



NOTIFICATION OF PROPOSED WORKS TO A DWELLING

For a period of three years, between 30 May 2013 and 30 May 2016, householders will be able to build larger single-storey rear extensions under permitted development. The size limits will double from 4 metres to 8 metres for detached houses, and from 3 metres to 6 metres for all other houses. These new larger extensions (i.e. if they extend between 4 and 8 metres, or between 3 and 6 metres) **must** go through the following process. **It is not possible to undertake this process retrospectively and a full application for planning permission will then be necessary.**

1. A homeowner wishing to build a larger single-storey rear extension must notify the local planning authority and provide:
 - a. A written description of the proposal which includes the length that the extension extends beyond the rear wall of the original house, the height at the eaves and the height at the highest point of the extension;
 - b. a plan of the site, showing the proposed development
 - c. the addresses of any adjoining properties, including at the rear
 - d. a contact address for the developer and an email address if the developer is happy to receive correspondence by email.
2. The local authority may ask for further information if it needs it to make a decision about the impact of the development on the amenity of adjoining properties.
3. The Council will serve a notice on adjoining owners or occupiers, i.e. those who share a boundary, including to the rear. This will give the address of the proposed development and describe it, including the information in 1(a) above. It will also set out:
 - When the application was received, and when the 42-day determination period ends
 - How long neighbours have to make objections (which must be a minimum of 21 days), and the date by which these must be receivedA copy of this notice must also be sent to the developer.
4. If any adjoining neighbour raises an objection within the 21-day period, the local authority will take this into account and make a decision about whether the impact on the amenity of all adjoining properties is acceptable. No other issues will be considered.
5. The remaining restrictions on permitted development continue to apply:
 - No more than half the area of land around the "original house"* would be covered by additions or other buildings.
 - No extension forward of the principal elevation or side elevation fronting a highway.
 - No extension to be higher than the highest part of the roof.
 - Single-storey rear extension must not extend beyond the rear wall of the original house* by more than three metres if an attached house or by four metres if a detached house.
 - Maximum height of a single-storey rear extension of four metres.
 - Extensions of more than one storey must not extend beyond the rear wall of the original house* by more than three metres.
 - Maximum eaves height of an extension within two metres of the boundary of three metres.
 - Maximum eaves and ridge height of extension no higher than existing house.

- Side extensions to be single storey with maximum height of four metres and width no more than half that of the original house.
- Two-storey extensions no closer than seven metres to rear boundary.
- Roof pitch of extensions higher than one storey to match existing house.
- Materials to be similar in appearance to the existing house.
- No verandas, balconies or raised platforms.
- Upper-floor, side-facing windows to be obscure-glazed; any opening to be 1.7m above the floor.
- In Conservation Areas there is no permitted development for rear extensions of more than one storey.
- In Conservation Areas no cladding of the exterior.
- In Conservation Areas no side extensions.

** The term "original house" means the house as it was first built or as it stood on 1 July 1948 (if it was built before that date). Although you may not have built an extension to the house, a previous owner may have done so.*

In addition, there may be condition on the planning permission under which your house was erected which removes these rights, or the site may be subject to an "Article 4 Direction" which similarly removes these rights. If you have a query on this please visit the Council's website.

6. If approved the extension must be built in accordance with the details approved by the local authority (or, if no objections were raised or the local authority has not notified the developer of its decision, the details submitted), unless the local authority agrees any changes in writing.
7. If this matter is approved there are various conditions which will apply to the development. These are:
 - a. The materials used in any exterior work (other than materials used in the construction of a conservatory) shall be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse;
 - b. Any upper-floor window located in a wall or roof slope forming a side elevation of the dwellinghouse shall be—
 - (i) obscure-glazed, and
 - (ii) non-opening unless the parts of the window which can be opened are more than 1.7 metres above the floor of the room in which the window is installed;
 - c. Where the enlarged part of the dwellinghouse has more than one storey, the roof pitch of the enlarged part shall, so far as practicable, be the same as the roof pitch of the original dwellinghouse;
 - d. The development **must be completed on or before 30 May 2016.**

Applications may be submitted either as a 'hard copy' or as an on-line application. Although not a statutory requirement application forms can be downloaded from the Council's [Planning website](#). When an application refers to the need for two sets of a plans or document (1 original and 1 copy (i.e. 2 sets in total)) are required, it is referring to this requirement for a 'hard copy' application. Where the application is submitted electronically, only a single set is required.

All Plans:

1. Marked "Do Not Scale", or similar, cannot be accepted.
2. Should show the original paper size.
3. If any plan or drawing is based or appears to be based upon Ordnance Survey information/maps/data then to preserve [Ordnance Survey copyright](#), the relevant licence to

reproduce the data should be clearly shown. **NO** application will be registered if any of the drawings submitted infringe or appear to infringe Ordnance Survey copyright.

The form sets out the legislative requirements for an application. However, you should be aware that the Council can request further information to allow it to assess the impact of the proposed development on the amenity of any adjoining premises.

To avoid this and consequent delays in determining the matter, it is recommended that the following information is also submitted:

- A **location plan** should be at an identified standard metric scale typically 1:1250. Plans should identify sufficient roads (normally two) and/or buildings on land adjoining the application site to ensure that the exact location of the application site is clear. It must also show the direction of North. The application site should be edged clearly with a **red line**. A **blue line** should be drawn around any other land owned by the applicant, close to or adjoining the application site.
- A **site plan** should be drawn at an identified standard metric scale, typically 1:200. It should accurately show the direction of North and the proposed development in relation to the site boundaries and other existing buildings on the site, with written dimensions including those to the boundaries.
- **Floor plans and elevations** should be drawn at an identified standard metric scale, typically 1:50. The drawings should explain the proposal in detail and clearly show the proposed works in relation to what is already there. All sides of the proposal should be shown and these should indicate, where possible, the proposed building materials and the style, materials and finish of windows and doors. Blank elevations should also be included; if only to show that this is the case.
- If there is a change of level across the site, particularly in relation to the adjoining properties, a **section** at a scale of 1:50 or 1:100 through the proposed building showing its relationship with those on either side.