning Policy Statement 1
  - PPS3: Housing
  - PPS9: Biodiversity and Geological Conservation
  - PPS10: Planning for Waste Management
  - Planning Policy Guidance (PPG)13 Transport
  - PPS22: Renewable energy
  - PPS23: Planning and Pollution Control
  - PPS25: Development and Flood Risk

*Local Policies – City of York Local Plan and City of York LDF:*

- 2.2 The City of York Local Plan policies are currently adopted for Development Management purposes. Those relevant to subdivision are:
- H8 (Conversions);
  - GP1 (Design);
  - GP4a (Sustainability);
  - GP11 (Accessibility);
  - GP12 (Access to Upper Floors)

2.4 The emerging LDF Core Strategy is at an advanced stage in its production and it is anticipated that it will be examined in early 2012. The policies relevant to subdivision are:

- CS5: Urban Design and the Historic Environment;
- CS7: Balancing York's Housing Market;
- CS21: Sustainable Design and Construction.

2.4 The strategic impact of these policies is aimed to ensure that:

- only existing dwellings of 4 or more bedrooms are subdivided, therefore protecting the existing stock of smaller family dwellings for family use, which is vital to ensure a balance of family dwellings to meet current and future needs;
- local form, character, scale, density, mass and design in residential areas is protected;
- homes are adaptable to the needs of all York's residents throughout their lives;
- subdivided homes contribute to York's renewable energy / low carbon targets;
- high standards of sustainable design and construction are delivered;
- subdivided dwellings are accessible to people with mobility problems, sensory impairment, and carers with children;
- where dwellings on upper floors above independent ground floor uses such as shops and offices are subdivided, independent accesses to the dwellings are provided or maintained;
- dwellings are resilient to a changing climate throughout their useful life.

*Examples of good practice and guidance from external bodies:*

2.5 The guidelines set out in this SPD are based on a number of recommended standards and guidelines from external organisations with respect to subdivision. Website links to these guidelines are included in Annex A.

### 3. Guidance for the Subdivision of Dwellings - the key principles:

#### i) *Is the original dwelling big enough to be converted?*

- 3.1 In order to maintain the variety of housing stock in the City to meet future needs, in particular the needs for family housing, Policy H8 of the City of York Local Plan (4<sup>th</sup> Set of Changes 2005) states that only existing dwellings with 4 or more bedrooms will be considered suitable for subdivision. It is also to ensure that the new units created provide an acceptable standard of accommodation in terms of internal arrangement and room sizes.
- 3.2 Therefore, in order to protect the existing small family housing stock, and to allow for adequate residential space standards in the proposed subdivided dwelling, the subdivision of existing properties of less than 4 bedrooms will not be permitted.
- 3.3 Small houses are versatile, being suitable for families with children who need access to a garden as well as meeting the needs of household with more flexible accommodation. It is also often in the form of older terraced houses, one of the main sources of lower price family housing in the City.

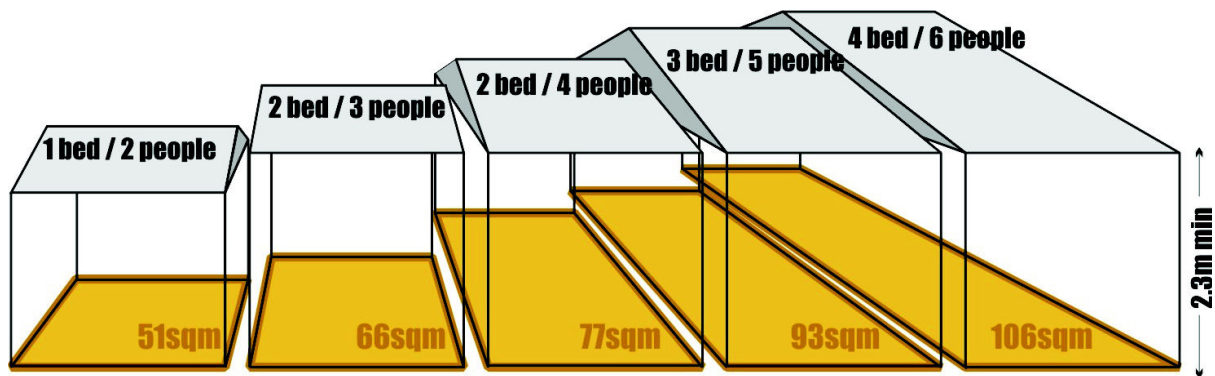
#### ii) *Location of Proposed Development:*

- 3.4 The Council considers that houses in areas or long stretches of road consisting mostly of family housing, will not be suitable for subdivision, in order to protect the current character of the area. This will be based on the merits of individual streets and neighbourhoods.

#### iii) *Residential Space Standards:*

- 3.5 The new dwellings formed by sub-division and conversion of existing buildings are required to provide satisfactory accommodation in terms of size and layout and to meet the minimum size standard for individual dwellings and habitable rooms.
- 3.6 In line with the requirements of the English Partnerships Minimum Space Standards, the following minimum internal space standards should be applied to new subdivided dwellings:

<b>Number of bedrooms / persons</b>	<b>Minimum internal space (m<sup>2</sup>)</b>
1 bedroom / 2 person homes	51sqm
2 bedroom / 3 person homes	66sqm
2 bedroom / 4 person homes	77sqm
3 bedroom / 5 person homes	93sqm
4 bedroom / 6 person homes	106sqm



#### *Minimum Space Standards*

3.7 These standards apply to net internal floor spaces. These standards are intended to help ensure that subdivided homes are comfortable, convenient, able to accommodate the appropriate amount and level of furniture and fittings in line with the number of people resident in the property.

#### *iv) Internal Layout:*

3.8 In the case of conversions and sub-division schemes, the internal layout of flats should provide satisfactory circulation spaces which provide convenient and easy access to individual rooms. The 'habitable' floor area is the useable floor area of a room used as a bedroom, living room or kitchen, and excludes the area of the bathroom, staircase, landing, passageway or access lobby. Where additional soundproofing is required, any reduction in space to facilitate this must be deducted from the calculation of habitable area.

3.9 All rooms should be accessed from a corridor and rooms should not be entered from one another. However, a long corridor running the length of the flat provides poor ratio between habitable rooms and circulation space and should be avoided. An exception may be acceptable in a 1 bedroom flat, where the bedroom or kitchen may be entered through a living room.

3.10 In terms of primary / main bathrooms, shower rooms and wc's, these should be accessed from a corridor area, rather than from another room. All bathroom / shower rooms should be of an adequate size to incorporate a bath, even if a shower only is initially installed.

3.11 Only one flat per floor will normally be acceptable in terraced and closely spaced semi-detached properties. Single aspect ground floor flats facing the street or parking area are normally not acceptable in order to protect residents from fumes, noise, overlooking and disturbance.

3.12 It would be desirable in a scheme sub-dividing a house to provide a larger unit on the ground floor with direct access to a private garden area which can meet the needs of family housing.



v) *Ceiling Heights:*

3.13 The minimum floor to ceiling height of habitable rooms should be 2.3m between finished floor level and finished ceiling level. Good floor to ceiling heights in subdivided dwellings facilitates a sense of wellbeing, particularly if matched with generous window sizes. In some instances good floor to ceiling heights can assist in improving ventilation, which contributes to the ability to adapt to future temperature increases due to climate change and reduces the need for mechanical air conditioning (with high energy demand and harmful emissions).

vi) *Self Containment:*

3.14 The new dwellings should be self-contained with their own living, cooking, sleeping space, as well as their own bathroom/toilet facilities. They should have their own convenient access to the street level without infringing private space belonging to another property.

vii) *General Storage Areas:*

3.15 Provision should be made in subdivided properties for general storage, particularly for bulky items which aren't used regularly – for example, suitcases or sports gear. This would be within the minimum unit area.

3.16 General storage should be additional to kitchen units and bedroom furniture, but it is accepted that some items may be stored in these rooms. Additionally, areas for boilers and other operational fixtures within the subdivided dwelling should not be used for such storage of bulky items outlined above.

3.17 As a general rule, no individual storage room within a subdivided dwelling should exceed 3.5sqm, in order to ensure that rooms designated specifically for uses such as bedrooms are not expected to become general storage rooms, resulting in cramped living conditions for the occupiers of the dwelling.

viii) *Street Access:*

3.18 The residential units in a mixed use development should have their own access to the street to avoid potential conflict with the pedestrian traffic generated by the commercial premises on the ground and lower floors. The residential entrance and access should be safe, secure, accessible and convenient. The access should be well-paved, well-lit and wide enough to allow the use of pushchair. It should have natural surveillance in the street level entrance.

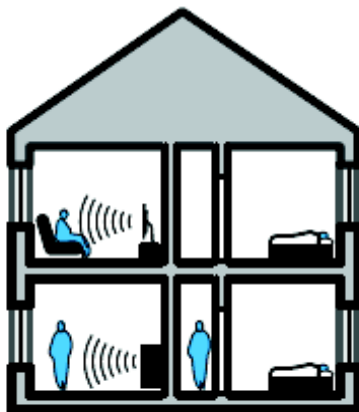
3.19 Rear passageways should only be used as the primary access to subdivided dwellings if they are sufficiently wide, well lit and already extensively used for

this purpose. No rear entrances to subdivided dwellings should be more than 20m from the end of passageways to ensure safe access.

- 3.20 If the upper floors above shops are to be subdivided into flats, it is normally recommended to form the street access using an internal staircase at the front of the building. This requirement is only exempted when it is demonstrated that the front street entrance would prejudice the economic viability of the shop unit. Applicants can also consider forming the street access through the staircase of other residential units to the front of the building. External stairs at the back of the building via a back alleyway and service yard are not acceptable for the main access to new flats.

*ix) Stacking of Rooms and Sound Insulation:*

- 3.21 One of the most frequent complaints in flatted and mixed use residential developments is the noise and disturbance from the neighbours, whether it is from the person living next door or the restaurant below. This problem arises from poor internal layout and inadequate sound insulation.
- 3.22 The first and foremost emphasis therefore is to minimise the potential conflict of noise-generating and noise-sensitive rooms by paying attention in the design of internal layout and stacking rooms of similar purpose on top of and adjoining each other. This includes avoiding putting living rooms (with audio equipment) and kitchen (with washing machine) on top of, underneath or next to the bedrooms of the adjoining dwellings.



*The arrangement of rooms to avoid the transfer of noise within and between dwellings*

- 3.23 Sufficient sound insulation with reasonable resistance to airborne sound should be installed in all walls and floors between flats and between flats and public or communal areas. Floors between dwellings and between dwellings and public or communal areas should have reasonable resistance to impact sound.
- 3.24 In addition, sound insulation should be provided to any internal walls which separate proposed individual dwellings from others and to walls which separate dwellings from any parts of the building which will be in public or communal use, e.g. hallways, staircases, WCs etc. Again, the level of sound

insulation to be provided should be at least to the standard specified in "The Building Regulations 2010 Amendments".

- 3.25 In higher density development or mixed use development, a better standard of noise insulation will be sought. Floating floor or independent ceiling construction is required to separate a residential dwelling from another residential dwelling or commercial development e.g. restaurant or office, within the same building. The minimum level of sound insulation is set out in the standard specified in "The Building Regulations 2010 ". Special consideration and sound proofing measures will be required for residential units above commercial or retail premises.

x) *Alterations and Extensions:*

- 3.26 Any conversion involving external alterations and extension should respect the form, scale and materials of the original building and the visual character of the area in which it is located. New development should generally conform to the established line of building frontages, except where side extensions are visually subservient to the main building, in which case they should generally be set back behind the building frontage. Any proposed works to existing dwellings must also comply with the Building Regulations 2010. Further advice on alterations and extensions is available in the draft SPD on house extensions.

xi) *Parking Spaces:*

- 3.27 Additional parking spaces may be required to cater for the needs arising from new housing in sub-divided houses. An assessment of the parking situation will be made, including referral to Council and national guidelines, together with the local and individual circumstances, for example on street parking. Any parking and access arrangement should be attractive, safe, convenient and appropriate to the scale of the development, and designed to minimise their visual impact and to ensure that residential amenity is not unduly affected. It will not be acceptable to transform the whole front garden into an extensive hardstanding with an extra wide dropped kerb and dominated by multiple parked vehicles. If the property is located within an existing Residential Parking Zone (RPZ), again the situation will be reviewed and removal of the property from the RPZ is possible, if undue additional burden is considered likely to result.



*Transforming the front garden for parking is not acceptable*

3.28 Provision should be made for adequate, secure cycle parking. Where these are to be outside, they should be provided in a well lit, secure under cover location. In addition, it will be necessary to ensure that adequate means of access is provided to the cycle storage area, so an assessment of entrances, widths and manoeuvrability is important. Additional guidance on cycle parking will be available in a separate document, to include details of acceptable specifications. (See also para. 3.39).

*xii) Waste Storage and Recycling Areas:*

3.29 All households are provided with an alternate weekly collection of recycling and residual waste. This means that recycling and green waste (at suitable properties with gardens) is collected one week and refuse is collected in the following week.

3.30 Each subdivided unit should make external storage provision for the following waste / recycling containers:

- Residual waste - 1 x 180 litre capacity black wheelie bin for refuse (this can be combined into larger communal bins by using a simple calculation – for example, a block of 6 properties =  $6 \times 180 = 1080$  litres – therefore 1 x 1100 litre bin could be used instead of 6 individual 180 litre bins);
- Green waste - 1 x 180 litre capacity green wheelie bin for suitable properties with gardens (this can be combined into larger communal bins by using a simple calculation – for example, a block of 6 properties =  $6 \times 180 = 1080$  litres – therefore 1 x 1100 litre bin could be used instead of individual 180 litre bins);
- Kerbside recycling -
  - 1 x 55 litre box for paper / cardboard;
  - 1 x 55 litre box for glass bottles and jars;
  - 1 x 55 litre box for plastic bottles / food and drink tins and cans.
- As an alternative to the 3 box scheme, wheeled bins can be used to provide communal recycling facilities for a number of properties.

3.31 All waste and recycling containers should be stored in a suitable enclosure area within the curtilage of the property and be located in an accessible and adequately lit area where they do not present any safety risks to users (such as a tripping hazard). Such areas should be adequately ventilated to avoid smells from waste and recycling containers. Access to the waste / recycling storage areas should not be from outside the curtilage of the property (for example, along a back lane or path). (See also para. 3.39).

3.32 Waste / recycling collectors will not normally enter private land to make a collection – therefore all subdivided properties should ideally allow provision to put the bins / recycling boxes out at the front edge of the property for collection but without adversely affecting the amenity and safety of residents of the property, neighbours or the general public. Specific consideration should be given to allowing adequate space to allow pedestrians with prams or wheelchairs to pass safely.

3.33 Further guidance about waste / recycling containers, storage requirements and collection arrangements is provided in the 'Information for Developers of Residential Proposals' document produced by Waste Services.

3.34 In-sink mascerators should be avoided, as they place additional burden on drainage systems.

*xiii) Conversion of Attics or Basements:*

3.35 In order to convert an attic or a cellar into a habitable room, it will need to provide a minimum of 6.5 sq. m. of usable area and to achieve a minimum headroom of 2.3m for at least 80% of the floor area. Areas with less than the minimum headroom can be used as household storage space.

3.36 The attic or basement room should be adequately lit with daylight and ventilated with openable windows. If skylights are the only form of windows, they need to be installed in a position where the occupants can look out and observe the surrounding environs.

3.37 Basement rooms will require a light-well deep and wide enough to provide reasonable daylight and outlook from the window. It is recommended that basement rooms are incorporated with the ground floor accommodation to form a larger dwelling.

*xiv) Communal Areas:*

3.38 Extensive loss of front garden for formation of parking, hard-standing and refuse storage areas could be an indicator of overdevelopment and is unacceptable as it would detract from the appearance of the street scene. Care should be given to provide sympathetic boundary treatment, planting and other forms of screening to preserve the visual amenity and privacy of the occupants and adjoining residents.

3.39 There should be adequate separation between private areas, semi-private areas and public spaces in order to encourage natural surveillance and to safeguard the security and amenity of the occupants. A decent planting or buffer area is required under the main windows of the ground floor dwellings to protect their privacy. Waste / recycling bins, cycle racks or parking spaces should be positioned away from the windows.

*xv) Drying Facilities:*

- 3.40 There may be opportunities for communal facilities for drying clothes in some schemes. These should be located in well ventilated areas. Where this is not done, consideration should be given to the provision of drying facilities in well ventilated areas of individual subdivided dwellings – for example, on screened balconies where provided.

*xvi) Residential Amenity Areas:*

- 3.41 Communal and private residential amenity areas are necessary for the enjoyment of future occupants. In house sub-division schemes, the existing rear gardens need to be retained to meet the needs of residents of the new housing. If it is practicable, part of the rear garden can be fenced off to become private garden of the ground floor unit. Consideration should be given for the provision of composting facilities in gardens / communal areas.

*xvii) Communal Satellite Dishes:*

- 3.42 To avoid subsequent demands for the installation of numerous individual satellite dishes on subdivided dwellings, developers should be encouraged to consider the potential for locating communal dishes as part of the overall design – for example, at roof level.

*xviii) Daylight and Sunlight issues:*

- 3.43 The amount of natural sunlight within a dwelling significantly affects the amenity of its occupants. Consequently, the internal layout of a subdivided dwelling should be considered, to provide maximum natural sunlight in main rooms, such as living rooms. Ideally, living rooms should face south, west or east, to make maximum use of solar gain – north facing living rooms should be avoided. Particular care is needed where windows are located on lower floors, which may be overshadowed by adjoining buildings.

- 3.44 The orientation of subdivided dwellings in relation to maximising natural sunlight can also minimise energy consumption and reduce CO<sub>2</sub> emissions, by reducing the need for heating and artificial lighting.

*xix) Sustainable Design and Construction:*

- 3.45 Any proposals would be expected to confirm with the Council's existing 'Interim Planning Statement on Sustainable Design and Construction', the Council will require a sustainability statement for the subdivision of a dwelling. This assessment must demonstrate that the following order of preference has been applied to reduce the carbon emissions: reduce demand for energy (eg. avoid / reduce heating / cooling requirements); use of energy efficiency measures to meet demand, including community combined heat and power

(CCHP), trigeneration and district heating; incorporating on-site renewable energy equipment to reduce predicted carbon emissions. The assessment is required to acknowledge the changing climate through the lifetime of the proposed subdivided dwelling.

- 3.46 Consideration should also be made in the sustainability statement to the Energy Savings Trust (EST) Best Practice standards. The Council expects an improvement on current Building Regulation Standards of at least Best Practice 25%. The EST Best Practice standards recommend improvements on current Building Regulations Part L 1A as follows: 10% (Good Practice); 25% (Best Practice); and 60% (Advanced Standard). The EST research shows that all developments can meet the 10% improvement target at no extra cost and recommends that a target of 25% improvement on current Building Regulations Part L 1A should be set for new residential developments.
- 3.47 An assessment of rainwater harvesting systems, grey water systems and sustainable urban drainage systems (SUDS) must also be included in the sustainability statement. The Council will require the following water efficiency measures to be met in subdivided dwellings: Dual flush Ecs (4/6) litre; shower nominal flow rates less than 9 litres/minute; controls on urinals or waterless urinals (where installed); flow restricted spray taps; water meters with pulsed output for each building/dwelling. The sustainability statement must also include an evaluation of rainwater harvesting systems, grey water systems and Sustainable Urban Drainage Systems (SUDS). Water butts should be incorporated in all new residential developments with gardens or landscaped areas.

xx) *Considerate Constructors Scheme:*

- 3.48 The Considerate Constructors Scheme, started in 1997, is a voluntary Code of Practice, which is adopted by participating construction companies and all personnel involved with the construction site. The scheme aims to improve the image of construction sites and any proposals for the subdivision of dwellings are encouraged to sign up to the scheme and commit to achieving the performance levels outlined in the scheme. For more information, visit [www.considerateconstructorscheme.org.uk](http://www.considerateconstructorscheme.org.uk)

## **Annex A: Document / website list**

The following documents and websites provided useful sources of supporting information to this SPD. Further information can be gained from these documents / websites.

### **a) Documents:**

1. City of York Local Development Framework Core Strategy (Submission Draft, June 2011);
2. City of York Local Plan (4<sup>th</sup> Set of Changes, April 2005);
3. Planning Policy Statements (PPS)1: Delivering Sustainable Development;
4. Planning and Climate Change - Supplement to Planning Policy Statement 1
5. PPS3: Housing
6. PPS9: Biodiversity and Geological Conservation
7. PPS10: Planning for Waste Management
8. Planning Policy Guidance (PPG)13 Transport
9. PPS22: Renewable energy
10. PPS23: Planning and Pollution Control
11. PPS25: Development and Flood Risk
12. Emerging City of York Council Supplementary Planning Document on Student Housing
13. Emerging City of York Council Supplementary Planning Document on Household Extensions

### **b) Websites:**

1. [www.lifetimehomes.org.uk](http://www.lifetimehomes.org.uk) (Lifetime Homes criteria);
2. [www.homesandcommunities.co.uk](http://www.homesandcommunities.co.uk) (English Partnerships Minimum Space Standards);
3. [www.communities.gov.uk](http://www.communities.gov.uk) (Code For Sustainable Homes);
4. [www.buildingforlife.org](http://www.buildingforlife.org) (Building For Life);
5. [www.securedbydesign.com](http://www.securedbydesign.com) (Secured By Design)



## **Annex B**

### **Council Motion approved 2<sup>nd</sup> April 2009**

“This Council believes that the both the sub-division and amalgamation of homes should be regulated to reduce the harm they can cause to the City's housing stock and neighbouring residents.

This Council believes that the sub-division of homes should be stopped due to its detrimental effect on the City's housing stock. Council calls upon the Director of City Strategy to bring forward a Supplementary Planning Document (SPD) on the ‘Sub - Division of Terraced and Semi Detached’ properties in the City of York Council area.

The SPD should address:

- the impact sub-division has on starter and family homes in the City, including their supply and affordability,
- the housing needs of the City as set out in the 2007 City of York Council Strategic Housing Market Assessment, and
- should clearly state minimum floor space, as practiced in a number of other Local Authorities.

The drafting of the SPD should take place as a matter of urgency so that it can be adopted during September 2009.

Council also requests that the Chief Executive write to the Secretary for State to request that Government brings under planning control the conversion of two dwelling houses into one as the longstanding exemption contributes to the loss of 'more affordable' terraced houses particularly in conservation areas and York's rural fringe.”

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**Local Development Framework Working Group****7<sup>th</sup> November 2011**

Report of the Director of City Strategy

**City of York Council:  
House Extensions and Alterations Supplementary Planning Document****Summary**

1. The purpose of this report is to seek approval from Members for the draft Supplementary Planning Document (SPD) on House Extensions and Alterations (attached at Annex A of this report) to be published for consultation.
2. The role of the SPD is to provide additional guidance on how to interpret and implement policies of the Local Development Framework and Local Plan.
3. The SPD will replace the City Council's existing guidance note relating to extensions that was approved in 2001. The SPD will give more clarity to applicants and agents proposing to submit planning applications and will help improve the transparency, efficiency and consistency of decision making.

**Background**

4. The existing Council guidance note on house extensions and alterations approved in 2001 is a valuable resource for applicants and decision makers. It is however, a relatively short document and pre-dates existing and emerging guidance and policies relating to house extensions. In addition, in 2008 there was a major overhaul of national legislation relating to permitted development rights for enlarging dwelling houses. Amendments to this legislation had implications on the scale and nature of development that the Council could reasonably decide was unacceptable.

5. The Council has recently started charging residents for site specific planning advice on the likely acceptability of proposals to extend their homes. It is considered that more detailed guidance relating to house extensions will help create more certainty in this process and also give greater information to those people who do not want to pay the Council for personalised advice. The greater detail in the draft SPD will also be valuable for explaining to people living within close proximity to a planning application how a decision is made and what factors will be considered.
6. Guidance in the House Extensions SPD is divided into two sections. The first sections offers general advice covering issues such as privacy and overshadowing which will be relevant to most applications. The second section gives more detailed advice for specific proposals relating to, for example, dormer windows and detached garages.
7. The SPD note seeks to achieve an acceptable balance between delivering consistent decision making through the use of numerical standards and having regard to site specific circumstances. The document emphasises the importance of understanding the local context and how a proposal will impact upon neighbours. Given the enormous difference in character between different residential areas around the city it is important that proposals respect their local environment.
8. Some planning authorities have relied on fixed rules and separation distances for assessing the impact that a proposal will have on neighbours' living conditions and the streetscene. This has not been an approach that has been taken in York. It is considered that a 'one size fits all' approach can be counter productive to good planning that has regard to local context and makes efficient use of land. It is considered that any 'planning rule' should only be a starting point and it is crucial that in drawing up proposals and making decisions local factors are fully understood and considered.
9. The SPD has been produced to support the emerging LDF Core Strategy. It is of particular relevance to policies:
  - CS5: Urban Design and the Historic environment; and
  - CS1: The Role of York's Green Belt.

10. Policy CS5 of the LDF seeks to promote high quality design, which respects the character of an area including the built development and open spaces. The SPD has been written to reflect the emphasis in Policy CS5 of the need to understand and respect the special character of York and its different areas.
11. Policy CS1 sets out that only very restricted types of development appropriate to the purposes of the Greenbelt will be permitted. The SPD includes a section stating how proposals for house extensions in the Green Belt will be considered.
12. The SPD picks up on issues relevant to sustainability including, for example, the importance of providing for cycle storage and the need to assess whether a proposal will overshadow a neighbouring room or garden. The annex of the document draws reader's attention to the Council's Interim Planning Statement on Sustainable Design and Construction.

### **Consultation**

13. Internal consultation has been undertaken with officers in Development Management.

### **Options**

14. There are three options identified in relation to this report.

**Option 1:** To recommend to Cabinet to approve the SPD for consultation.

**Option 2:** To recommend to Cabinet to request that amendments be made to the SPD in line with the comments of the LDF Working Group.

**Option 3:** To defer the SPD and request further work from officers.

### **Corporate Priorities**

15. The option outlined above accords with the following Corporate Priorities
  - Sustainable City
  - Thriving City
  - Safer City

- Healthy City

### **Implications**

16. The following implications have been assessed:

- **Financial** – None
- **Human Resources (HR)** - None
- **Equalities** - None
- **Legal** - None
- **Crime and Disorder** - None
- **Information Technology (IT)** - None
- **Property** - None
- **Other** – None

### **Risk Management**

17. In compliance with the Council's Risk Management Strategy, there are no risks associated with the recommendations of this report.

### **Recommendations**

18. That Members recommend Cabinet to:

- i) approve the attached draft SPD for consultation purposes; and
- ii) delegate to the Director of City Strategy in consultation with the Cabinet Member City Strategy the making of any changes to the SPD that are necessary as a result of the recommendations of the LDF Working Group.

Reason: So that SPD can be consulted on, and amended accordingly ahead of it being used for Development Management purposes to support the emerging LDF Core Strategy.

### **Contact Details**

**Author:**

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Officer  
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**Mike Slater**

Assistant Director City Strategy  
Tel: 551300

**Report  
Approved**



**Date** 27/10/2011

**Specialist Implications Officer(s)**

N/A

**Wards Affected:** *List wards or tick box to indicate all*

**All**

**For further information please contact the author of the report**

**Background Papers:**

Annex A: Draft Supplementary Planning Document on House Extensions

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# SUPPLEMENTARY PLANNING DOCUMENT

DRAFT

## House Extensions and Alterations

November 2011

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City of York Council: Supplementary Planning Doc: House Extensions and Alterations (Draft Nov 2011)

**City of York Council**

**Supplementary Planning Document**

**House Extensions and Alterations**

**Consultation Draft Copy - November 2011**

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## 1. Overview

- 1.1 This document sets out the planning principles that the council uses to assess proposals to extend a house or flat or undertake alterations within the garden. Information contained within the document will be relevant when planning applications are determined. The advice is consistent with and expands upon the content of the City of York Local Development Framework (LDF) and the City of York Local Plan. The main relevant policies of the Local Plan and the most applicable strategic objectives of the LDF Core Strategy are contained in the annex.
- 1.2 The guide covers the most widely encountered circumstances and is relevant whether your extension requires planning permission or not. It is the case however, that if your home is Listed, or located in a Conservation Area, design criteria additional to those listed in this note will typically apply. A well-designed extension is likely to enhance the overall appearance of your home with the minimum impact on the living conditions of your neighbours and the established street scene. The council will normally consult neighbours on any planning application so it is usually a good idea to discuss your proposals with them before drawing up plans.
- 1.3 Under planning legislation some extensions to houses might not need planning permission (extensions to flats will always need permission). Such works are referred to as permitted development. Legislation that relates to this area can be quite complex and vary depending on the history of a particular property. If you are planning to extend or alter a property it is strongly advised that you check first whether planning permission is required. It is recommended you submit a householder enquiry form, with brief details of your proposed works. The council will advise you in writing, normally within 10 working days, whether planning permission (and Building Regulations Consent) will be required. There is a charge for this service. The form can be downloaded from the council's website.
- 1.4 This document does not cover any other legislation, including Building Regulations. Building Regulations normally relates to issues such as the structural stability, energy efficiency, or fire safety of a building. The document also does not look at disputes neighbours might have over land ownership or shared walls. Boundary issues are normally civil matters, advice contained in the Party Wall Act may be helpful in this respect - further advice on this matter is contained in the annex.
- 1.5 The guidance is in three sections. Section 1 gives general guidance that will be relevant for all applications. Section 2 looks at specific proposals such as side extensions or dormer windows. The annex includes useful contacts and procedural information.

## 2. General Advice

- 2.1 Central government planning guidance contained in Planning Policy Statement 1 (PPS1) requires planning authorities to plan positively for high quality design. It states that good design should contribute positively to making places better for people and that inappropriate design should not be accepted.
- 2.2 In accordance with planning legislation the council must consider a wide number of issues when assessing a planning application. The most common factors that lead to a proposal being refused are the harmful affect it will have on neighbour amenity (such as overshadowing and overlooking) and/or the damage caused to the visual appearance of the area. Issues relating to car and cycle parking can also often be significant.
- 2.3 In some streets it is possible to point to extensions and alterations that have been approved in the past that do not follow the guidance on visual amenity contained in this document. Policies and guidance relating to development inevitably changes over time and isolated examples of extensions that are of a poor quality will not be used as a yardstick for assessing future extensions. Where there are a large number of developments in a street that conflict with the guidance in this document the council will only consider approving similar proposals where it can be argued that they have become so typical as to be considered characteristic of the area.
- 2.4 The main considerations for assessing planning applications submitted to the council are set out below:

### *i) Privacy*

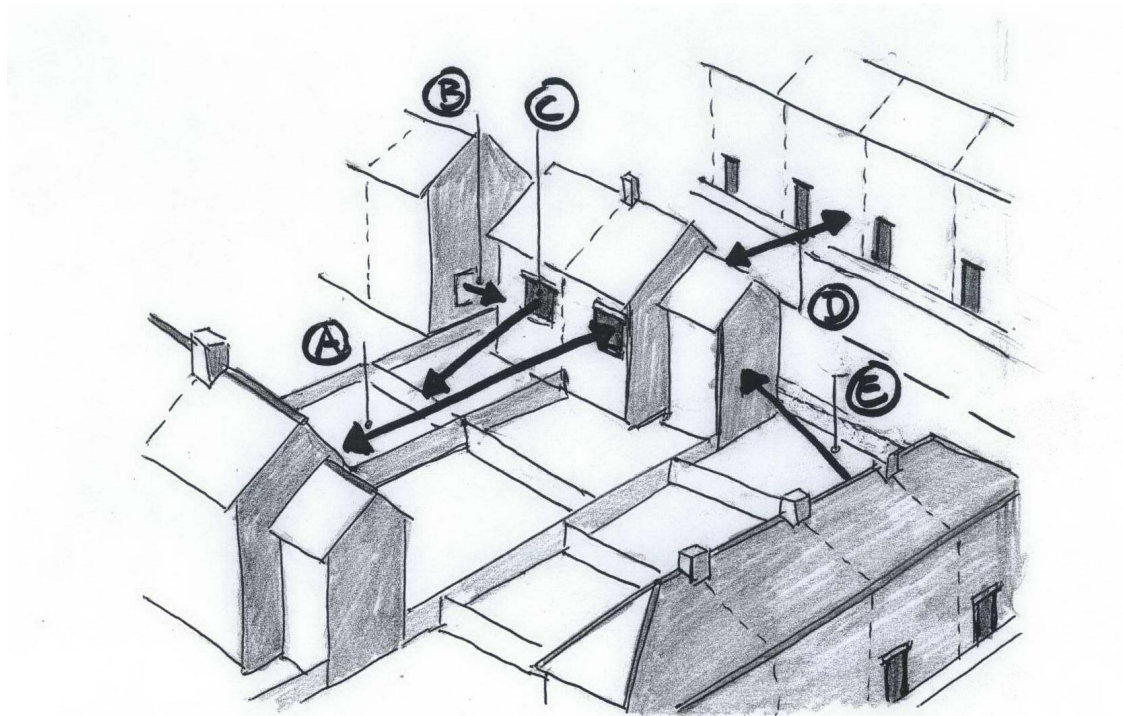
- 3.1 Proposals should not result in direct overlooking of rooms in neighbouring dwellings or excessive overlooking of adjacent garden areas. The diagram overleaf illustrates separation distances that will normally be required to preserve reasonable privacy levels (as well as ensuring adequate light and outlook).
- 3.2 It should be noted that the separation distances shown on the diagram are for general guidance and the council will have regard to the specific context of each development. Of particular relevance will be the relationship to the passage of the sun, the width and height of the proposed development and the function and number of rooms impacted. Regard will also be given to how the separation distances relate to the existing character of the area. In parts of the city where houses are located close together and existing privacy levels are lower, shorter

separation distances could be appropriate providing the form of the proposed development respects the area's appearance.

- 3.3 In some circumstances harmful overlooking can be avoided by using obscure glazing and fixing shut windows at a height up to 1.7m above the internal floor level. Roof lights can also sometimes be an appropriate solution. When modifying window designs to overcome privacy concerns regard should be given to the impact on the quality of the room as well as whether a suitable fire escape remains. Clear glazed first floor side windows should be avoided where they overlook adjoining gardens.

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Diagram 1. Separation Distances



- A – First floor rear window overlooking property to rear (21 metres).  
B – Side window to side elevation (see section 'Habitable rooms and side windows').  
C – First floor rear window overlooking garden to rear (7 metres).  
D – Cross Street separation (will have regard to existing character).  
E – Rear ground floor window to proposed two-storey side extension (12 metres). This is required to protect light and outlook from existing rear windows.
- 

- 3.4 Balconies and roof gardens can cause particular concern as overlooking of neighbouring gardens or adjacent windows is normally much more direct. Issues relating to noise can also be significant. Balconies and roof

gardens will only normally be acceptable where they overlook public or communal areas, or areas of neighbouring gardens that are not typically used for sitting out or already have a low level of privacy. In some instances sensitively designed balcony screens can help to retain adequate levels of privacy, however, care should be taken to ensure that any screening does not detract from the appearance of the area or unduly harm neighbours light and outlook.

- 3.5 The separation distances shown on the diagram will be used as a 'minimum' figure. It should be noted, however, that they are only a general guide and regard will be had to any local circumstances including the existing character of the area, the specific design of the proposal, the relationship to the passage of the sun and the amount of a property affected.

*ii) Overshadowing and Loss of Light*

- 4.1 Most residents gain much pleasure from good levels of light and sunlight in their homes and gardens. Clearly light is important for people's health and happiness. Environmentally it is significant for reducing the need to use energy to heat and light rooms. Externally it creates attractive amenity areas and helps to dry clothes and encourage plant growth. Sunlight can also be important for domestic energy generation - regard should be given to the impact on existing solar panels on nearby homes.
- 4.2 When assessing proposals care will be taken to ensure that they do not cause undue harm to neighbours' light. Rear extensions tend to be most significant in this respect.
- 4.3 When considering erecting a building or extension regard should be given to how much sunlight will be lost to neighbouring properties and gardens and at what times of the day and year. The diagram overleaf may be of help in indicating in what direction the sun will be in at different times of the day and its approximate height in the sky at different times of the year.

*Northerly*

- 4.4 Extensions located to the north of a neighbouring house or garden can reduce indirect light levels, however, it will have little impact on direct sunlight. In some instances extensions to the north of a garden can be welcomed as they provide increased shelter from the elements and improve the feeling of privacy.

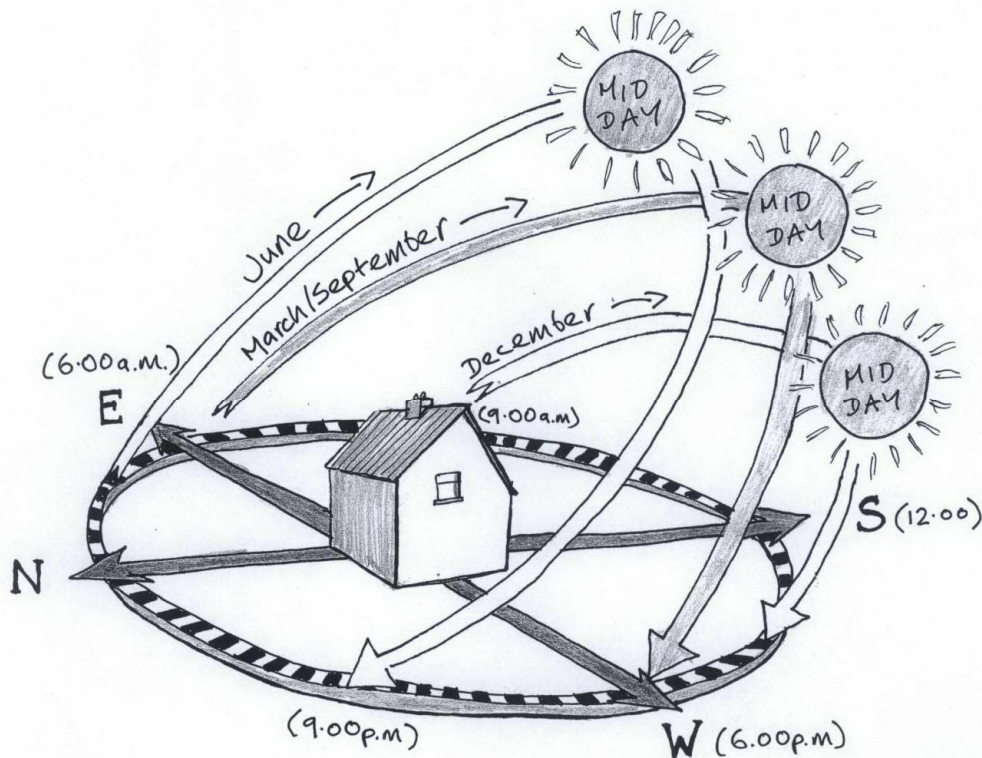
*Southerly*

- 4.5 During the summer when the sun is in a generally southerly direction (approximately between 12.00 – 14.00 hrs) it will be high enough in the sky so that any shadows cast will be relatively short. Loss of direct sunlight from a southerly direction to a garden in the late spring and summer from single storey buildings will normally be limited. The greatest concern in respect to proposed single-storey extensions will be the impact



on sunlight entering nearby windows during the autumn or winter months when the sun is lower in the sky. Two-storey extensions because of their height can be of concern year round, particularly in respect to blocking sun from nearby habitable rooms and overshadowing small gardens and yards.

Diagram 2 – sun path



*The diagram is for illustrative purposes. It shows the approximate sun rise and sun set times and orientations at different times of the year. It also indicates that the sun is at a much higher angle in the sky during the summer months than the winter.*

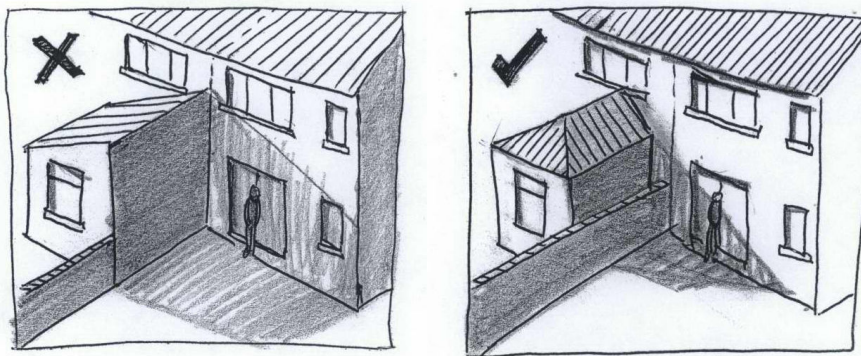
*Easterly and Westerly*

4.6 The sun rises in the east and as such the impact of development in this direction will be on morning sunlight. Proposals to the west of a house or garden will impact on afternoon and evening sunlight. In the winter months the sun is relatively low in the sky when to the east and west.

- 4.7 Proposals for a two-storey rear extension projecting from the rear elevation of a semi-detached or terraced house, the rear of which faces north-east or north-west, can be of particular concern. This is because the rear of an adjoining house facing either of these directions will only receive sunlight in the morning (north-east facing) or late afternoon and evening (north-west facing). A large extension located to the side is capable of blocking almost all sunlight that the rear of the property currently receives. Applicant's should have particular regard to this when considering the location of extensions.

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Diagram 3 - Single storey rear extensions.



Keeping eaves heights low reduces overshadowing of neighbouring properties.

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iii) *Dominance and Outlook*

- 5.1 In some instances an extension may not cut out much direct sun light or significantly reduce light levels but could still be deemed unacceptable. Dominance and outlook relates to how an extension will change the character of the neighbouring house and garden and affect the outlook from nearby windows. Outlook differs from a view in that it relates to the openness enjoyed by occupants of a property, this includes, for example, having a reasonable sight of the sky through windows and being able to look an appropriate distance beyond a property. A view typically refers to a view of a particular thing such as an attractive building or open countryside. A view in itself is not normally protected when assessing the impact of development on the living conditions of a home.
- 5.2 When assessing the impact that a proposal will have on an outlook, regard will be had to the established character of an area and the existing feeling of openness. It is important that neighbours' do not feel unduly hemmed in by proposals.

*iv) Habitable rooms and side windows*

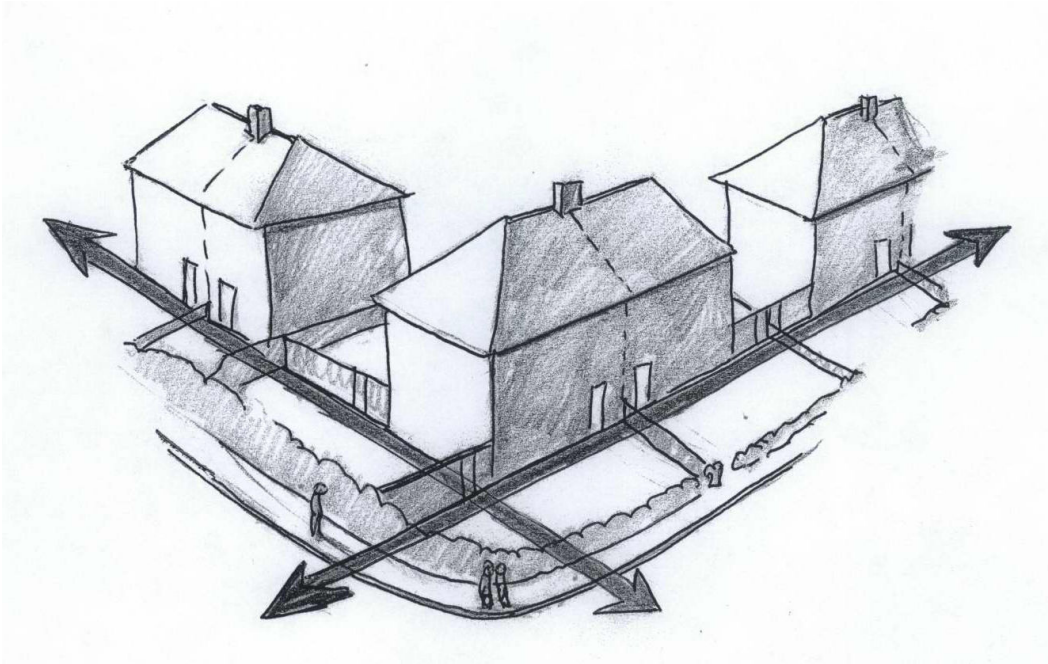
- 6.1 It is the case that light and outlook can be of greater importance for some rooms than others. Limited protection will be given to protecting light and outlook to non-habitable 'rooms' such as bathrooms, utility rooms, hallways and landings. The greatest protection will be given to living rooms given that most people typically spend much of the day in them. In respect to kitchens, greater weight will be given to protecting light levels and outlook where they include a dining area.
- 6.2 Some properties in York, though having the vast majority of openings on the front and rear of the home have a main kitchen or bedroom window on the side of the house. In such circumstances development will normally be allowed closer to the affected windows than if development were impacting on a window to the front or rear, however, modifications to the height and/or depth will normally be required to allow the retention of an outlook past the proposed new development.
- 6.3 Side windows should not be installed in extensions where they would unacceptably overlook neighbouring gardens or potentially 'sterilise' what would otherwise be the reasonable development potential of adjoining land. Where a clear glazed side window is inserted in an existing house (or a room altered so that the existing side window becomes the main opening) less weight will be given to protecting the outlook to the side. Planning permission is needed to install any upper floor clear glazed window in the wall or roof of a side elevation of an existing house.

*v) Townscape*

- 7.1 A basic principle is that any extension should normally be in keeping with the appearance, scale, design and character of both the existing dwelling and the street scene generally. In particular, care should be taken to ensure that the proposal does not dominate the house or clash with its appearance.
- 7.2 The character of an area will be a major factor in determining the appropriate form, size and relationship to the boundary of an extension. Key criteria include the degree of enclosure of the street, the character of the space between the buildings, the form and detail of the buildings, and the form and detail of the landscaping. In most instances, where a street has a relatively uniform housing type and building line this should be respected in submitted proposals.
- 7.3 In some villages, residents and the parish council have produced Village Design Statements. These documents contain important advice on how to

ensure that developments harmonise with the particular characteristics of individual villages. It is important that you have regard to their content. A list of the villages that have produced such statements at the time of preparing this guidance are contained in the annex.

Diagram 4 – Building Line



Prominent extensions to the front or side of a property should not extend beyond a clearly defined front or side building line by a significant degree.

- 7.4 Adherence to the following principles should help to ensure that townscape criteria are met:
- a) The siting of an extension should not be detrimental to the pattern of buildings and the spacing between them. Where a street or group of buildings has a clearly defined building line it should be retained and extending forward of a street's building line should be avoided. Only in exceptional circumstances will this be appropriate (e.g. where the building line is not well defined or the front gardens of properties in the vicinity or general area are well screened).
  - b) Extensions should normally appear subservient to, yet in keeping with, the original building.

- c) Extensions should respect the architectural period, style and detailing of the existing dwelling and the area.
  - d) External materials, e.g. bricks and tiles, should match the colour, size, shape and texture of the materials of the existing dwelling. The use of contrasting materials will be considered case by case.
  - e) Windows and other openings should be in scale with the extension. They should be in line with and match the proportions, style and method of opening of existing windows.
  - f) Extensions to dwellings should generally have a roof pitch and/or style that reflects that of the existing house.
  - g) Where possible the opportunity should be taken to improve the appearance of an existing building, particularly by the removal/replacement of unsightly alterations or extensions that have been added in the past.
  - h) Existing trees should normally be retained where they make a significant contribution to the appearance and wildlife value of an area. Sufficient space should be left between an extension and existing trees in order to ensure that their root systems are not damaged and to ensure that the trees do not cause a nuisance, reduce daylight to windows or pose a risk from falling branches. Mature shrubs should also be retained where possible. In most residential areas a sensitive balance between built development and space for landscaping will be needed if a development is to respect an areas character.
- 7.5 In many cases proposals that do not respect the character of a house or location are a result of the owners desire to create too much new living space (overdevelopment) and/or give insufficient attention to retaining or duplicating important local details and landscaping (poor design). The council does not, however, automatically oppose schemes because they do not conform with the style and layout of the existing home and area. When well thought through, imaginative or contemporary additions to existing housing can add interest to the streetscene and showcase modern architectural techniques. Where a householder wishes to alter their property in a way that does not relate to the existing form it is well advised to employ an architect with a successful record of bringing forward such schemes. To gain consent it will be necessary to fully explain and justify the approach taken and make it clear why the scheme would enhance the appearance of the locality rather than detracting from its most attractive characteristics. Diagrams and photo-montages can be very helpful in this respect.

## VI) *Provision for Storage and Parking*

- 8.1 A site should retain adequate access, parking and turning facilities for vehicles, including secure storage for cycles. The number of parking

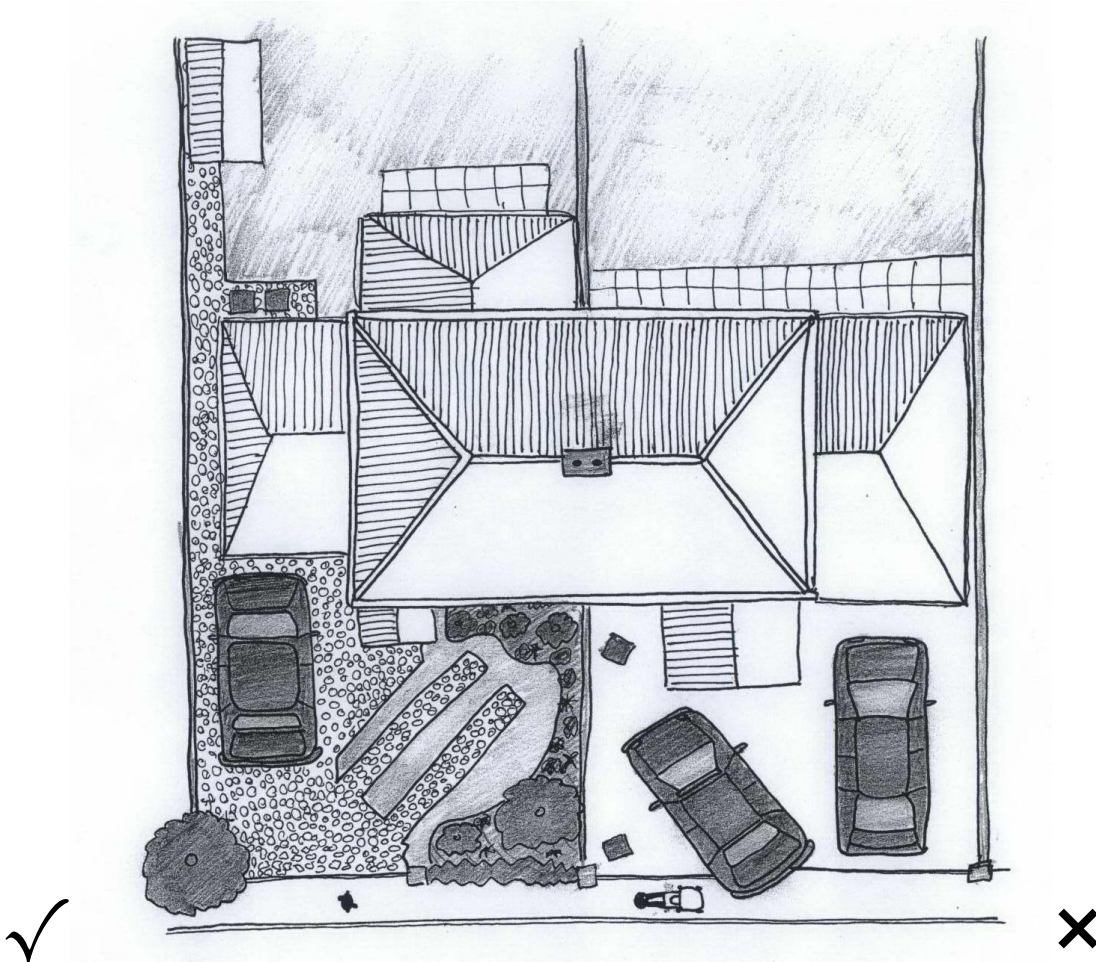
spaces required will depend on the council's parking standards for the area, on-street parking availability and any pertinent highway safety considerations. When altering car parking areas, care should be taken to retain as much of the garden boundary and existing vegetation as possible. Barren hard surfaced gardens which serve only as car parking areas erode the character of the street, detract from the security of the site and can increase flood risk through high levels of surface water run-off. Further advice relating to drainage is contained in paragraph 10.1.

- 8.2 Where a first floor or two-storey side extension is proposed and there is no pedestrian access to the rear garden, a garage or cycle store should be incorporated within the front of the house.
- 8.3 Regard should also be given to the storage of bins and recycling boxes. If an extension is taking place at a property that has a large well screened front garden, open un-enclosed storage will normally be acceptable. However, where a garden is small or open plan, or a house abuts the street, provision should be made for storage within the building or within a sensitively designed external area.
- 8.4 Where a property is reliant on access to the rear garden for the storage of cycles a minimum gap of 0.9m will normally be required between the extension and side boundary.

VII) *Private Amenity Space*

- 9.1 Proposals should seek to retain adequate, useable private amenity space for the occupiers of the enlarged or altered dwelling. Front gardens are often not sufficiently private to be treated as amenity space.
- 9.2 In respect to the functionality of the property the council will only require that (in addition to parking and storage provision), all homes should as a minimum retain sufficient land for drying clothes and space that is suitable and welcoming to sit out in. Prospective applicants should note, however, that a 'visual appearance' assessment will also be made and in most cases proposals to erect buildings across a large area of garden will cause concern, as it would be likely to conflict with policies that seek to protect neighbours living conditions and the open landscaped character of the area.
- 9.3 When considering a future extension or outbuilding it should be noted that developing too large a proportion of a garden may reduce the home's value and limit the range of people who might want to occupy it in the future.

Diagram 5 – Hard surfacing front gardens



The plan above shows a 'good' and 'bad' example of the hard surfacing of the front garden of a property and provision for bins, cycles and car parking. It is always necessary to ensure that the surfacing is permeable or drains to the garden. Vegetation and boundary walls should also be retained where practical.

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viii) *Drainage*

10.1 Care should be taken to ensure that extensions are not at risk of flooding and do not significantly increase flood risk to adjoining land. In areas most

at risk of flooding (Flood Zone 3) regard should be given to internal floor levels and the height of electrical sockets and so forth. Details of York's flood zones can be found on the following website:

<http://localview.york.gov.uk/Sites/lv/>

- 10.2 A surface water drainage method should be used that is most appropriate to the local ground conditions. In this regard rainwater recycling and other sustainable approaches should be given priority.
- 10.3 The hard surfacing of front gardens can need planning permission. Permission would be unlikely to be given for a non-permeable surface as the relatively minor works can have a significant impact on flood risk. Householders should ensure that surfacing is permeable or only covers a small part of the front garden with water directed to drain into remaining undeveloped areas of land.



## Advice for Specific Extensions and Alterations

### *ix) Porches and other Front Extensions*

11.1 The fronts of houses and their distance from the pavement are generally important visual features of residential areas. Front extensions if poorly designed or located can have a significant adverse impact. An extension forward of the front wall of a house will not normally be permitted, unless:

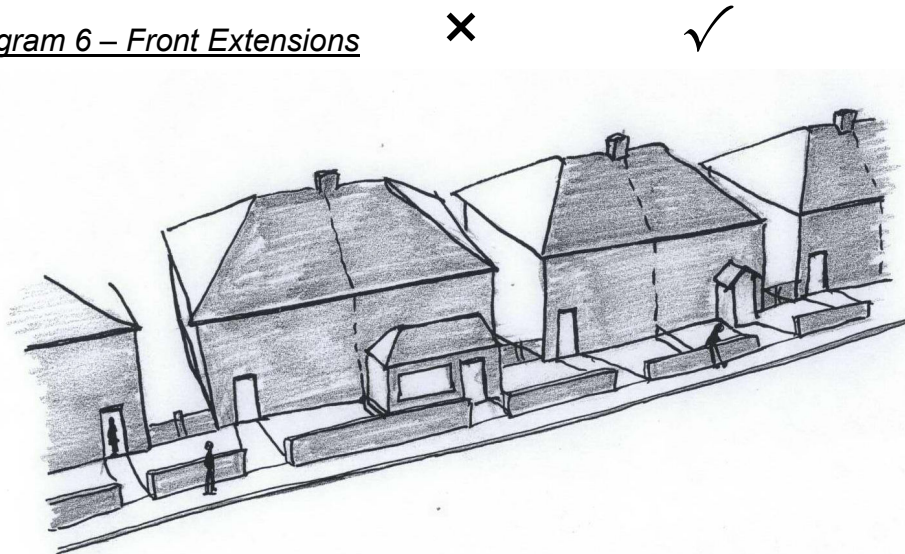
- the house is set well back from the pavement, or is well screened,
- the extension is small, well-designed and it would not harm the character of the house/area; and
- the extension would not unduly affect neighbours.

11.2 Front extensions are normally most suitable for detached properties that are set back from the road, or where the street has no established building line.

11.3 Small porches sometimes do not require planning permission. Where they do require permission they will only be acceptable if they are not detrimental to the character of the street or unduly affect neighbours. Porches should not normally project excessively beyond the front of the house or be overly wide. The glazing style, door location, materials and roof pitch should respect the original building.

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Diagram 6 – Front Extensions



Normally only small porches are suitable as front extensions.

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x) *Side Extensions*

- 12.1 Side extensions (particularly when two-storey) are often seen as an efficient way of creating new internal space. The council receives numerous applications each year for two-storey side extensions that incorporate a garage and kitchen space on the ground floor and additional bed space above accessed from the first floor landing. Such extensions often have less impact on neighbours living conditions than extensions to the rear and also have the benefit that they do not lead to the loss of valuable rear garden space.
- 12.2 Side extensions will not however be suitable for all detached and semi-detached properties and where they are proposed care should be taken to ensure that they are designed to harmonise with the property and avoid undue harm to neighbours living conditions. If not sensitively designed and located, side extensions can erode the open space within the street and create an environment that is incoherent and jumbled.
- 12.3 Side extensions should normally be subservient to the main house and should not unduly block sunlight reaching solar panels on existing properties. The ridge height of extensions should be lower than that of the house and the front elevation should be set behind the front building line. Unduly wide extensions should normally be avoided, typically a two-storey extension should not exceed around 50% of the width of the original house unless its width has been designed to successfully harmonise with architectural features contained in the original property.
- 12.4 Where a side extension is proposed to extend to the side garden boundary the first floor (or all of the extension) should be set back a minimum of 0.5 metres from the front elevation (the exact distance will depend on how significant the spacing in the street is to the character of the area).
- 12.5 Where the spacing between houses (and often associated landscaping) is a very important intact characteristic of the street it may be the case that a clear gap will need to be retained between the side of the extension and the side boundary. This is likely to be the case in a street containing a mix of house types as in such circumstances proposals to build adjacent to another house can lead to an uncomfortable 'clash of styles'. Spacing is also often a particularly important characteristic between short groups of terraced properties and in such circumstances two-storey side extensions to end terraced houses will be resisted. It is important that the erection of two-storey side extensions does not through overdevelopment, lead to the impression of the terracing of the front elevation of adjoining properties and the erosion of a street's spaciousness and character.
- 12.6 Side extensions along a boundary with a road (or footpath) raise additional issues. The extension should not have an overbearing impact on

pedestrians using the footpath or affect highway sight lines. It should also not have a detrimental impact on the streetscene by significantly projecting beyond a clearly defined building line of the adjacent street, or detract from the spaciousness of the area. Any rear projection of a side extension should accord with the requirements for rear extensions.

- 12.7 It is often good practice to try and retain a 90cm gap to the rear garden to ensure that access remains for cycle storage and so forth. Access to the side of an exposed extension can also be important for allowing future external maintenance. Where a two-storey extension (or first floor extension) is proposed and no access is available to the rear garden it will be necessary to show how cycles and bins will be sensitively accommodated within the house or front garden.
- 12.8 Extensions should stay within the boundaries of the site. For example, eaves and gutters should not overhang adjacent properties unless neighbours have given consent for this to occur.
- 12.9 Proposals for dormer windows on the side roof slope of two-storey extensions will rarely be acceptable as the resulting roof slope would normally not match that of the existing house and when combined with the extension the development would not appear subservient to the building.

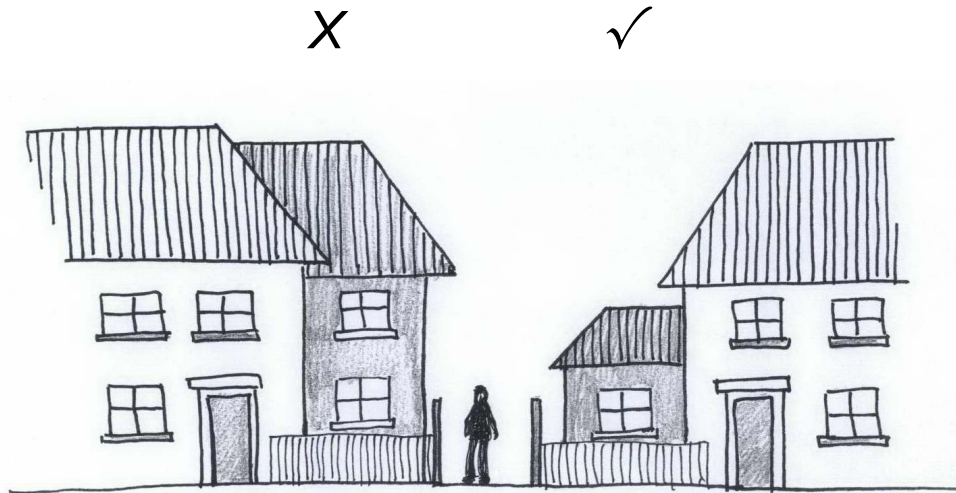
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Diagram 8 - Two-storey side extensions.



Normally it is important that the shape and detailing of the extension, including the size and position of windows relates to the original house.

Diagram 7 - Side extensions near footpaths.



Tall and/or deep extensions located too close to footpaths can make routes much less open and attractive.

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xi) *Rear Extensions*

*Single-Storey*

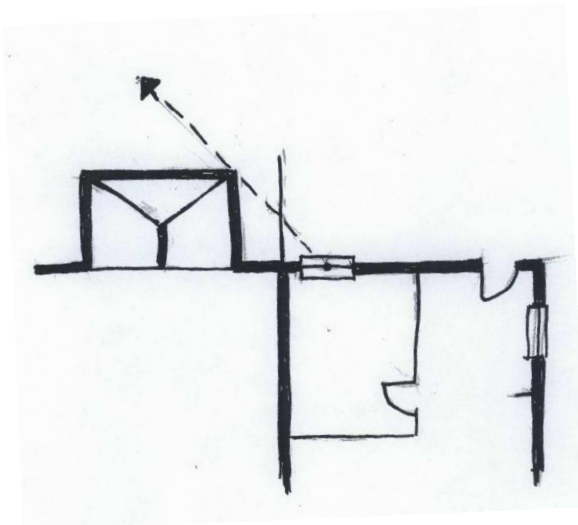
- 13.1 In most cases single storey rear extensions up to 3 metres in length can be erected to attached properties and up to 4m in length to detached properties without needing planning permission. If such works are proposed however, it is essential that you check first with the council to ensure that there are no further restrictions on the property concerned that might mean that the proposal does need planning permission. Information should also be sought in respect to restrictions that apply with regard to the acceptable height and materials.
- 13.2 In assessing proposed extensions beyond 3 and 4 metres the council will have regard to a number of factors including the impact on sunlight, the relationship to windows and the height of the structure. Where a planning officer is uncertain in respect to the acceptability of a proposal he or she will typically try and gain information in respect to the function and layout of the neighbours' affected room(s). Key issues to consider will include whether the affected room has windows on more than one elevation and whether the rooms shape/size and the location of windows is such that the proposed extension would be particularly prominent from much of the room. Where a neighbouring property has a small garden, care will need to be taken to ensure that it retains adequate levels of sunlight and

openness. In most cases it is good practice to try and keep the eaves height of extensions as low as possible.

- 13.3 Conservatories are usually to the rear and therefore have similar requirements to single-storey rear extensions. Privacy (for users of the conservatory and for neighbours) is often of greater importance than for other rear extensions. Privacy can be protected by blank side walls, obscure glazing (frosted glass) along sensitive elevations, or by screening along shared garden boundaries.

### *Two-Storey*

- 13.4 Rear extensions are usually screened by the house and therefore have less impact on the street scene than side extensions. However, the additional mass of an extension does have an impact on the space around buildings (including gardens) and can have a significant affect on adjoining occupiers.
- 13.5 Two-storey extensions on terraced properties with small rear gardens will generally not be acceptable due to the impact on the neighbouring property and sometimes almost complete loss of amenity space for the house to be extended.
- 13.6 On detached and semi-detached houses a two-storey rear extension may be acceptable subject to the usual townscape and amenity principles, referred to previously being satisfied. When deciding the acceptable projection of two-storey extensions a starting point will be the '45 degrees rule'. This involves drawing a line from the centre point of the nearest ground floor habitable room window towards the proposed extension. Extensions that project beyond a 45 degrees line will normally be unacceptable unless it can be clearly shown they will not unduly harm the living conditions of the affected property.

Diagram 9 - The 45 degrees 'rule'.

The dashed line is at an angle of 45 degrees drawn from the centre of the nearest ground floor window towards the location of the neighbouring two-storey side extension. Extensions that project beyond this line will normally be unacceptable. To avoid cutting through this line the extension can be reduced in length and/or moved further from the neighbouring window.

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xii) *Dormer windows and Roof Extensions*

- 14.1 The roof of a building is an important and prominent element of its design. Unsympathetic roof extensions can have a dramatic affect on a building's visual appearance. When integral to a dwelling or located on a steep roof slope dormers can add visual interest and rhythm to a street. However, if poorly located or designed, dormers can make a building appear 'top-heavy', cluttered and harm its balance, or symmetry.
- 14.2 Dormers can also detract from the living conditions of neighbours. The loss of privacy can be of concern - particularly where they overlook previously sheltered areas of nearby gardens. Regard should also be given to the impact that large dormers can have on neighbours' light or outlook.
- 14.3 In some instances dormers proposed to the side or rear of a property might not require planning permission. It is strongly advised that people check with the council in respect to the need for consent before pursuing such works.
- 14.4 Proposals to raise the roof of a dwelling to create adequate internal roof space will normally be refused unless the building is detached and/or such works can be undertaken without creating a structure that is out of character with neighbouring properties. Care should also be taken to ensure that the works do not block undue sunlight from solar panels on roofs of nearby properties.

14.5 Dormers should be designed so that they do not dominate the roof. The style, materials and shape of dormers should relate to the appearance of the house and scale of the roof. For bungalows, a single well proportioned flat roofed front dormer might be acceptable providing it is set in comfortably from the edges and ridge of the roof and the window pattern relates to the rest of the house. For two storey dwellings having two vertically proportioned small dormers located above existing first floor windows will normally be a more appropriate way forward. In streets where there are few or no front dormer windows it is unlikely that new dormers will be allowed on the front elevation unless it can be clearly shown that they will not detract from its character. Many houses have shallow roof pitches – front dormers will rarely be acceptable as the need to achieve an adequate internal ceiling height will usually lead to dormers dominating the roof and being positioned uncomfortably close to the ridge. In respect to privacy, separation distances set out in the ‘General Advice’ section should be adhered to.

*Diagram 10 – Front dormers*



The dormers shown on the bungalow to the top left are modest in size and do not dominate the roof. The other three schemes could be considered to be unduly large relative to the scale of the roof.

*xiii) Detached Garages and other Outbuildings*

- 15.1 Garages and other outbuildings can have as much impact on the overall visual appearance of a property as any other addition. Wherever possible they should reflect the style, shape and architectural features of the original building and not be detrimental to the space around it. Care should be taken to avoid the loss of vegetation and retain space for planting that can often soften a building's impact. Outbuildings should clearly be smaller in scale to the house. Particular problems occur with large double garages, which can appear out of scale with adjacent dwellings and gardens. Special care must be taken to disguise or reduce their bulk. In most instances it will be better to use twin doors with a central column instead of one large double door which can appear 'industrial' in appearance and overpower the rest of the building.
- 15.2 Outbuildings should normally not be in front of dwellings unless, within the development, there is an irregular arrangement of buildings. Doors should be in keeping with the character of the building and not obstruct the public highway. There must be enough space on the driveway in front of a proposed garage for a car to be parked without any part of it overhanging the footpath or road. It will also be necessary to ensure that the garage door can be opened when a car is parked in front of it. Typically a minimum drive length of 5.5m will be sought in front of garages.
- 15.3 Garages and other outbuildings must not have a detrimental impact on the residential amenity of neighbours.

*xiv) Granny Annexes*

- 16.1 Any new building work related to the construction of 'granny annexes' should comply with guidance contained within this document. Granny annexes will normally only be approved when they are small in scale (1 bedroom) and occupied by direct relatives of family living in the original house. When considering creating or adapting accommodation for relatives regard should be given to future alternative uses for the accommodation and whether if no longer needed it can be incorporated back into the main house. Proposals to use an annex for a separate dwelling not occupied by family members or for self contained holiday accommodation will only be acceptable where such proposals comply with national and local policies that relate to new dwellings or flat conversions.



xv) *Boundaries*

- 17.1 Fences and walls though relatively minor alterations can have a very great impact on the appearance of a street. When considering erecting a new boundary it is important to look at others in the road and consider what height, design and materials are characteristic of the area. Boundary types normally differ according to the age of the property and whether the street is in an urban, sub-urban or village location - a boundary that is appropriate around a Georgian townhouse close to the city centre will normally appear out of place in front of a suburban semi (and vice versa).
- 17.2 Normally fences and walls that are to the front of a house should not exceed 1 – 1.2 metres in height. High front boundary walls and fences can make a street appear unwelcoming and block what is often the most attractive view of a garden and property. Where a higher screen is required to the front, a hedgerow would be the most appropriate solution. Boundaries formed from vegetation have the additional benefit that they can help support birds and other wildlife.
- 17.3 Where a side or rear garden boundary adjoins a road a 1.8 – 2.0m brick wall will normally be acceptable. Wooden fences will be appropriate where they are characteristic of the area and they are of a robust design. Care should be taken to ensure that a boundary does not obscure sight lines for vehicles entering or exiting a property or turning a corner.
- 17.4 In most cases a boundary lower than 1 m will not require planning permission. Boundaries between 1 and 2 metres will typically need permission where they adjoin a road. Some post-war areas of York have open plan restrictions and permission will be needed for all front boundaries. If in doubt about the need for planning permission you should always contact the council.

xvi) *Extensions in the Green Belt*

- 18.1 Much of the open land in the City of York council area is classified as Green Belt. A key function of this land is to retain openness between built up areas and safeguard the historic setting of the city. If you are intending to extend a home that is located within the Green Belt it is important that you have regard to national and local policies on development in such areas.
- 18.2 If a home is located in the Green Belt outside a settlement it has traditionally been unacceptable to extend it by more than 25% of its original footprint. It is the case, however, that changes to national permitted development legislation in 2008 meant that in many instances homes in the Green Belt could be extended by more than 25% without requiring planning permission. When assessing a planning application to extend a home by more than 25% of its original footprint, the Council will,

- in making a decision, have regard to what could reasonable be undertaken without the need to apply for planning permission. In some instances it might be acceptable to approve an extension above 25% of the footprint of the home providing the owner agrees to a condition that no further extensions (or outbuildings) are erected using permitted development rights.
- 18.3 Some areas of the Green Belt 'wash-over' defined settlements. In these situations limited infilling will typically be allowed.
- 18.4 All proposals for extensions in Green Belts will also need to have regard to other guidance within this document. It is particularly important in the Green Belt that extensions do not cause homes to become significantly more prominent within the landscape. Proposals at first floor level or changes to the roof are particular sensitive in this respect.

## **Annex: Contacts and Additional Information**

### **3.1 Key Council Contacts**

#### *A) Development Management*

The Council's Development Management section make recommendations on planning applications and can offer advice on whether planning permission is required for a proposal and whether a proposal is likely to receive consent.

There is a charge for most services that are provided and requests for advice must be submitted on forms that can be obtained from the Council or downloaded from our website.

The following site can be useful for assessing whether your works will require planning permission. (<http://www.planningportal.gov.uk/permission/house>). If you think that your works will not require permission it is recommended that you double check in writing with the Council before progressing.

The contact details for the Development Management Service are:

Plans Processing Unit  
City of York Council, 9 St Leonard's Place, York YO1 7ET  
tel: (01904) 551553

email: [planning.enquiries@york.gov.uk](mailto:planning.enquiries@york.gov.uk)

website: <http://www.york.gov.uk/environment/Planning/>

#### *A) Building Control*

You will probably need Building Regulations approval for most works or changes of use that you carry out to a building.

It is useful to have written confirmation that your proposal doesn't need planning permission or building regulations consents, especially when it comes to selling your property. This confirmation shows any prospective purchaser that you haven't carried out any unauthorised work.

The contact details for the Building Control Service are:

City of York Council: Supplementary Planning Doc: House Extensions and Alterations (Draft Nov 2011)

Building Control, City of York Council,  
7 St Leonards Place, York YO1 7ET

Site inspection tel: (01904) 551354 or 551333

email: [building.control@york.gov.uk](mailto:building.control@york.gov.uk)

Website: [http://www.york.gov.uk/environment/Building\\_control/](http://www.york.gov.uk/environment/Building_control/)

### 3.2 Further Information

#### *A) Map Based Information*

It is important that you check whether your property is in a conservation area or flood zone 2 or 3. Information can be found at the following map based site.

<http://localview.york.gov.uk/Sites/lv/>

Information showing York's **Greenbelt** can be seen at:

[http://www.york.gov.uk/environment/Planning/Local\\_Plan/View\\_the\\_local\\_plan/](http://www.york.gov.uk/environment/Planning/Local_Plan/View_the_local_plan/)

Please see under 'Local Plan Proposals Map' heading.

#### *B) Village Design Statements*

The following villages currently have Village Design Statements:  
Askham Bryan; Askham Richard; Copmanthorpe; Dunnington; Heslington;  
Holtby; Knapton; Murton; Poppleton; Rufforth; Skelton.

These documents have been produced by the local community. If you live in one of the villages the advice contained within them will be relevant to your proposal. The documents can be viewed at:

[http://www.york.gov.uk/environment/Planning/guidance/Village\\_design\\_statements/](http://www.york.gov.uk/environment/Planning/guidance/Village_design_statements/)

#### *c) The Party Wall Act 1996*

The City Council does not adjudicate in disputes over property ownership/boundaries. Where an applicant or neighbour requires information in

respect to issues such as building on property boundaries or seeking access to a neighbour's land it is recommended that they initially view the Party Wall Act for advice.

An explanatory booklet about the Act is available from City Strategy at 9 St Leonard's Place, or at:

<http://www.communities.gov.uk/publications/planningandbuilding/partywall>

### **3.3 Submitting a Planning Application**

Planning applications for house extensions usually take around 7 weeks to be decided. The Council will normally contact neighbours to give them the opportunity to comment on the proposals. The vast majority of decisions are taken by planning officers under 'delegated' authority, however, those that are contentious or unusual will sometimes be decided by elected Members at regular planning sub-committee meetings.

The current fee for submitting a planning application for a house extension or alteration is £150. Applications must be submitted on appropriate forms and be supported by plans and drawings of an acceptable standard. Further advice on how to submit a planning application is available at the following link:

[http://www.york.gov.uk/environment/Planning/Planning\\_applications/309159/](http://www.york.gov.uk/environment/Planning/Planning_applications/309159/)

### **3.4 Sustainability**

A number of elements of this guidance note on house extensions support proposals to make better use of resources and discourage harm to the natural environment. For example, it sets out the importance of ensuring that proposals leave space to store cycles and rubbish/recycling, do not increase flood risk and retain appropriate levels of garden space and landscaping.

The council has also produced a specific guidance note purely on sustainability for various forms of development. The note contains much useful advice and can be seen at the following website link:

[http://www.york.gov.uk/environment/Planning/guidance/Design\\_and\\_construct\\_draft\\_SPG/](http://www.york.gov.uk/environment/Planning/guidance/Design_and_construct_draft_SPG/)

### **3.5 Policy Background**

#### **Local Development Framework (2011)**

The Local Development Framework (LDF) is the plan for the future development of York. It will be a blueprint for the economic, social and environmental future of York which will provide the framework for implementing the Council's aims and objectives that affect the use of land and buildings.

The Core Strategy lies at the heart of the LDF. Its purpose is to set out a vision, strategic objectives, targets and policies to guide where development goes in a way that will ensure the protection and enhancement of the City's historical and green assets whilst ensuring that carefully designed new developments are brought

The emerging Core Strategy is at an advanced stage in its production and it is anticipated that it will be examined in early 2012.

#### *Strategic Objective – York's Special Historic and Built Environment*

To continue to protect, preserve and enhance York's exceptional historic legacy, including its architecture and archaeology, significant views, landscape setting and the distinctive characteristics of York's villages and neighbourhoods. The Local Development Framework (LDF) will ensure that all new development delivers the highest quality standards in urban design, architecture and public realm, delivering its share of exceptional contemporary development that will be equally valued by future generations.

#### *Strategic Objective – The Role of York's Green Belt*

To set a permanent Green Belt for York that will not need to be reviewed for at least 20 years which will preserve the setting and special character of York, including retaining and protecting special features such as the strays, green wedges and views of the Minster. The Local Development Framework (LDF) will also address, within the York context, the other purposes of Green Belts set out in *Planning Policy Guidance 2 (1995)*.

#### **Local Plan (2005)**

The City of York Draft Local Plan (fourth set of changes) approved April 2005 is currently the main Council document setting out the policies that will be used when assessing planning application for house extension and alterations in York. The policies in the Local Plan form a framework for the advice contained in the guidance note. The content of the policies that are likely to be most relevant for your proposals are copied below:

## *H7: Residential Extensions*

Planning permission will be granted for residential extensions where:

- a) the design and materials are sympathetic to the main dwelling and the locality of the development; and
- b) the design and scale are appropriate in relation the main building; and
- d) there is no adverse effect on the amenity which neighbouring residents could reasonably expect to enjoy; and
- e) proposals respect the spaces between dwellings; and
- g) the proposed extension does not result in an unacceptable reduction in private amenity space within the curtilage of the dwelling.

## *GP1: Design*

Development proposals will be expected to:

- a) respect or enhance the local environment;
- b) be of a density, layout, scale, mass and design that is compatible with neighbouring buildings, spaces and the character of the area, using appropriate building materials;
- c) avoid the loss of open spaces, important gaps within development, vegetation, water features and other features that contribute to the quality of the local environment;
- d) where appropriate incorporate informative landscapes design proposals, where these would clearly have an influence on the quality and amenity and/or ecological value of the development;
- e) retain, enhance and/or create urban spaces, public views, skyline, landmarks, the rural character and setting of villages and other townscape features which make a significant contribution to the character of the area, and take opportunities to reveal such features to public view;
- f) design outdoor lighting schemes, which are energy efficient and provide the minimum lighting level required for security and working purposes, taking into account any adverse impact on residential amenity, the character of the area and night sky illumination and ecological systems;
- g) provide and protect private, individual or communal amenity space for residential and commercial developments;
- h) provide individual or communal storage space for waste recycling and litter collection;
- i) ensure that residents living nearby are not unduly affected by noise, disturbance, overlooking, overshadowing or dominated by overbearing structures;
- j) accord with sustainable design principles (GP4a) and incorporate the principles of the Building for Life Standard as a fundamental part of the design;

k) provide disabled toilets/parent baby changing facilities in public, non-residential buildings;

l) Where opportunities exist, new open space/landscape treatment should be incorporated to close gaps between green corridors and take account of ecological principles through habitat restoration/creation.

*GB4: Extensions to Existing Dwellings in the Green Belt*

The extension and alteration of dwellings in the Green Belt and open countryside will be permitted providing the proposal:

- a) would not cause undue visual intrusion; and
- b) is appropriate in terms of design and materials; and
- c) is small scale

*GB2: Development in Settlements "Washed Over" by the Green Belt*

Within the defined settlement limits of villages in the Green Belt, planning permission for the erection of new buildings or the change of use, redevelopment or extension of existing buildings will be permitted provided:

- a) the proposed development would be located within the built-up area of the settlement; and
- b) the location, scale and design of the proposed development would be appropriate to the form and character of the settlement and neighbouring property; and
- c) the proposed development would constitute limited infilling and would not prejudice the openness or the purposes of the Green Belt.