

**Development Management  
Standard No. 2**

**Extensions and  
Alterations to  
Dwellings**



ADUR DISTRICT  
COUNCIL



# **DEVELOPMENT MANAGEMENT STANDARD NO.2**

## **EXTENSIONS AND ALTERATIONS TO DWELLINGS**

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## **1. General Advice**

### ***Purpose of the Development Management Standard***

- 1.1 The purpose of this development Management standard is to provide planning information to anybody who is considering extending or altering their house or bungalow. It sets out the planning principles that are used by the council in assessing planning applications and how these are applied to different types of extension.
- 1.2 This section outlines matters that you should consider before deciding whether to go ahead with an extension. Section 2 looks at the planning principles used by the council which can in fact be applied to all extensions, whether or not planning permission from the Council is required. Section 3 then looks at different types of extension and sets standards which have been developed from experience of applying the planning principles.

### ***Making a planning application***

- 1.3 Some small extensions do not require planning permission because they are what is termed “permitted development” under planning legislation. Larger single storey rear extensions may also be constructed as permitted development (at the time of writing until May 2019) provided your neighbours do not object. Such extensions are subject to a prior approval process. Where planning permission from the Council is required, this should be made on the application forms obtainable from the Council’s website and the Planning Portal (<https://www.planningportal.co.uk>) and submitted with the relevant plans and the appropriate fee. The council has 8 weeks to reach a decision from the date the application is registered, although many minor applications can be determined more quickly, especially if no objections are received. During this period, prior to a decision being made, your application will be made available for public inspection and comment on the Council’s website.
- 1.4 Since the Council will normally consult your neighbours on any planning application made, it is usually a good idea to discuss your proposals not only with Council Officers but with your neighbours before submitting an application. You should also check the Deeds to your property since, in some cases they may contain restrictive covenants which would prevent an extension or require you to obtain the separate consent of another party. If you build an extension without complying with a restrictive covenant you could be sued for breaking the covenant, even if you had obtained planning permission. Therefore, if your property does have any form of restrictive covenant you should seek private legal advice from a Solicitor.

- 1.5 Once your application has been decided, you (or your agent) will be issued with a decision notice. The decision notice will set out either the conditions that apply to the planning permission or, if the application is refused, the grounds for refusal.

### ***Right to Appeal***

- 1.6 You have the right of appeal against a refusal; or a condition applied to a permission, or on the grounds of non-determination if you have not received a decision within 8 weeks. Appeals are made to the Planning Inspectorate. You should consult the Council if you require advice on the appeal procedure.

### ***Building Regulations***

- 1.7 Whether or not planning permission is required, it may be necessary to notify the Council under the Building Regulations, which are concerned with health and safety and designed to ensure that buildings are structurally sound. Queries on this matter should be directed to the Building Control Section.

### ***Policies and Objectives***

- 1.8 Relevant government advice is set out in the National Planning Policy Framework and Planning Practice Guidance documents which encourage the delivery of a wide choice of quality homes and seeks to ensure good design in all development.
- 1.9 Policy 2 (Spatial Strategy) of the Adur Local Plan 2017 defines the boundary of the Built Up area within which development will be permitted subject to compliance with other policies in the Local Plan. Policy 15 (Quality of the Built Environment), Policy 16 (A Strategic Approach to the Historic Environment) and Policy 17 (The Historic Environment) of the Adur Local Plan 2017 are particularly relevant and require development to be of a high standard of design which respects and enhances the character of the site and the prevailing character of the surrounding area.

## **2. Planning Principles**

- 2.1 In considering an application for an extension to a house or bungalow one of the main planning concerns is to ensure that the proposal will not have an adverse effect on neighbouring properties. It should also not be detrimental to the dwelling itself. These two concerns are sometimes jointly referred to, by the Council, as the effect on residential amenity. The Council will also wish to consider the appearance of any proposal and the effect on visual amenity. There may, of course, be other considerations depending on the type of proposal and its location.

### ***The effect on neighbouring properties***

- 2.2 Proposals will not be granted planning permission if they have an unacceptably adverse effect on neighbouring properties. The main detrimental effects could be related to:
- Privacy - the proposal should not result in direct overlooking of rooms in neighbouring properties, nor excessive amounts of overlooking of garden areas.
  - Daylight - any proposal should not reduce the daylight to neighbouring properties to an unacceptable extent.
  - Outlook – the fact that a neighbour may be able to see an extension would not in itself make a proposal unacceptable, the outlook of neighbouring properties should not be dominated by the extension since this could be overbearing and oppressive. However, the loss of a distant view would not normally be considered a valid reason for refusing an application.
- 2.3 The extent to which the above factors are affected will depend on the size and position of the extension, as well as its location and orientation relative to neighbouring properties. Clearly extensions to a large detached house or bungalow on a large plot are far less likely to affect neighbouring properties than ones to small terraced or semi-detached houses or bungalows. In addition a single storey extension would be less likely to have an adverse effect on neighbouring properties than a two storey extension, which would be more likely to reduce daylight to neighbouring properties and lead to problems of overlooking. It should also be noted that the use to which an extension is to be put may affect its impact. For instance a first floor bathroom with obscured glass would not lead to problems of overlooking and may be acceptable where a bedroom would not.

### ***The effect on the dwelling to be extended***

- 2.4 Although the Council is unlikely to be concerned with the precise details of the internal layout proposed for an extension, it will need to ensure that a satisfactory standard of amenity is retained. There are two main areas of concern:
- Garden Size - The Council will wish to ensure that any proposal does not result in an over-development of the site. An adequate amount of garden should therefore be retained both for the use of the occupiers of the property and to prevent a cramped appearance. A rear garden of 11m depth should normally be retained where possible. The area of a garden required will depend on the size of the property and the Council's requirements are summarised in the Appendix.

- Daylight/outlook – it is not essential for every room to have an outlook and good natural daylighting. However, the Council will wish to ensure that the daylight to and outlook from the principal windows of existing habitable rooms is not unacceptably reduced and that it is adequate for proposed habitable rooms. Habitable rooms will be taken to include living rooms, dining rooms, bedrooms and kitchens (but not small kitchenettes).

### ***The appearance***

- 2.5 The most important basic principle is that any extension should be in keeping with the appearance, scale, design and character of both the existing dwelling and the street scene generally. An extension which is acceptable in a low density modern development may not be acceptable in a town centre location. In particular, the proposal should not be allowed to over-dominate the house or clash with its appearance.
- 2.6 The following principles should also help to ensure that the criteria discussed above are met:
- Extensions should generally respect the architectural period and style of the existing dwelling and the area.
  - External construction materials should usually match in colour and texture the materials of the existing dwelling.
  - Windows or other openings should be in scale with the extension and should be in line with and match the proportions and style of existing windows.
  - On a dwelling with a pitched roof, extensions should also have a pitched (or lean-to) roof if they are visible from the street, from a public place, or are two-storey extensions.
  - Existing trees should usually be retained since they make a significant contribution to the visual amenity of an area and can soften the impact of development. A sufficient space should be left between any 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 potential falling branches. Mature shrubs should also be retained where possible.

### Acceptable Side Extension

*In keeping with style and scale of original house*



### Unacceptable Side Extension

*Out of style and character of original house*



### ***Other principles***

- 2.7 The previous sections have looked at the basic planning principles which must be considered in relation to all proposed extensions. However, there may be other considerations depending on the particular circumstances of a proposal. The following are a few examples:

- **Conservation Areas**

Conservation Areas are areas that have been designated by the council as being of special architectural or historic interest, which should be preserved or enhanced. Extensions to dwellings in these areas should therefore respect the special characteristics of the area. Permission is required from the Council to cut down or lop any trees in a Conservation Area.

- **Listed Buildings**

Listed Buildings are buildings of special architectural or historic interest that have been statutorily listed by the Secretary of State for the Environment. Virtually all alterations to Listed Buildings require Listed Building Consent, whether or not planning permission is required. You should contact the Council to discuss your proposals before making an application for alterations to a Listed Building.

- **Tree Preservation Orders**

There are many individual and groups of trees throughout Adur district, which make a special contribution to the townscape and have been made the subject of Tree Preservation Orders. Where this is the case a formal application must be made to the Council to cut down, lop or carry out any other works to the tree(s). Where permission is granted to cut down a tree subject to a Tree Preservation Order, the Council will usually require a replacement tree to be planted of a



suitable size and species. The Council maintains an up-to-date register of all trees subject to a Tree Preservation Order. Should you wish to check whether a particular tree is covered by such an order or to discuss proposed tree works you should consult the Council's Tree and Landscape Officer.

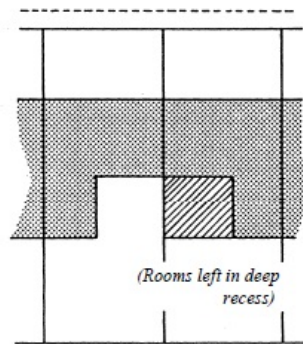
### **3. Standards for Extensions and Alterations**

- 3.1 The basic principles described in Section 2 should be applied to any type of extension. From experience of using these principles the Council has developed a number of specific standards, which can be applied to different types of extension. The following standards should, if adhered to, help you to avoid a number of potential problems. However, as each application must be considered on its own particular merits, compliance cannot in itself guarantee that planning permission will be granted. Any dimensions given represent minimum standards, for example, in some circumstances the character of an area may be such as to require more spacious standards. It is advisable to consider at the outset the full extent of any extensions required, since the cumulative effect of subsequent additions may lack cohesion and be out of scale with the original dwelling and are therefore unlikely to be considered favourably.

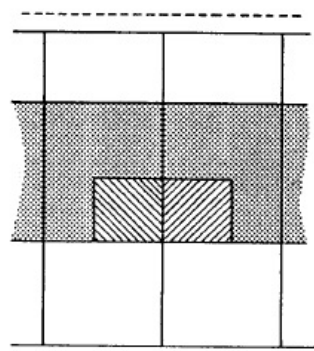
#### ***Rear extensions***

- 3.2 The closer a rear extension is to the boundary of a neighbouring property the more likely it is to adversely affect that property, by way of overlooking or loss of daylight. On semi-detached or terraced dwellings single-storey rear extensions which abut, or are within 1m of a common side boundary with an attached dwelling, should normally be no deeper than 3.5m. Whilst two-storey (or first floor) rear extensions that are within 1m of a side boundary with an attached dwelling should normally be no deeper than 2m, extensions abutting the boundary will not normally be permitted.
- 3.3 Where dwellings have been built with projecting sections it would not usually be acceptable to build an extension infilling the space between the projection and the boundary with an attached dwelling, unless both property owners co-operate to build a combined extension. This is because the property which was not extended would be left with rooms in a deep recess which would have a poor outlook and insufficient light.

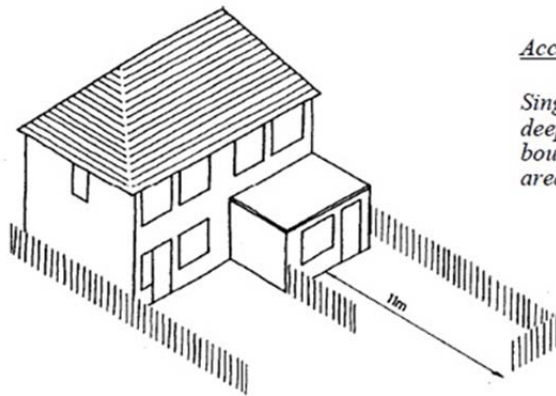
Unacceptable infill extension



Acceptable joint infill extensions



- 3.4 Principal windows on the rear elevation of rear extensions should be 22m from principal windows of dwellings at the rear unless, in the case of single-storey extensions, some existing obstruction (such as a garage) would ensure privacy would be retained. Principal windows on the side elevation of rear extensions should be a minimum of 6.1 m from any solid obstruction or boundary but 22m from facing principal windows. In many instances windows on side elevations will not be able to meet these criteria and will usually not be allowed unless they are obscurely glazed and in some cases also fixed shut. On a corner plot, a distance of 14m should be retained between principal windows on an extension at the rear of one property and windows on the side of a dwelling to the rear.
- 3.5 A rear extension should normally allow the retention of a rear garden of at least 11m depth (between the rear wall of the extension and the rear boundary of the property) and of adequate area. The Council's requirements for garden areas are summarized in Appendix 1.
- 3.6 On single-storey rear extensions that are not clearly visible from the road a flat roof is usually acceptable. However, two-storey rear extensions should normally have a pitched roof to match the existing house. A false mono-pitch façade, running along all the elevations of a rear extension, may be acceptable where a full pitch would substantially reduce the light to the adjoining properties.

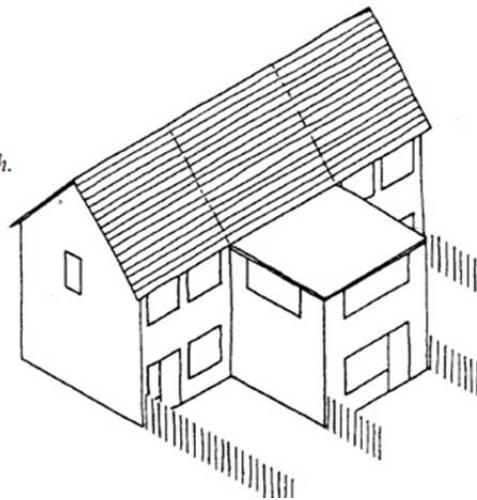


Acceptable Rear Extension

*Single Storey Extension no deeper than 3.5m on the boundary and an adequate area. No overlooking.*

Unacceptable Rear Extension

*Two-storey rear extension exceeds 2.0m depth. Overlooking of adjacent property and unsightly, flat roof. Garden reduced to less than 11m depth.*



**Side extensions**

- 3.7 Side extensions should be set back at least 1m from the side boundary. This is particularly important in the case of two-storey extensions since, if adjacent dwellings were both extended up to the side boundary, it would create a “terracing” effect which would destroy the existing character of the area. If the area is spacious in layout and the buildings are large, a space greater than 1m may well be necessary to avoid an appearance of overdevelopment and a cramped effect. There can also be problems of loss of daylight to adjoining properties. On corner plots, side extensions may obstruct the view of car drivers and highway safety requirements will need to be looked at carefully.
- 3.8 Side extensions being clearly visible from the road should be designed to closely match the existing dwelling. In particular they should have a roof in keeping with the existing dwelling which, in most cases, will mean a pitched roof. False mono-pitched facades are not acceptable on the front elevation only; they may occasionally be acceptable if they run around all sides of the extension. The

extension should usually be set back slightly from the main front wall of the dwelling to create a visual break and ensure the extension is subordinate to the main dwelling and to avoid difficulty in matching wall and roof materials. Very wide side extensions should normally be avoided since they would usually be out of scale with the existing dwelling and spoil its proportions.

Side Extensions

*Should leave at least a one metre gap between boundaries to avoid a "terracing" effect*

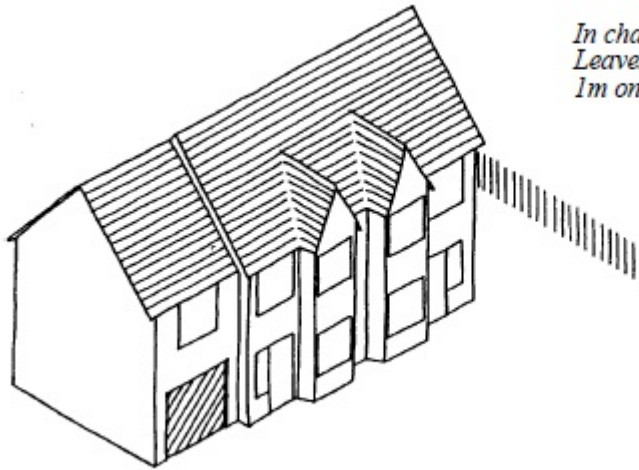


3.9 The criteria relating to principal windows (and in some circumstances the retention of rear gardens), described in paras 3.4 and 3.5 above in relation to rear extensions should also be applied in the case of side extensions.

3.10 If, as the result of a side extension, a parking space (or garage) would be lost, this may need to be replaced elsewhere within the curtilage of the dwelling.

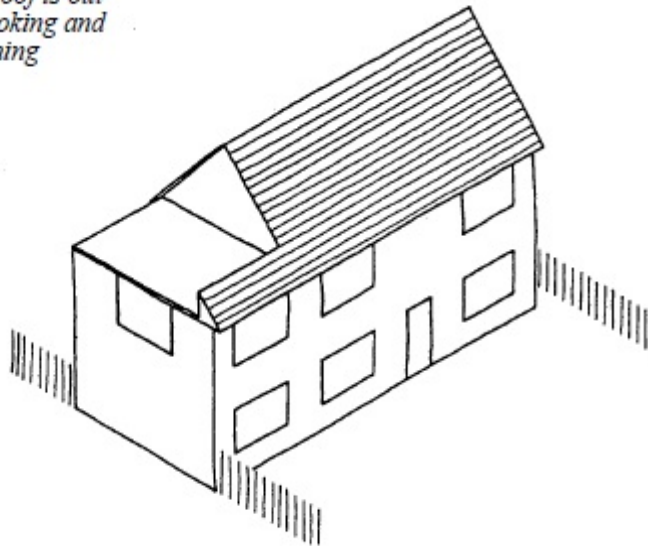
#### Acceptable Side Extension

*In character with house.  
Leaves a gap of at least  
1m on the boundary.*



#### Unacceptable Side Extension

*False mono-pitched roof is out  
of character. Overlooking and  
overbearing of adjoining  
property.*



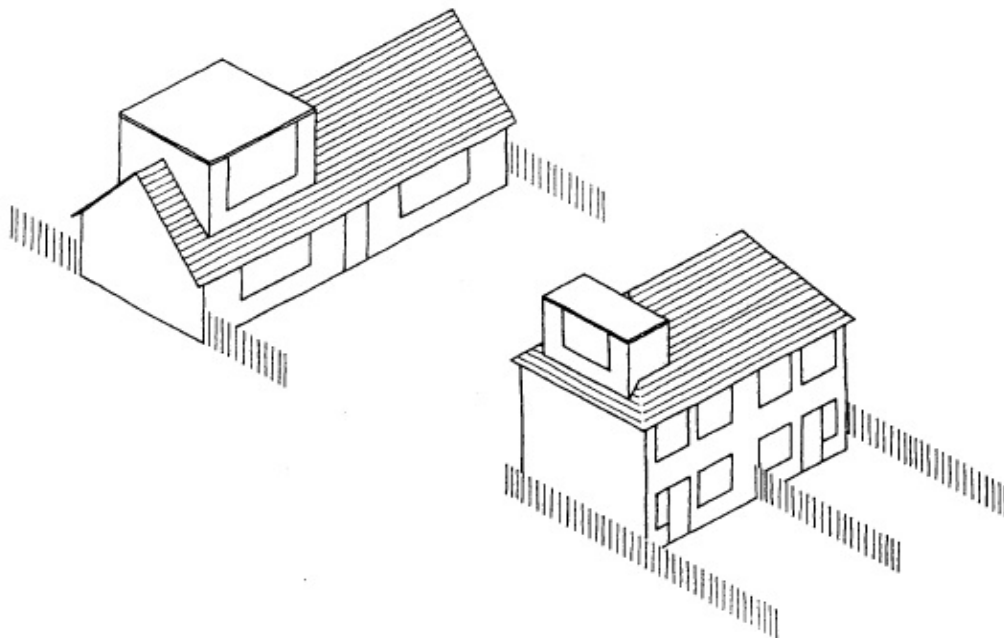
### **Dormers and Roof extensions**

- 3.11 Rear dormers and other roof alterations like hip-to-gable extensions may be able to be carried out as permitted development. Where permission is required, they should not be so large that they over-dominate the dwelling, resulting in a top heavy “box-like” appearance. They should be kept well below the ridge level of the existing roof and should not project as far as the walls of the house. A large amount of the original roof should still be clearly visible. Dormers should not “wrap-around” more than one face of a roof and should not normally be located on the side of a hipped roof. The appearance of roof lights will often be more acceptable. Where the existing roof space is of inadequate size to accommodate the room(s) proposed without adding very large flat-roofed dormers, permission will not normally be granted.

3.12 The windows in dormers should be similar in style and proportion to those on the original dwelling. On older-style properties small hipped or gable roofed dormers are usually preferable to flat-roofed dormers. Two small dormers will often be more acceptable than one large one, provided they are of sufficient distance apart. In some locations, front dormers may not be acceptable if for example they would spoil the special character of a Conservation Area or if there are currently no other front dormers present in a particular street scene.

*Unacceptable Dormers*

*Out of scale with original dwelling and windows*



3.13 Where dwellings are less than 22m from principal windows of dwellings to the rear, dormers are unlikely to be acceptable as they would cause an excessive degree of overlooking. This is particularly so in areas characterized by bungalows where no overlooking exists at present.

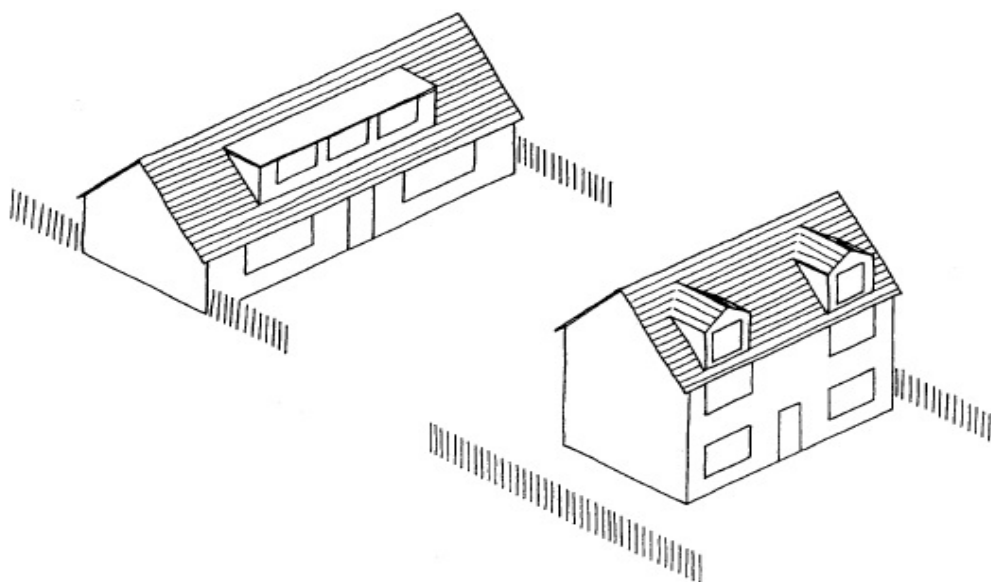
3.14 Where permission is required, roof extensions should respect the scale, character and appearance of existing dwellings. In some instances, the enlargement of a hipped roof into a gable or half-gable end may respect the proportions of a property more than adding dormers. However, the acceptability of the resulting

lack of symmetry would depend on the visual quality and character of the area. In particular, the extension of a hipped roof into a gable end on a semi-detached dwelling would not usually be considered favourably, especially in the case of a two-storey house. The cumulative effect of a combined roof extension and dormers is unlikely to be acceptable since the resulting works would probably be out of scale and proportion with the original dwelling.

***Front extensions, front porches and canopies***

*Acceptable Dormers*

*In scale with original dwelling and windows.*

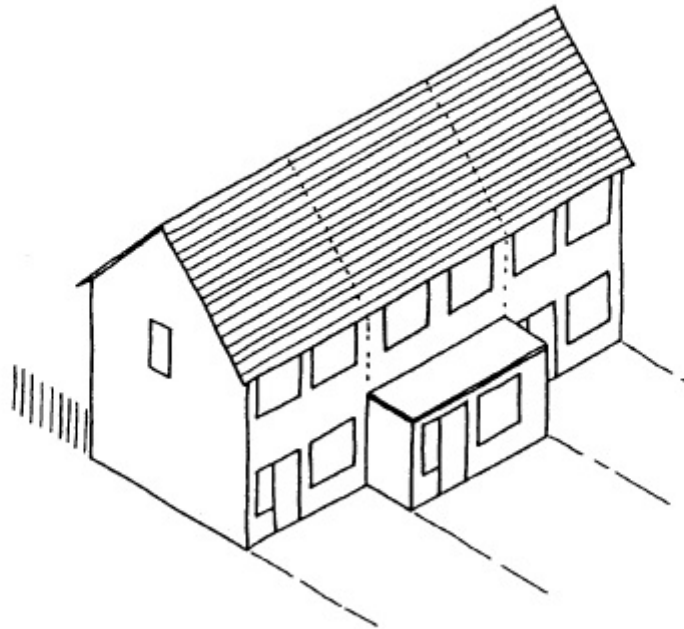


- 3.15 Small porches and canopies do not usually require planning permission. Where porches do require permission they will be considered on a similar basis to any other front extension.
- 3.16 Front extensions are particularly difficult to incorporate successfully with the existing house and streetscene. They should not usually extend significantly beyond the “building line”, or abut side boundaries. For this reason, front extensions on terraced properties (other than small porches) will not usually be allowed. In the case of semi-detached or detached dwellings, front extensions will only be allowed where the extension can be successfully assimilated into the streetscene and not unduly affect neighbours. Windows in side elevations of front extensions, which are close to and overlook neighbouring properties, will not usually be allowed.



Unacceptable Front Extension

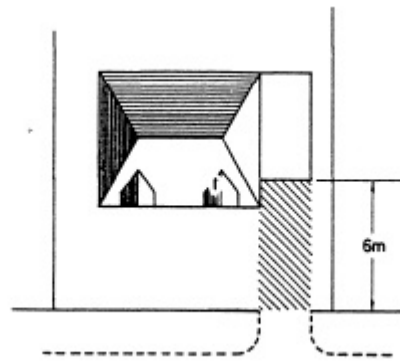
*Detrimental to visual and  
residential amenity*



**Garages**

- 3.17 Garages attached to dwellings should be in sympathy with the design and scale of the dwelling concerned and similar considerations will apply as in the case of other side extensions.
- 3.18 Detached garages, where clearly visible from the public highway, should usually reflect the style and character of the dwelling and not be excessive in scale. Flat roofs for prefabricated non-matching garages may be acceptable in positions more concealed from public view.
- 3.19 There should be a hardstanding of 6m in length in front of a garage so that cars waiting to enter will not obstruct the highway (pavement or road) and also to provide sufficient external space for cleaning and maintenance purposes.



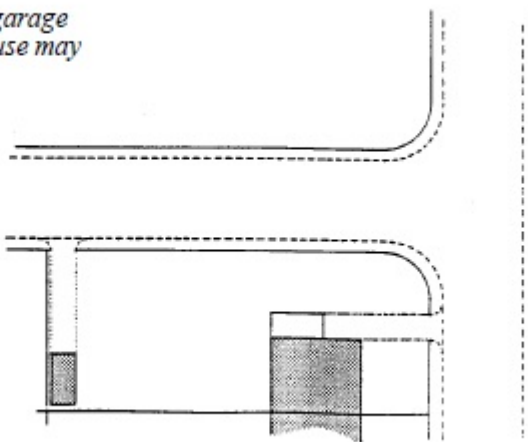


Garage Extensions  
*should have a  
 6m hardstanding in front*

- 3.20 On corner plots a garage should usually be situated as far from the corner as possible in the interests of highway safety. In some cases therefore a garage adjacent to the house would be unacceptable and it may be necessary to locate it at the rear of the garden instead.

Location of Garage

*on corner plots a garage  
 adjacent to the house may  
 be unacceptable.*



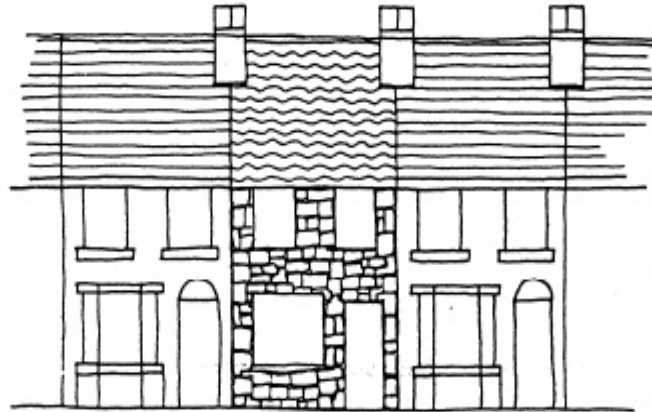
**Other Alterations**

- 3.21 The carrying out of repairs or other minor alterations in an unsympathetic way can seriously affect the appearance of a dwelling. Replacement windows, doors or roofs should be chosen to reflect the character and style of the dwelling and the streetscene. The removal of a bay window is unlikely to be acceptable on a terraced house where its removal would affect the appearance of the whole terrace. For similar reasons the addition of stone cladding to a terraced or semi-detached house is visually unacceptable.

3.22 The addition of a balcony to a property anywhere near the boundary would be likely to lead to problems of overlooking. Balconies on terraced or semi-detached properties will therefore usually be resisted.

#### Alterations

*Unsympathetic to style and character of terrace*



3.23 The removal or addition of boundary walls or fences can have a significant effect on the character of an area. In older areas flint walls or wrought iron fences and gates should be retained. In modern, open-plan estates the addition of boundary walls or fences at the front of dwellings can be out of character and may be prevented by either a restrictive covenant or a condition on the planning permission.

3.24 Where an extension is proposed for a “granny annex” it will be required to have an inter-connecting door with the main house. In other respects it will be assessed on the same basis as any other extension. Detached “granny annexes” may be acceptable but if they are self-contained and result in an independent area of living accommodation then a legal agreement is likely to be necessary to tie the annex to the main house to prevent it from being sub-divided or sold separately.

## **4. Conclusions**

4.1 It is hoped that this Development Management Standard has been of some assistance in helping you to consider the different types of extensions or alterations you may wish to make to your house or bungalow.

4.2 Where planning permission is required for an extension you may wish to discuss

it with a planning officer before submitting a formal application. If this is the case you should contact the Development Management section by email: [planning@adur-worthing.gov.uk](mailto:planning@adur-worthing.gov.uk) or complete the householder enquiry form on the Council's website: <https://www.adurworthing.gov.uk/planning/applications/di-i-need-permission/>

- 4.3 Once planning permission has been granted, and in many cases where planning permission is not needed, it may be necessary to notify the Council under the Building Regulations. Queries on this matter should be directed to the Building Control section.

**FOR FURTHER INFORMATION OR ADVICE PLEASE CONTACT THE DEVELOPMENT  
MANAGEMENT SECTION**

## Appendix 1 – Garden Area

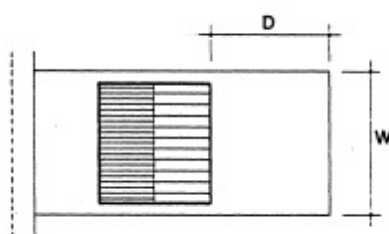
The area required for a rear garden depends on the size of dwelling that it is proposed to serve. The table below summarises the Council's requirements for dwellings.

Dwelling Type	Garden Area Requirement (square metres)
2-bed terraced dwelling	50
3-bed terraced dwelling	65
Small semi-detached and detached dwelling (up to 3 bedrooms)	85
Large semi-detached and detached dwelling (4 bedrooms or over square 120m)	100

It should be noted that the rear garden size for dwellings is calculated by multiplying the depth from the house to the rear boundary by the width of garden (assuming a rectangular garden). However, where a side garden is over 3m in width, and is enclosed by screen walls to ensure privacy, it can be added to the rear garden area.

### Garden Area

$$\text{Area} = D \times W$$



Where a side garden is over 3m wide and enclosed by screen walls it can be included in area

### Garden Area with Side Garden

$$\text{Area} = (D \times W) + (d \times w)$$

