

This Guidance applies to all householder development in the District.

It is a guide to help householders when considering extending or altering their home or building detached outbuildings. This guide is intended to give good practice advice to help achieve a well-designed extension, alteration or outbuilding which will enhance the house and neighbourhood.

**Householder Planning and  
Design Guidance  
Supplementary Planning  
Document** **Adopted January 2020**

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## 1 Introduction and Purpose

- 1.1 This Supplementary Planning Document (SPD) has been prepared as a guide to help householders when considering extending or altering their home or building detached outbuildings.
- 1.2 This SPD shows and explains in detail how to achieve the design quality required from Policy DM35 (Placemaking and Design Quality) and DM36 (Extensions and Alterations to Existing Dwellings) in the new Wycombe District Local Plan (adopted August 2019).
- 1.3 Every house contributes to the character of its neighbourhood. This guide is intended to give good practice advice to help you achieve a well-designed extension, alteration or outbuilding which will enhance your home and neighbourhood.
- 1.4 This document covers all types of householder development, although not all proposals will require planning permission. If a development type is not covered within this document then you are advised to contact the Council for further advice.

- 1.5 The document is intended for use by prospective applicants, agents, architects, members of the public with an interest in an application, elected Members of the Council and other decision-making bodies.
- 1.6 This SPD covers all types of householder developments but more than one section may apply to the proposal. For example a rear extension will also require attention to be paid to design, overlooking and impact on neighbouring properties.

## 2 Using this Guide

- 2.1 This guidance aims to be short and concise. Further guidance documents relevant to householder development are available on the Council's website:

### *Supplementary planning documents:*

- Residential Design Guidance 2017
- Housing Intensification SPD 2011
- Chilterns AONB Buildings Design Guide 2010 & Technical Notes.

### *Guidance / advice notes:*

- Buckinghamshire Parking Standards

- Waste Management Advice Note
- Hedgerow Advice Note
- River Wye Advice Note
- Wildlife Advice Note
- Biodiversity and Planning in Buckinghamshire
- Bucks Biodiversity Action Plan
- Buckinghamshire and Milton Keynes Green Infrastructure Delivery Plan

## 3 Permitted Development

- 3.1 There are certain types of extensions, alterations and outbuildings that may not require planning permission. Not all dwellings have permitted development rights, this will depend on the planning history, the location of the dwelling and if the property is a listed building.
- 3.2 You are advised to contact the Planning Team, via the website, giving details of your proposals. This will enable us to determine if planning permission is required.

- 3.3 Visit the Council's website and search 'Is planning permission required', or find more information and guidance by visiting the [Government website](#) and searching for 'householders permitted development'.

## 4 Planning Advice Service

- 4.1 The Council welcomes and encourages discussions with us before a planning application is submitted. We provide a Planning Advice Service for this purpose, which could:
- Reduce your overall cost and time to develop a project
  - Reduce your risk by identifying and addressing potential issues early on
  - Discover alternative solutions that meet your aims and avoid issues
- 4.2 You can access this service by visiting the Council's website and searching for 'planning advice service'.
- 4.3 Retrospective applications will be dealt with in the same way as development that has not started. Therefore starting work before you have permission is at your own risk.

## 5 Useful Information before You Start

### *Respect for Neighbours*

- 5.1 The Council encourages future applicants to discuss their proposal with neighbours before making an application. Not only will your neighbours feel that you have made an effort to keep them informed, it will avoid them being surprised when they receive our planning application notification letter. It will also give them an opportunity to raise concerns early in the process, giving you an opportunity to overcome them before submitting your planning application.
- 5.2 You can find more information and guidance by visiting the [Government website](#) and searching for 'neighbours'.

### *Party Walls & Covenants*

- 5.3 While not a material planning consideration, extensions and walls that are built right on the boundary can often cause problems. In many cases the consent of adjoining owners will be necessary.



- 5.4 If you intend to carry out work on, or within close proximity to your neighbour's boundary or party walls, you will need to consider the requirements of the Party Wall Act 1996. This is designed to resolve disputes which may arise between neighbours when building work is carried out. The basic requirement of the Act is that you notify your neighbour in advance of the intended work.
- 5.5 You can find more information and guidance by visiting the [Government website](#) and searching for 'party walls'.
- 5.6 You should also be mindful of other legal covenants which may be relevant, for example National Trust permissions.

### *Building Regulations*

- 5.7 The majority of extensions, regardless of whether or not they require planning permission, may require Building Regulations consent.
- 5.8 Planning permission and Building Regulations are two separate requirements. Most construction work will need to comply with Building Regulations. These include the replacement of windows, new electrical installations and renovation of a building.
- 5.9 You can find more information and guidance by visiting the Council's website and searching for 'building regulations' or contacting us to speak with our Building Control team.

### *Disabled Access*

- 5.10 While there is no requirement under the planning legislation or Building Regulations to create disabled access to your proposed extension, you should consider the provision of a level access to any new external doorway to your extension. This will enable visitors with mobility difficulties to gain access more easily.
- 5.11 You can find more information and guidance at [lifetimehomes.org.uk](http://lifetimehomes.org.uk)

### *Biodiversity*

- 5.12 Making changes or additions to a home is an opportunity to support wildlife with nature-friendly features such as swift bricks, bat boxes and hedgehog corridors.

## **6 The Importance of Good Design**

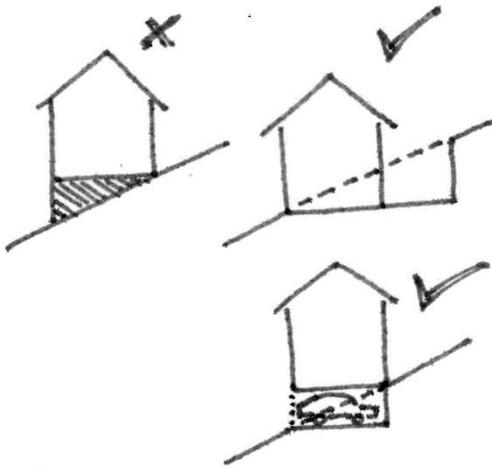
### *General Principles*

- 6.1 Good design in residential extensions and alterations can help improve people's well-being and quality of life. The importance of good design is promoted through the National Planning Policy Framework (NPPF) and through the Council's own policies.
- 6.2 The original design of the building and its setting (including the general character of the area) should be the main influence on the design of the proposal. Works should not dominate or detract from the original building or character of the area. Extensions should be subservient in scale, mass and bulk to the original dwelling.

- 6.3 Existing inappropriate extensions and alterations, which may have been permitted previously, will not be accepted as an argument in favour of further unacceptable alterations.

### *Design and Materials*

- 6.4 The materials, design and detailing should match the existing building. The pitch, shape and materials of the original roof should be considered when designing your proposal.
- 6.5 However, modern designs using contemporary and sustainable materials may be acceptable in some cases. The Council does not wish to restrict creative designs, providing they fit in well with the street scene and consider all other material issues.
- 6.6 You should also consider the relationship with other properties, including the building line, eaves and ridge line, orientation and levels/slope.



### *Trees and Landscaping*

- 6.7 Where possible, you should avoid the removal of visually significant and healthy trees.
- 6.8 You will need to ensure that if extensions are next to trees, there will be enough room for the tree to grow and ensure that the roots will not be damaged. This will help to ensure the tree does not have to be removed in the future.
- 6.9 If the loss of the tree is unavoidable, a replacement tree should be planted in another location within the site.

- 6.10 Detached outbuildings should be designed so they do not impact upon existing trees or their root systems.
- 6.11 The Council can make a Tree Preservation Order (TPO) in order to protect important trees. It is an offence to cut down, lop, uproot, wilfully damage and / or destroy a TPO tree without first getting permission. A check should therefore be made to identify if any of the trees on your site are protected by a TPO. Trees within a conservation area are also protected.



- 6.12 For more information and guidance, and to check whether any trees on or surrounding your property are protected by a TPO or as part of a Conservation Area / Listed Building, visit the Council's website and search for 'trees'.

### *Flood Risk*

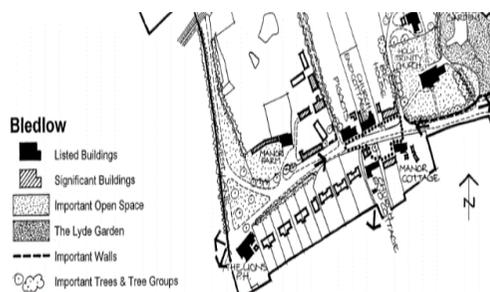
- 6.13 If the property is within a designated flood risk zone, the Council will expect the issue of flood risk to be adequately addressed.
- 6.14 For more information and guidance, and to find out if your property is in a designated flood zone, visit [www.gov.uk](http://www.gov.uk) and search 'flood risk'.

### *Historic Environment*

- 6.15 Special care and attention is required when extending a Listed Building, or a property within a Conservation Area, or working within a Scheduled Monument or Registered Park or Garden. Sometimes important buried archaeological remains that have not been designated as Scheduled Monuments might also be present.
- 6.16 The design and materials of your extension or outbuilding should be informed by the historical context of the site, and this should be explained in the Heritage Statement. This statement will be required to accompany any application for a Listed Building, or within a Conservation Area.
- 6.17 If your property is a Listed Building or within a Conservation Area, you are

advised to use our Planning Advice Service to help you understand how your proposal can be carried out sensitively.

6.18 To find out if your property is listed or within a Conservation Area, visit [mywycombe.wycombe.gov.uk](http://mywycombe.wycombe.gov.uk), enter your address and select the relevant map layers on the left. Clicking the marker for your property will list if either designation applies to it.



6.19 To find out more about how a Conservation Area or Listing Building affects works to your property, visit [www.historicengland.org.uk](http://www.historicengland.org.uk) and search for 'conservation areas' or 'listed buildings'.

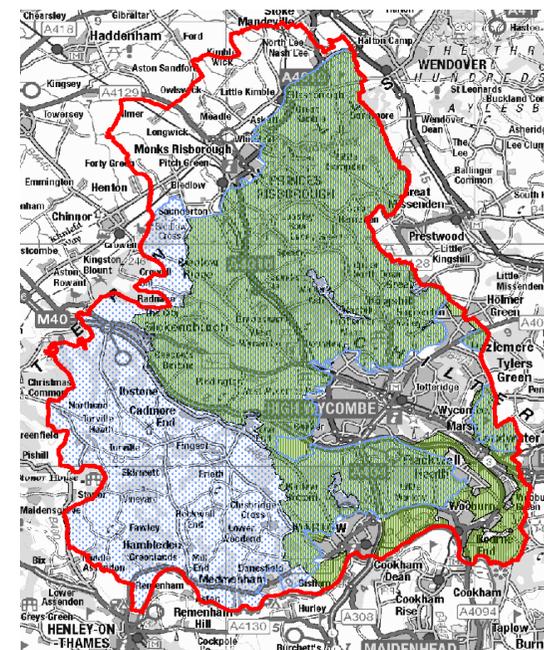
*Chilterns Area of Outstanding Natural Beauty (AONB)*

6.20 The Chilterns AONB is a nationally protected landscape. Extensions should conserve and enhance the natural beauty of the landscape and the distinctive character and special qualities of the Chilterns. The design of extensions needs to be sympathetic to the Chilterns in their shape, scale and bulk; roof size and shape; chimneys; walls; materials; colours and textures; shape and size of windows and doors; porches; garages; landscaping, walls and hedges.

6.21 New extensions and outbuildings in the Chilterns AONB should be guided by the Chilterns Building Design Guidance and Technical Notes. You can find these by visiting [www.chilternsaonb.org](http://www.chilternsaonb.org) and searching for 'buildings design guidance'.

## 7 Extensions in the Green Belt

7.1 The Green Belt covers areas of land around urban centres. It provides additional planning control to ensure the land is kept permanently open. The Green Belt also ensures that the majority of development occurs in built-up areas.



Wycombe District: Metropolitan Green Belt (green) and the Chilterns AONB (blue hatch)

7.2 If your property is within the Green Belt, there are limits on the size of extensions and outbuildings that will be allowed. There is however land which is within the 'built-up' area in the Green Belt, which is not as restricted. In any case, extensions must not harm the open character of the Green Belt.

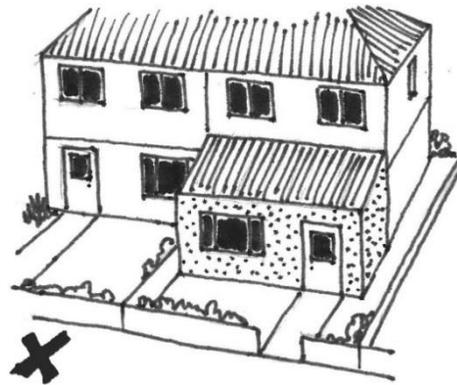
7.3 To find out if your property is in the Green Belt or Built-Up area, visit [mywycombe.wycombe.gov.uk](http://mywycombe.wycombe.gov.uk), enter

your property address and select the local plan map. Clicking on the marker for your property will list relevant planning policies and constraints, including Green Belt if applicable.

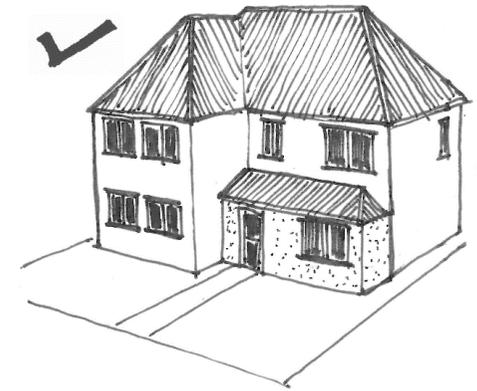
- 7.4 If your dwelling is a replacement of an earlier dwelling, or has been previously extended, further enlargements may not be allowed.
- 7.5 This is a detailed issue and further guidance can be found in the New Local Plan. However, you are advised to use our Planning Advice Service given the sensitivity of sites within the Green Belt.

## 8 Front Extensions

- 8.1 Front extensions will be highly visible in the street scene, so particular care should be taken to ensure that they do not detract from the appearance of the dwelling, or the general character of the street. Wherever possible, extensions should be positioned to the rear or side of houses.



- 8.2 Particular consideration will be given to the materials. The materials, design and detailing should normally match the existing house.
- 8.3 All front extensions should normally respect the position of other dwellings the street, particularly where there is a distinct pattern.
- 8.4 Design Specifics:
- Front extensions (excluding small porches) to semi-detached and terraced properties will generally be considered unacceptable where they unbalance a building or disrupt a terrace or group.



- On detached properties, a front extension should respect the existing pattern of development, and should normally be of a subservient scale that does not dominate the building.
- The roof pitch of the extension should be at the same as the original building, so that the extension blends with the character of the host property.
- The design, detailing, windows and materials of all front extensions should match exactly that of the main dwelling, to ensure a continuity of appearance, and to avoid harm to the general street scene.
- A small porch is generally acceptable, providing it does not

dominate other architectural features on the building, for example, by cutting across an adjacent bay window.

- A front extension should not impact significantly on the daylight, sunlight and outlook of neighbouring properties.

## 9 Side Extensions

- 9.1 Side extensions to properties require a sensitive approach to design, to ensure that the appearance of the existing dwelling is respected.
- 9.2 The space between detached or semi-detached dwellings, where an extension would sit, is an important feature in the street scene. This sense of space and separation can be lost if adjacent property owners seek to build two storey extensions which join up, or sit too close together. This creates what is known as ‘terracing’.
- 9.3 Semi-detached housing is generally designed to be symmetrical. By adding volume to one side, the front appearance of the dwellings can become unbalanced. Extensions should not be disproportionately wide compared to the existing dwelling.

### 9.4 Design specifics:

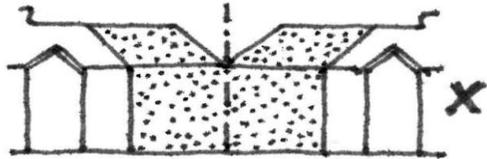
- Materials, detailing and window patterns should match the existing dwelling
- Consideration should be given to avoid blank elevations on side walls, where they are adjacent public spaces. Windows should be added to increase overlooking to these areas, to improve security
- Extensions should be subservient to, and set back from, the front elevation.
- It is particularly important that on street elevations, the design, detailing and materials used in the extension, including window sizes, proportions, style and method of opening, match those of the main dwelling. This will ensure a continuity of appearance and to avoid harm to the character of the street scene.
- Where the extension is set close to the front of the dwelling, the roof form and pitch of the extension should complement the main dwelling

- Access to the rear should be maintained, or appropriate bin storage provided.



### 9.5 Additional Design principles for two storey extensions and or first floor extensions:

- A minimum 1m gap should be left between the site boundaries at first floor level. Where the property is located in a more spacious plot, a greater separation may be required.

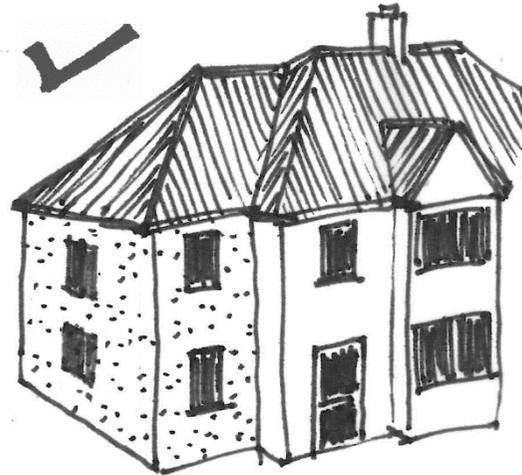


- Extensions should be designed to avoid overshadowing or overlooking neighbouring properties, and to avoid being visually dominating. Two (or more) storey side extensions can have a greater dominance in the street scene, therefore greater care has to be taken to ensure that they balance well with the host dwelling and the street scene.
- The ridge height of the extension should be lower than the existing ridge of the main dwelling.
- Where side-facing window overlooks a neighbouring property, but are required for light, they should be high level or obscurely glazed to prevent overlooking of the neighbouring properties.

9.6 Side extensions to dwellings on corner plots may be acceptable if they are not overly prominent, or out of character with the local area.

9.7 The existing pattern of development on the side street should be respected and the impact of the proposal on the side street will be taken into account.

9.8 The side elevation of the two storey extension should provide visual interest to the side street and not simply be a blank elevation.

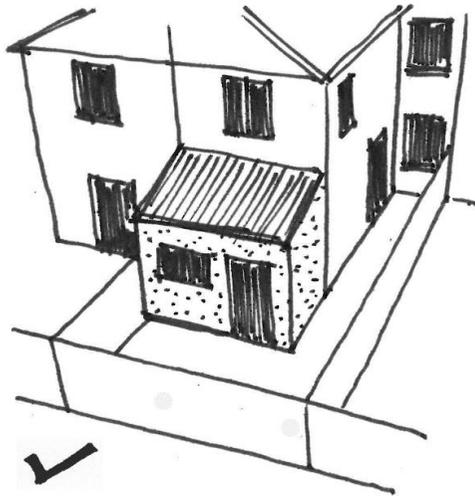


## 10 Rear Extensions

10.1 Rear extensions have the potential to impact significantly on the daylight, sunlight and outlook of neighbouring properties. Rear extensions to terraced properties require particular attention, as their positioning will determine the sense of enclosure and degree of loss of daylight to neighbouring properties. Further information can be found in sections 14 and 15 of this document.

10.2 The acceptable size of the rear extension will depend on the following:

- proximity to the boundary with other properties,
- the position of windows to habitable rooms in neighbouring properties,
- the impact on privacy, light and outlook for neighbouring properties,
- a change in levels will also effect a potential impact.



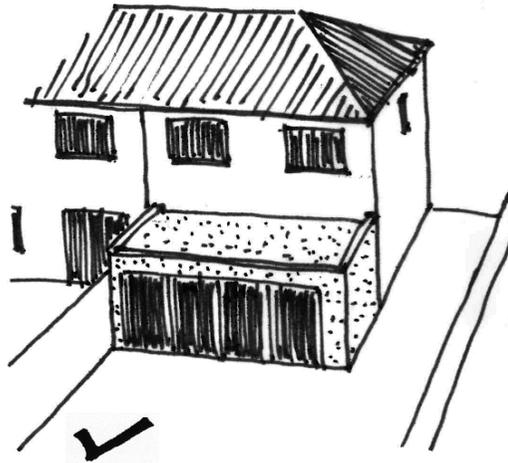
10.3 Rear extensions, including conservatories, should not significantly alter the existing levels of sunlight, privacy and daylight to neighbouring properties.

10.4 A single-storey rear extension is generally acceptable if it does not cause significant loss of daylight to the nearest habitable rooms in neighbouring properties.

10.5 Higher extensions can create problems of overlooking, overshadowing, loss of light and a general sense of enclosure to neighbouring properties. The additional height also gives the extension greater visual prominence in the neighbourhood.

#### 10.6 Design specifics:

- Rear extensions (individually and cumulatively) should not take up more than half the depth of the original rear garden to avoid the overdevelopment of sites.



- Rear extensions should be no deeper than half the depth of the original dwelling. Larger extensions may occasionally be acceptable on substantial detached properties, but only in cases where it can be demonstrated that no harm to neighbouring amenity would result (N.B. the 45°/60° rule is a useful tool to demonstrate this. Further

information can be found on this in section 14 of this document.

- In the case of semi-detached and terraced properties, where extensions are located next to a shared boundary, a lesser depth will be required for the extension. This will minimise any harmful impacts to the neighbour. Extensions that step close to the boundary to overcome such concerns will be considered to represent a contrived design approach.
- Extensions should not overshadow, overlook, or have an overbearing or enclosing effect on adjacent properties because of their height or depth.
- New windows and doors should reflect the design and alignment of the existing windows to the dwelling, where possible.
- Where side-facing windows are required for light, they should generally be high level or obscurely glazed to prevent overlooking of the neighbouring properties.

- The height of the extension should normally be lower than the existing ridge of the main dwelling.

## 11 Roof Extensions and Alterations

11.1 This section applies to roof extensions and alterations, including dormer windows and changes to the shape of a roof.

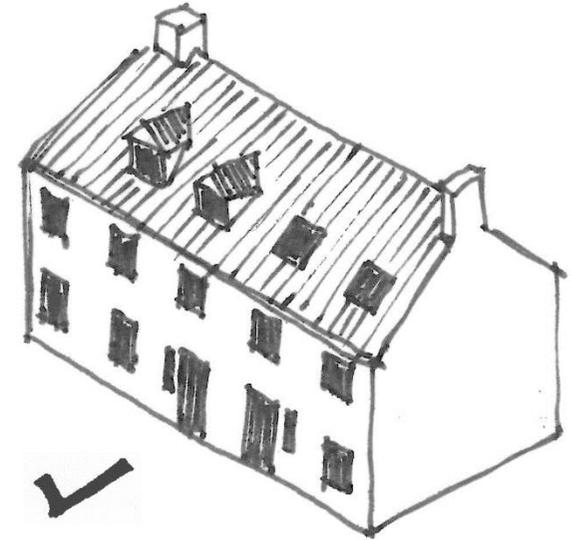
### *Dormer Windows, Including Alterations to the Roof*

11.2 Dormer windows and alterations to the roof can have a serious impact on the appearance of a dwelling, as the roof is a highly visible part of a building. Dormers should therefore be located on the rear of dwellings and kept as small as possible. 11.3 As a rule of thumb, a dormer should not be substantially larger than the window it is designed to contain. This will minimise the impact that the dormer has on the shape of the roof, and achieve appropriate proportions.

### 11.3 Design specifics:

In general, dormers should -

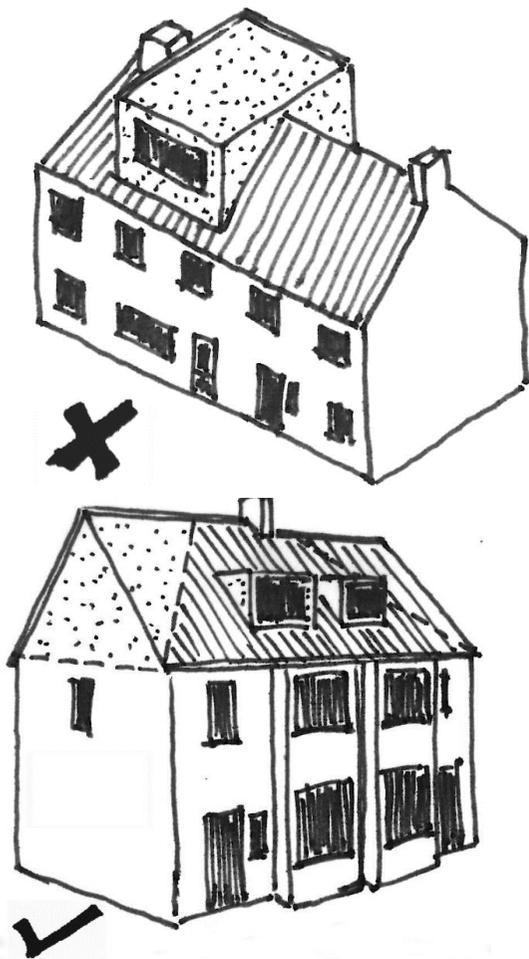
- Be located symmetrically on the roof, or align with existing windows below, as appropriate
- Be set below the ridgeline
- Be set a minimum of 1m above the eaves
- Be set a minimum of 1m from the edge of the roof on either side, for gabled roofs
- Be set a minimum of 0.5m from the edge of the hip, for hipped roofs
- Dormer windows should normally align with the windows below, however, in certain cases it may be preferable for dormers to be positioned on the centre line of the building or the centre line of the space between the windows below.
- Materials should match those of the existing roof, with the window materials, placement and opening style relating closely to the scale and proportions of the windows below and aligning where possible.



### *Alterations to the Roof Shape*

11.4 Not all roof spaces are suitable for extension/alteration to provide additional accommodation. For example, the works required could add significant bulk to the main

dwelling, and this may be unacceptable.



11.5 Existing inappropriate roof alterations to other properties in the street will not always be accepted as an argument in favour of further unacceptable alterations.

11.6 If the overwhelming majority of roofs to a terrace, semi-detached pair or group of buildings have been altered, the Council may allow additions that improve the overall appearance.

11.7 Roof extensions or alterations to include a balcony or roof terrace will not be acceptable where they are likely to impact on privacy of neighbouring properties.

11.8 Design specifics:

- Roof extensions that alter the basic shape of the roof, for example, from a hip to a gable end will be unacceptable where they would result in an imbalance creating a visually heavy roof to one side.
- Where one half of a semi-detached pair of houses has previously been altered and this has created an imbalance, a well-designed alteration that returns symmetry to the pair may be acceptable.
- Materials should match those of the main building.
- Additional storeys or raised roofs may be permitted on detached properties where they respect the scale, continuity, roofline and general

appearance of the street scene, including its topography. Additional storeys should respect the design and materials of the host dwelling. They should not have a harmful impact on the amenities of adjacent neighbours by way of an overbearing impact, or by blocking light or outlook to habitable windows.

- Flat roofs will not normally be acceptable. An exception to this could be in contemporary design and green roofs.

#### *Roof lights*

11.9 Roof lights should be located in the rear slope of the roof. Irregular roof light sizes and positioning should be avoided, and in particular, will be resisted on street elevations.

11.10 If your dwelling is in a conservation area you should use a 'conservation' roof light that is flush with the roof slope. However, you are advised to contact the Conservation Officer for specialist advice.

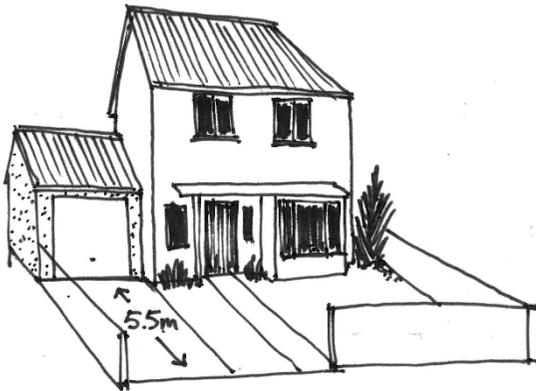
## **12 Garages and Parking**

### *Garages*

12.1 All garages and car ports should be set behind the front building line of the dwelling to avoid obscuring views of the property or intruding into the wider street scene. They should be constructed with materials complementing the existing structure and be of a size which is subservient to the main dwelling.

12.2 All garages and car ports should have the following:

- A driveway at least 5.5 metres clear of the highway.
- A minimum internal depth of 6 metres and a minimum internal width of 3 metres.



### *Detached garages*

12.3 Detached garages should be proportionate in scale to the site and be completed in materials to match the appearance of the main building.

12.4 The siting of a detached garage in the front garden of a dwelling will not usually be acceptable as they can detract from the visual amenity of the street scene. On very large sites, garages may be acceptable in front gardens but only if they:

- Are located in a position which avoids harm to the street scene
- Do not obscure the property's frontage and are completed in materials that match the main building.

12.5 If the garage includes the use of the roof space, the use of roof lights is preferred. If dormers are used then they should appear subservient and not dominate the roof.

### *Off Street Car Parking*

12.6 In assessing the need for off-street car parking, the Council will have regard to the Buckinghamshire Countywide Parking Guidance. By extending a

residential property, the demand for off-street car parking may increase.

12.7 If additional parking is required, space should be made within the curtilage to accommodate it. There are minimum dimensions for parking spaces. Where existing parking spaces are lost as a result of an extension or garage conversion, replacement on-site spaces should be provided. There may be some cases where the availability of on-street parking will be taken into account.

12.8 The Council places significant importance on front gardens and the adverse effect on the environment and street scene that can occur if these areas are paved over. Therefore, developments involving the provision of additional car parking will be expected to:

- Retain areas of soft landscaping in front gardens.
- Use permeable materials or other suitable measures to allow surface water drainage.

12.9 For more information and guidance on parking, visit [www.buckscc.gov.uk](http://www.buckscc.gov.uk) and search 'parking guidance'.

## 13 Decking

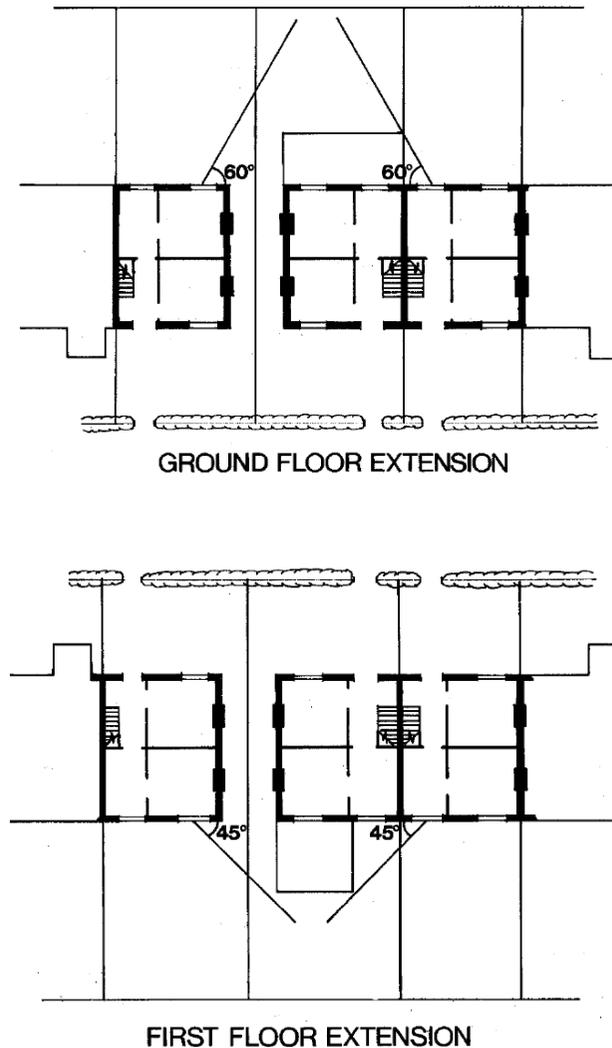
13.1 The general principles regarding raised decking are as follows:

- The decking should not result in overlooking of neighbouring properties.
- Where decking is to be sited adjacent to a boundary, soft screening could be used such as planting and trellising to overcome any undue issues regarding overlooking.
- Consideration of screening where this would not have an overbearing impact on the neighbours.

## 14 Loss of Light and 45 / 60 Degree Guideline

14.1 Loss of light is a term used to describe the effect of a development or building on the amount of natural light

presently enjoyed by a neighbouring property.



14.2 Extensions will not be permitted if they would adversely affect the amount of light to a neighbouring property's nearest habitable room. (Habitable rooms include kitchens, living rooms and bedrooms. Bathrooms, toilets, halls, landings pantries and store rooms are excluded).

14.3 When assessing the impact in relation to loss of light, consideration will also be given to change in levels, whether the neighbouring property is north or south facing and impacts on side windows which face the site.

14.4 In assessing the effect that extensions may have upon the light levels to adjacent properties, the Council will have regard to the 45° and 60° guidelines (in relation to front and rear extensions):

- A line will be drawn from the mid-point in the nearest habitable room window of the adjacent property, at an angle of either 60° (for single storey rear extensions and first floor to first floor proposals) or 45° (for two storey), across the proposed extension. The extent to which the line infringes upon the proposed extension will indicate the levels of

light that may be lost to the neighbouring property.

- The position of the proposed extension in relation to the sun's path will also be taken into account when considering rear extensions.
- Where there are existing extensions on adjacent properties, the guidance will still apply.

## 15 Unneighbourly Form

15.1 An extension should not excessively enclose the outlook from the neighbouring property.

15.2 This will be assessed when taking into account:

- Scale and mass of the extension
- How far out extension protrudes
- Distance from boundaries
- Any change in levels
- The sun path throughout the day and where the shadow falls
- Impacts on habitable side windows that face the site.

15.3 When assessing the outlook, consideration will be given to change in levels, whether the neighbouring property is north or south facing and impacts on side windows which face the site.

## 16 Overlooking

16.1 Overlooking is a term used to describe the effect where a development or building provides views over private spaces of adjoining property and results in a significant loss of privacy.

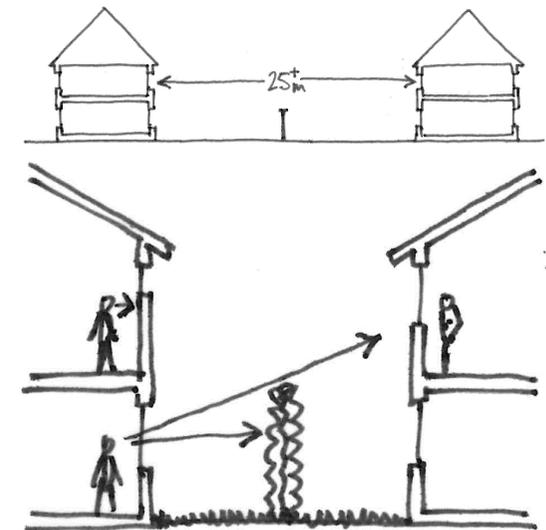
16.2 Extensions will not be permitted that result in a significant loss of privacy to neighbours. Windows and glazed doors within the extension should therefore be carefully positioned to avoid this.

16.3 Unobscured windows that result in a significant loss of privacy to a neighbour's garden will not be permitted.

16.4 If first floor side windows are required, and they would result in a significant loss of privacy from a neighbour's garden, they should be both obscurely glazed and non-opening up to 1.7m above the internal finished floor level.

16.5 Alternatively, high-level windows that have a minimum bottom sill level of 1.7m above the internal finished floor level may be acceptable.

16.6 Maintain a minimum gap of 25 metres between the backs of houses and flats. However, this distance could be reduced if the characteristics of the site, or the design of the building otherwise prevents overlooking. Further information and guidance can be found in the Council's Residential Design Guidance 2017.



## 17 Outbuildings

17.1 Outbuildings can have a cluttering and visually harmful effect on a neighbourhood if they are excessive in terms of their height, bulk and mass or are not sited sympathetically.

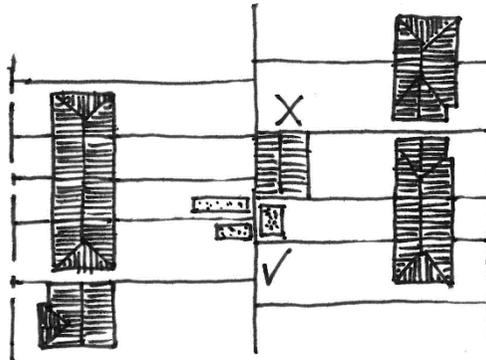
17.2 Outbuildings should be located in the rear garden or down the side of the main building where they have less visual impact.

17.3 The erection of a structure, which is considered to be tantamount to the creation of a new dwelling house, will not be acceptable. The development will be considered a new self-contained dwelling if the internal accommodation becomes self-sufficient and there is no clear link with the main dwelling.

17.4 In all cases, the following should be taken when considering the position of an outbuilding:

- The impact on the amenities of neighbouring properties
- The impact on the character of the surrounding area and the street scene

- The impact on the character and appearance of the host property
- The impact on existing trees and landscaping
- Ensure adequate amenity space is retained



17.5 If the site is located within the Green Belt, the impact on the openness will be taken into consideration. Openness is assessed taking into account the following:

- Outbuildings should not dominate or detract from the main building.
- They should be subservient in scale, mass and bulk to the main dwelling.
- The site would result in a more built up appearance and

- Previous extensions to the house and previously constructed or extended outbuildings will also be taken into account.

## 18 Self-Contained Residential Annexes

18.1 An annex is an extension, attached to the main dwelling. There should be a clear link with the main dwelling.

18.2 An annex will only be acceptable where the scale and appearance of the building is modest in comparison to the main dwelling.

18.3 An annex can include the sharing of garden space, kitchen/bathroom facilities and access. An acceptable arrangement would be a bed-sitting room or a sitting room and separate bedroom together with a kitchenette and bathroom. Applications for accommodation on a large scale, and providing for further rooms will not normally be acceptable.

18.4 The main entrance should be via the existing entrance to the dwelling. A

separate front entrance to the annex will not normally be acceptable.

18.5 The conversion of an outbuilding to an annex, which is considered to be tantamount to the creation of a new dwelling house, will not be acceptable. The development will be considered a new self-contained dwelling if the internal accommodation becomes self-sufficient and there is no clear link with the main dwelling.

## 19 Boundary treatments

19.1 Boundary treatments including walls, fences, hedges and gates help to establish the definition between public and private spaces.

19.2 When considering boundary treatments the following should be taken into account:

- The scale, height and materials should be in keeping with the character of the area and not be too intrusive in the street scene. This is particularly important for corner plots, rural locations and front boundaries.

- In addition, high fences and walls adjacent to roads, can result in an over dominant enclosure in the street scene and will not normally be permitted. This is however a complicated issue and you are advised to use the Council's planning advice service.
- Boundary treatments should not adversely affect the amenity of neighbouring properties.
- Boundaries to provide security should not introduce a fear of crime. Where appropriate, prickly native hedges (such as Hawthorn, Blackthorn and Dog Rose) should be considered as effective security boundaries. This would also help with biodiversity.
- Boundary treatments should not restrict visibility, particularly on driveways and entrances to properties.
- In the AONB and other rural areas, native thorny species like Hawthorn and Blackthorn are recommended.

## 20 How to Apply for Planning Permission

20.1 Go to the Council's website and search 'apply for planning permission' for up-to-date guidance.

## 21 Glossary

21.1 You can download a copy of our planning glossary from the Council's website.