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| Report Title: | Consultation on Draft Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD). | | |
| Report to: | O&S | Date: | 9 Feb 2026 |
| Report of: | Head of Planning | Cabinet Portfolio | Planning |
| Cabinet Lead Member | Cllr Alyson Barnes | Wards Affected | All |
| Key Decision: | No | Forward Plan | General Exception <input type="checkbox"/> Special Urgency <input type="checkbox"/> |
| Integrated Impact Assessment: | | Required: No | Attached: No |
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| Valley Plan Priorities | Thriving Local Economy - This involves securing new inward investment, creating a sustainable economy, matching local skills with future job opportunities, and supporting town centres as unique destinations. | X |
| | High Quality Environment: This includes having a "clean and green" local environment, reducing the borough's carbon footprint, improving waste and recycling rates, and delivering new homes with a good mix of housing tenures. | X |
| | Healthy & Proud Communities: This priority focuses on improving the health and physical/mental wellbeing of residents, reducing health inequalities, ensuring access to better leisure facilities and health services, and fostering a sense of pride in the community. | X |
| | Effective & Efficient Council: The aim is to provide good quality and responsive services, embrace new technology, be a financially sustainable council with a commercial outlook, and ensure sound governance. | X |

1. PURPOSE OF THE REPORT & EXECUTIVE SUMMARY

- 1.1 The Council's current Alterations and Extensions to Residential Properties was adopted in 2008. Since then, there have been a number of national planning policy and legislation changes, and the adoption of the Rossendale Local Plan in December 2021.
- 1.2 This SPD will provide guidance to householders for planning applications to alter or extend their home, and will be a material consideration in assessing planning applications. Where permitted development rights exist and planning consent not required, the SPD will provide good practice to help ensure neighbour amenity is maintained and local character is retained.
- 1.3 The proposed amendments have been discussed with the Council's Development Control planners and will be consulted on in line with the Regulations, prior to adoption by Cabinet.

2. RECOMMENDATION(S)

- 2.1 That Overview and Scrutiny Committee review and comment on the Supplementary Planning Document and consultation prior to consideration of the document at Cabinet.

2 BACKGROUND & REASON FOR THE DECISON

3.1 Rossendale Borough Council formally adopted the Supplementary Planning Document (SPD) on the subject of “Alterations and Extensions to Residential Properties” on 18th June 2008 under Regulations 16 and 19 of the Town & Country Planning (Local Development) (England) Regulations 2004.

3.2 Since then, there have been a number of changes which relate to design. This includes amendments to the General Permitted Development Order (GPDO) 2015 as amended¹), the introduction of the National Planning Policy Framework (NPPF) in 2012 and subsequent reviews, updates of the national Planning Practice Guidance (PPG), and the publication of the National Design Guide in 2019. The Government is currently consulting until March 2026 on a further review of the NPPF and on the Design and Placemaking Planning Practice Guidance.

3.3 Design is a key focus of the Government’s planning reform agenda, particularly for new development. Even minor changes and additions to existing properties can have an impact. Householder planning applications represent a significant proportion of the planning applications received by Rossendale BC and the impact of unsympathetic alterations or extensions to houses can affect neighbour amenity as well as the overall character of areas.

3.4 SPDs are produced to add detail to the policies included in the adopted Local Plan. Policy ENV1 promotes “High Quality Design in the Borough”. The Council has also adopted a Climate Change SPD.

3.5 Although imminent, the Regulations are still awaited, which will enable the plan-making reforms to be implemented. MHCLG issued “Plan-making regulations explainer” on 27 November 2025 “so that LPAs can see the direction of travel for the new plan making system”. It has been clear for some time that Supplementary Planning Documents will not form part of the new approach. Instead, local planning authorities will produce Supplementary Plans, which will be required to undergo formal examination and will form part of the development plan.

3.6 Nevertheless, existing SPDs will remain in force until a new style local plan is adopted. The “Plan-making regulations explainer” confirms the final adoption date for new SPDs will be 30 June 2026.

3.7 The procedure to adopt an SPD is set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). This requires a minimum 4-week public consultation. The responses will be published and used to inform the final draft which will be taken to Cabinet for approval.

3.8 The principal changes to the current SPD are summarised below:

- Updates to the introductory and supporting text to refer to the relevant policies in the adopted Rossendale Local Plan (2019 to 2036), other local planning policy documents and guidance, and national planning policy. Also included is advice on the need for planning permission and the role of Lawful Development Certificates to confirm if consent is required.
- The general guidance has been updated. It now refers to situations where high quality contemporary design may be acceptable. It also provides details about the colour of render, use of appropriate materials, lighting, reprovision of natural features where they

¹ [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)

may be unavoidably lost, accessibility, and ensuring bin storage does not detract from the street scene.

- Various amendments and updates have been made to the detailed guidance including details for separation distances, appropriate roof styles, conservatories, and scale and proportion.
- There is further detailed guidance for ancillary family annexes and new guidance for garage conversions.
- The guidance for garages and parking, which would result in a loss of garden space, has been updated: hard, impermeable surfaces should be avoided and planting/landscaping schemes used to reduce flood risk.
- There is new guidance for storage of refuse bins and recycling containers.
- The sections on 'Other Considerations' and 'Contact Details' have been updated.

3.9 Officers in the Council's Development Control team have already been consulted. Further consultation will take place, in line with the current Regulations, in particular with local planning agents, and comments will be sought from members on the Council's Development Control Committee. The 1,500 people on the Council's planning policy consultation database will also be contacted.

Summary

3.8 Although SPDs are being phased out, it is expected that any in force prior to 30 June 2026 will remain a material consideration in the determination of planning applications, until the new Local Plan is adopted.

3.9 As a result, it is considered appropriate to update the Alterations and Extensions to Residential Properties SPD. As explained above, this was adopted in 2008 and is in need of being updated. This will enable the Council to continue to determine applications that involve extending or altering people homes to ensure that neighbour amenity is maintained and that the character of areas is not eroded by unsympathetic development.

4.0 RISK

4.1 The policy will be consulted on with stakeholders, including planning agents, statutory consultees and local residents. On adoption, the SPD will be open to challenge in the period immediately post adoption. Planning decisions that are made using this policy as a reason for refusal can be appealed and this policy could be scrutinised by Planning Inspectors. Nevertheless, the risk associated is considered to be outweighed by the need to issue updated guidance to ensure a high quality of design is delivered and the amenity of neighbouring occupiers is maintained.

5.0 SECTION 151 OFFICER COMMENTS (FINANCE)

5.1 There are no additional financial implications arising from this report.

6.0 MONITORING OFFICER COMMENTS (LEGAL)

6.1 Legal implications are covered in the body of the report. Consultation on the Draft SPD will be undertaken for a period of at least four weeks, with any comments received set out in a Consultation Statement and included as appropriate in the final document that is recommended for adoption.

7.0 INTEGRATED IMPACT ASSESSMENT IMPLICATIONS

7.1 The planning guidance will apply equally to all socio-economic groups and those with protected characteristics. No implications.

8.0 POLICY/STRATEGY FRAMEWORK IMPLICATIONS

8.1. The SPD will form part of the planning guidance that is used to assess planning applications, specifically those that apply to the alteration or extension of residential properties within Rossendale. The SPD will be consulted on for a period of at least four weeks.

9.0 LOCAL GOVERNMENT REORGANISATION IMPLICATIONS

9.1 It is expected that the Rossendale Local Plan (2019-2036) will remain in force until it is replaced by a new Local Plan for the area. As such this SPD will apply to the area of Rossendale until a new Local Plan is adopted, or if the SPD is updated, revoked or successfully challenged. The SPD may be reviewed in the future to ensure it aligns with strategic objectives and planning policies of the new Local Planning Authority, once established, although it is likely that such considerations will be set out in a different document.

9.2 As well as the re-organisation of local government, it is also expected that an authority will be established which will have responsibility for strategic plan-making and be expected to produce the Spatial Development Strategy for the sub-region.

10. BACKGROUND PAPERS

10.1 The Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) Draft for Consultation (dated January 2026) – attached.



Alterations and Extensions to Residential Properties

Draft Supplementary Planning Document (SPD) for Public Consultation

February 2026



A High Quality Environment

Alterations and Extensions to Residential Properties SPD

Contents

| | |
|---|----|
| Background Information..... | 4 |
| 1.0 Introduction..... | 5 |
| 1.1 Purpose of the SPD..... | 5 |
| 1.2 Do You Need to Apply for Planning Permission/Building Regulations?..... | 7 |
| 2.0 General Guidance for All Domestic Extensions..... | 9 |
| 2.1 Separation Distances..... | 10 |
| 3.0 Detailed Guidance..... | 11 |
| 3.1 Single-Storey Side Extensions..... | 11 |
| 3.2 Single-Storey Rear Extensions..... | 11 |
| 3.3 Front Extensions/Porches and Canopies..... | 12 |
| 3.4 Conservatories..... | 12 |
| 3.5 Two-Storey/First Floor Side Extensions..... | 13 |
| 3.6 Two-Storey Rear Extensions..... | 14 |
| 3.7 Extensions to Three-Storey Dwellings or Above and Apartments..... | 14 |
| 3.8 Dormer/Roof Extensions..... | 15 |
| 3.9 Outbuildings..... | 16 |
| 3.10 Ancillary Family Annexes..... | 16 |
| 3.11 Garages/Car Ports/Parking Spaces and Garage Conversions..... | 17 |
| 3.12 Garden Space and Forecourts..... | 18 |
| 3.13 Balconies..... | 20 |
| 3.14 Storage of Refuse Bins and Recycling Containers..... | 20 |
| 3.15 Renewable Energy Technologies..... | 21 |
| 4.0 Other Considerations..... | 22 |
| 5.0 Further Advice & Contacts..... | 26 |
| Appendix 1 – The 45° Rule..... | 27 |
| Appendix 2 – Details Required for Planning Applications..... | 28 |

Alterations and Extensions to Residential Properties SPD

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| Responsible Service | Planning | Version/Status | |
| Responsible Author | Louise Kirkup | Date Agreed/ Agreed At | |
| Date last Amended | 29.01.2026 | Due for Review | |
| <p>Rossendale Borough Council is committed to encouraging equality, diversity and inclusion to eliminate unlawful discrimination. To support this other format of this document are available upon request. Please contact PeopleandPolicy@rossendalebc.gov.uk.</p> | | | |

Background Information

1. Supplementary planning documents (SPDs) build on and provide more detailed advice or guidance on policies in an adopted local plan. They contain useful information for applicants, architects and planning agents when submitting planning applications. SPDs cannot introduce new planning policies but are a material consideration in decision-making. They should not add unnecessarily to the financial burdens on development.
2. This Alterations and Extensions to Residential Properties SPD replaces the previous version, which was adopted by Rossendale Borough Council on 18th June 2008. It has been prepared in accordance with Regulations 11 to 16 of the Town and Country Planning (Local Planning) (England) Regulations 2012¹ which set out the requirements for producing Supplementary Planning Documents.
3. The SPD provides more detailed guidance to support adopted Rossendale Local Plan 2019 to 2036 Policy HS9: House Extensions. Strategic Policy ENV1: High Quality Development in the Borough will also apply insofar as it applies to small scale householder development for alterations and extensions. Other policies in the Local Plan may also be relevant to some proposals and these are signposted in the relevant sections of the SPD.
4. In addition to relevant policies in the adopted Local Plan, proposals are also expected to address the design policies and guidance contained in area specific planning documents where they apply to the development concerned. These include the following:
 - Edenfield Neighbourhood Plan 2021 – 2036, April 2025 including Appendix 3 Design Code Report²
 - Land West of Market Street Edenfield (Allocation H66) Masterplan and Design Code, June 2024³
 - Conservation Area Appraisals and Management Plans for each of the conservation areas – see the Conservation page of the Council's website⁴.
5. National planning policy is set out in the National Planning Policy Framework (NPPF), other policy documents and written ministerial statements. The NPPF⁵ promotes well-designed, healthy, inclusive and sustainable places and is supported by National Planning Practice Guidance. The National Model Design Code (Parts 1 and 2) provide detailed guidance on the production of design codes, guides and policies to promote successful design and The National Design Guide illustrates how well-designed places that are beautiful, enduring and successful can be achieved in practice including for Homes and Buildings⁶. The Government is proposing to consolidate the existing guidance documents into a single streamlined resource, the draft Design and Placemaking PPG. The NPPF is also out for consultation⁷.

¹ <https://www.legislation.gov.uk/uksi/2012/767/regulation/8/made>

² <https://www.rossendale.gov.uk/downloads/file/19112/edenfield-neighbourhood-plan-made-april-2025>

³ <https://www.rossendale.gov.uk/downloads/file/18517/land-west-of-market-st-edenfield-h66-masterplan-design-code-v5->

⁴ <https://www.rossendale.gov.uk/heritage/heritage-1/3>

⁵ <https://www.gov.uk/government/publications/national-planning-policy-framework--2>

⁶ Alterations to both the NPPF and PPG are currently out for consultation and expected to be updated in spring 2026.

⁷ https://www.gov.uk/housing-local-and-community/planning-reform#policy_and_engagement

Alterations and Extensions to Residential Properties SPD

1.0 Introduction

1.1 Purpose of the SPD

1. This SPD is aimed at applicants considering domestic extensions and other alterations, their architects/plan-drawers and all others involved in the siting and design of extensions and alterations of homes. It contains the general principles and guidelines that the Council will use to assess such proposals when planning applications are submitted. In addition the principles in the SPD should be considered as best practice and applied wherever possible to developments when planning consent is not required.
2. Whilst these guidelines seek to provide some clarity on this issue, **all proposals will be considered on their individual merits**, and the Council acknowledges that there may be certain circumstances where the standards are not applicable; particularly where the house is a Listed Building or a conversion from a traditional agricultural building. In cases where proposals would affect a heritage asset, applicants should refer to Local Plan Policy ENV 2: Historic Environment. Please be aware that changes to listed buildings usually require listed building consent. If the proposal is in or would impact on a Conservation Area, schemes should refer to the relevant Conservation Area Appraisal and Management Plan.
3. The SPD provides supplementary guidance to **Policy HS9: House Extensions** in the Rossendale Local Plan 2019 to 2036 adopted 15th December 2021:

Policy HS9: House Extensions

Permission will be granted for the extension of dwellings provided that the following criteria are satisfied:

- a) The extension respects the existing house and the surrounding buildings in terms of scale, size, design, fenestration (including dormer windows) and materials, without innovative and original design features being stifled;
- b) There is no unacceptable adverse effect on the amenity of neighbouring properties through overlooking, loss of privacy or reduction of daylight;
- c) The proposal does not have an unacceptable adverse impact on highway safety; and
- d) In the case of the Green Belt or the Countryside, the proposed extension should not result in a disproportionate increase in the volume of the original dwelling.

4. In addition, Policy ENV1 promotes high quality design in development:

Strategic Policy ENV1: High Quality Development in the Borough

All proposals for new development in the Borough will be expected to take account of the character and appearance of the local area, including, as appropriate, each of the following criteria:

Alterations and Extensions to Residential Properties SPD

- a) Siting, layout, massing, scale, design, materials, lighting, building to plot ratio and landscaping;
- b) Safeguarding and enhancing the built and historic environment;
- c) Being sympathetic to surrounding land uses and occupiers, and avoiding demonstrable harm to the amenities of the local area;
- d) The scheme will not have an unacceptable adverse impact on neighbouring development by virtue of it being over-bearing or oppressive, overlooking, or resulting in an unacceptable loss of light;- nor should it be adversely affected by neighbouring uses and vice versa;
- e) Link in with surrounding movement patterns, encourage permeability and reflect the principles of “Manual for Streets”;
- f) Not prejudice the development of neighbouring land, including the creation of landlocked sites;
- g) Demonstration of how the new development will connect to the wider area via public transport, walking and cycling;
- h) Minimising opportunity for crime and malicious threats, and maximising natural surveillance and personal and public safety;
- i) Providing landscaping as an integral part of the development, protecting existing landscape features and natural assets, habitat creation, providing open space, appropriate boundary treatments and enhancing the public realm;
- j) Including public art in appropriate circumstances;
- k) There is no adverse impact to the natural environment, biodiversity and green infrastructure unless suitable mitigation measures are proposed and the Council will seek biodiversity net gain consistent with the current national policy;
- l) That proposals do not increase the risk of flooding on the site or elsewhere, where possible reducing the risk of flooding overall, having regard to the surface water drainage hierarchy;
- m) A Development Brief or Design Code (as appropriate) will be required to support major new development and smaller proposals as appropriate (this document will be proportionate to the size of the scheme). Such documents should set out the design principles, the appropriateness of the development in the context of the area and consideration of innovative design;
- n) Where appropriate applications shall be accompanied by an independent Design Stage Review;
- o) Making provision for the needs of special groups in the community such as the elderly and those with disabilities;
- p) Consideration of Health impacts, including through a Health Impact Assessment for major developments, looking particularly at effects on vulnerable groups, and identification of how these may be mitigated;
- q) Designs that will be adaptable to climate change, incorporate energy efficiency principles and adopting principles of sustainable construction

Alterations and Extensions to Residential Properties SPD

including Sustainable Drainage Systems (SuDS); and
r) Ensuring that contaminated land, land stability and other risks associated with coal mining are considered and, where necessary, addressed through appropriate investigation, remediation and mitigation measures.

5. Other Local Plan Policies which contain design guidance on particular topics related to the natural environment include Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks, Policy ENV5: Green Infrastructure Networks, Policy ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality and Policy ENV10: Trees and Hedgerows.
6. There is also additional information on other considerations in Section 4 relevant to planning applications for alterations and extensions which should be read in conjunction with the policies set out in this SPD. Prior to submitting a planning application, advice can be obtained by contacting Rossendale Borough Council's Development Control Team (see Section 5) and it is strongly advised that proposals are discussed in advance of a formal planning application, using the Council's pre-application service.
7. Rossendale Borough Council will notify your neighbours of any planning applications and it is advised that you consult with your neighbours yourself before submitting a planning application.

1.2 Do You Need to Apply for Planning Permission/Building Regulations?

1. Not all works to houses require planning permission. Homeowners may have certain rights to extend their home without the need to first apply for planning permission. These rights are contained in [The Town and Country Planning \(General Permitted Development\) \(England\) Order 2015](#)⁸ and are referred to as 'Permitted Development'.
2. Interpretation of the Order can be quite complicated. Should you be unsure if your property benefits from permitted development rights, or if the proposed works require planning consent, you can apply for a Lawful Development Consent. This will confirm formally if planning permission is required. Even if planning permission is not needed, it is often useful to have any works confirmed via this process as it should make it easier to sell your home.
3. In some circumstances additional permission must be sought, for example Listed Building Consent; and Scheduled Monument Consent. Further information about this can be found on the [Heritage](#) page of the Council's website (www.rossendale.gov.uk/heritage) .
4. Some dwellings may have had their Permitted Development rights removed (for example through an [Article 4 Direction](#)⁹) or have certain conditions attached and therefore planning permission may be required to carry out an extension regardless of its size. You can apply for

⁸ <https://www.legislation.gov.uk/ukssi/2015/596/contents>

⁹ <https://www.rossendale.gov.uk/planning-building-control/planning/6>

Alterations and Extensions to Residential Properties SPD

a planning history to search to check this, or alternatively apply for a Lawful Development Certificate, if you are unsure or unable to confirm this on the Council's website.

5. Should you require written confirmation that your specific proposals do not require planning permission it will be necessary to submit an application to the Council for a Lawful Development Certificate ([Town and Country Planning Act 1990; Part VII; Certificate of lawful use or development \(as amended\)](#) and [Town and Country Planning \(General Development Procedure\) Order \(England\) 2015](#) for which a fee is payable.
6. In addition to planning permission (and in some cases where planning permission is not required), most structural alterations or extensions to dwellings will require Building Regulations Approval. Advice on this issue can be obtained from the Council's Building Control Team and a contact is given at the back of this guidance (see Section 5).
7. Further information and advice on both Planning and Building Control Regulations can be found on the Council's web site <https://www.rossendale.gov.uk/planning-building-control> .
8. Applicants should also be aware that planning permission does not bestow a right to build. Other issues, such as landowner's consent, other legislation and the specific deeds of a property will need to be considered.

2.0 General Guidance for All Domestic Extensions

A frequent problem with domestic extensions is when incompatible designs and materials are proposed, resulting in a poor relationship with the original building or street scene. These issues are likely to be even more important where changes are proposed to houses in or near to Conservation Areas and Listed Buildings. Therefore, any application for a domestic extension will be expected to incorporate the following general design principles:

General Guidance

- A. The proposal achieves a high standard of design which either gives the appearance of the extension being part of the original building, or which demonstrates high quality contemporary design provided it is sympathetic to the original building and local context.
- B. Specific features, such as doors, windows and roof style and eaves match the proportion, shape, size, alignment, rhythm and architectural integrity of the original dwelling.
- C. Materials and colours and tone of rendering are chosen to complement the original building. Natural materials such as stone and slate are preferred, particularly where this is characteristic, such as in areas of traditional stone housing.
- D. Design, massing, bulk, height, detail, proportion, scale and style of the original building are respected, so that the extension is subservient to the original building and does not dominate it.
- E. The character of neighbouring properties is protected through appropriate siting, and the avoidance of excessive bulk, ill-matched materials or inconsistent design.
- F. The proposal does not detract from the appearance of the street-scene or general character of the surrounding area.
- G. The amount of daylight and sunlight enjoyed by neighbouring properties is not significantly reduced during daylight hours.
- H. Any new external lighting is sited and designed sensitively to avoid unnecessary light pollution and disturbance to neighbours and wildlife at night time.
- I. The privacy of neighbouring properties is not invaded by direct overlooking from windows or balconies.
- J. There is no significant or unacceptable reduction in the amount of usable and private amenity space for the property or any adjacent or neighbouring property.
- K. The outlook of neighbouring properties is not significantly harmed.
- L. The extension is accessible and does not interfere with the visibility of pedestrians, cyclists and drivers of vehicles.
- M. The scheme does not require the removal of, or damage to, significant or prominent trees, hedges, watercourses, ponds or any other natural landscaped features or where an unavoidable loss is proposed, there is adequate repositioning of such features within the curtilage of the property.
- N. Adequate off-street parking is maintained, particularly where additional habitable rooms are proposed.
- O. Adequate bin storage is maintained and does not detract from the street scene;
- P. The extension has reasonable regard to safety and security, including helping to design out crime.
- Q. New habitable rooms do not rely solely on obscure glazing or high-level windows.

Alterations and Extensions to Residential Properties SPD

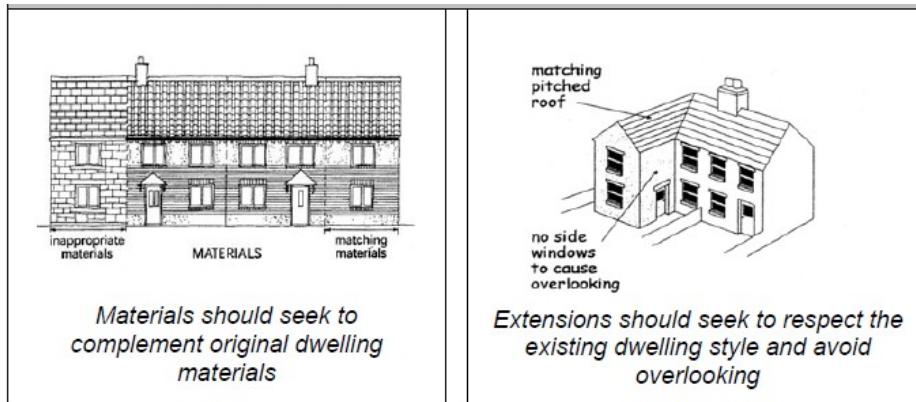


Diagram 1

Diagram 2

In addition to the above, the Council will take into consideration issues regarding local landscape and townscape character when determining applications, in accordance with Local Plan Policies ENV2: Historic Environment and ENV3: Landscape Character and Quality.

There may be circumstances where an alternative solution is preferable which would be more complementary to the original building. **Each application will be determined on its own merits.**

2.1 Separation Distances

The separation distance between dwellings is an important consideration in order to maintain adequate privacy distances and at the same time avoid overbearing relationships and undue loss of light and outlook. Therefore, the Council will require extensions to:

- A. Maintain a minimum distance of 20m between each habitable room¹⁰ window where the extension would directly face a neighbour's habitable room window or where a habitable room window would directly face another sensitive receptor.
- B. Maintain a minimum distance of 13m between a principal window of a habitable room in one property and the window of a non-habitable room or a two-storey blank wall of a neighbouring property.
- C. Maintain a minimum distance of 6.5m between a principal window of a habitable room in one property and a single storey blank wall of a neighbouring property.
- D. Maintain a minimum distance of 15m between the rear elevation of the extension and the garden boundary, unless this is unachievable.

In addition, where there is a significant change in levels or new accommodation is provided at a higher storey and this would result in, for example, principal windows of single storey extensions having the same effect as a two-storey extension, an extra 3m of separation for each 2.5m or one storey of height difference will be required.

¹⁰ A habitable room is a room in which a resident would normally expect to have reasonable levels of privacy for relaxation. This is normally taken to be a living room, dining room, bedroom or kitchen and not studies, work rooms, utility rooms, bathrooms, cellars or garages.

3.0 Detailed Guidance

The general principles set out in Section 2 should not be regarded in isolation and proposals should also be considered against the more detailed guidance outlined in this section for particular types of extension.

3.1 Single-Storey Side Extensions

- A. Flat roofed single storey side-extensions to properties with a pitched roof will not normally be permitted where they are clearly visible in the street scene.
- B. Single storey side extensions on corner plots should not normally occupy more than half of the available width of the side area or should normally leave a minimum of 2m from the highway to the side wall of the proposed extension, and should not extend beyond the building line of perpendicular streets. However, a lesser set back may be acceptable where the prevailing local character is typified by relatively shallow frontages.
- C. The extension should be set back from the front of the main building.

3.2 Single-Storey Rear Extensions

- A. Where the proposed extension would be on or within 1m of the party boundary of an adjoining property it should not normally project in excess of 3m beyond the rear wall of that property.
- B. Proposals for larger extensions (in excess of 3m) will not normally be permitted unless it can be demonstrated that the amount of daylight and sunlight enjoyed by neighbouring properties would not be significantly reduced as assessed against the 45° rule (see Appendix 1).
- C. Flat roofs should not be used as terraces or balconies without design measures and appropriate separation distances to protect the privacy of adjoining owners.



Diagram 3

Alterations and Extensions to Residential Properties SPD

3.3 Front Extensions/Porches and Canopies

Generally, there will be a presumption against extensions at the front of a property due to the need to protect the character of existing street scene. A small-scale extension to the front of a property may be acceptable and the most common proposals are for front porches. In addition to the advice in Section 2, applications for front extensions will be considered against the following principles:

- A. Front extensions generally will only be acceptable where the front garden is unusually deep and the extension maintains the prevailing building line of the street. Proposals which project excessively from the original front wall will not be permitted
- B. Existing architectural features, such as bay windows, stonework, materials and traditional detailing should not be harmed and proposals should avoid introducing new or incongruous features that are at odds with the character of the original house.
- C. The size, shape and roof style should respect the height and proportions of the original dwelling.

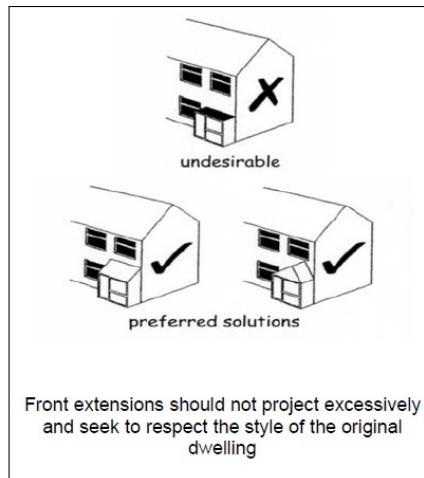


Diagram 4

3.4 Conservatories

For the avoidance of doubt, a conservatory is classified as being an extension to a dwelling in planning terms and is, therefore, subject to the same guidance and advice contained in this note. In addition to the advice in Section 2 and paragraphs 3.1 and 3.2 applications for conservatories will be considered against the following principles:

- A. Where a conservatory would otherwise allow overlooking of a property to the side boundary of an adjacent dwelling, sufficient screening should be provided either through the use of obscure glazing, or by use of a solid side conservatory wall, or by a wall, fence or hedge.
- B. Side conservatories should not project beyond the principal elevation of the dwelling.

3.5 Two-Storey/First Floor Side Extensions

When assessing proposals for two-storey side extensions the Council will seek to prevent the loss of gaps between buildings (terracing effect), particularly where gaps are important to the visual character of the street scene. This is to prevent two-storey side extensions on semi-detached and detached dwellings creating the appearance of a terraced row of houses.

- A. Two-storey side extensions that would produce, or contribute to a future terracing effect will not be permitted. In order to prevent this, the Council will require the front elevation above ground floor level to be set back by at least 1.5m from the main frontage. However, in cases where there would be a gap maintained to the shared boundary, a lesser set back would be acceptable in accordance with Diagram 6;
- B. The ridge height of the extension roof should be set below the ridgeline of the original dwelling.
- C. Flat roofed extensions will not be permitted.
- D. Extensions on corner plots should be set back to respect the street scene of both main and perpendicular streets and should have suitable boundary treatments. They will normally be required to occupy not more than half of the available width of the side area or to leave a minimum of 2m from the highway to the side wall of the proposed extension.
- E. Extensions will not normally be permitted where they would project beyond a prescribed line that is determined by a 45° angle from the midpoint of an adjacent property's nearest window to a habitable room (see Appendix 1).
- F. Extensions should be in proportion to the original building and subservient in scale and form.

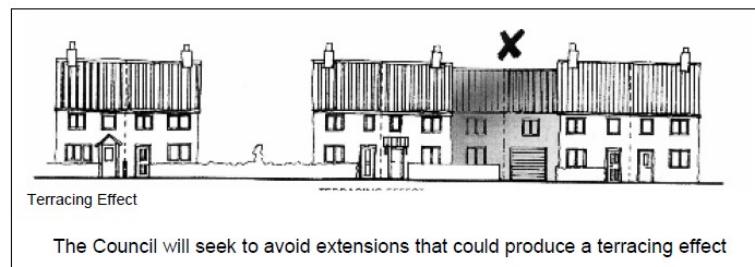


Diagram 5

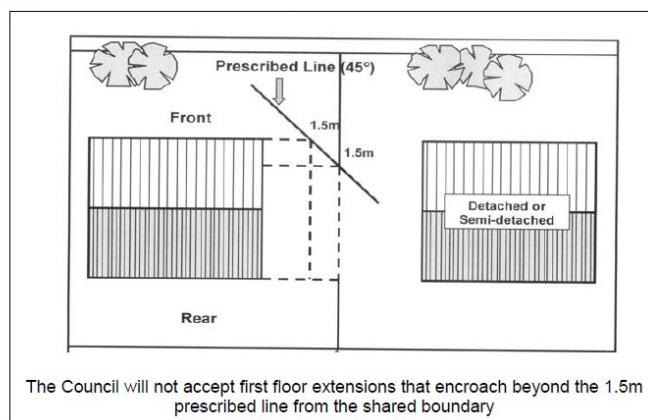


Diagram 6

3.6 Two-Storey Rear Extensions

In addition to the advice in Section 2 and 3.1 Separation Distances, all two-storey rear extensions should have regard to the following principles, particularly where an adjoining property has not been extended at ground floor:

- A. Where the extension would be on or attached to the boundary of an adjacent dwelling, and where there is a party wall, it should not normally project in excess of 1 metre from the original rear wall of the property. Beyond the 1 metre point the extension should not encroach beyond a 45° angle taken from the boundary at the 1 metre point (see Diagram 7).
- B. Roof design should match the roof of the original house and flat roofed extensions will not normally be permitted.
- C. Side windows to habitable rooms should be avoided to prevent overlooking unless they are above eye level (high) windows or obscure glazed, and are non-openable. For new habitable rooms however, relying entirely on obscure glazing or high-level windows is not acceptable.

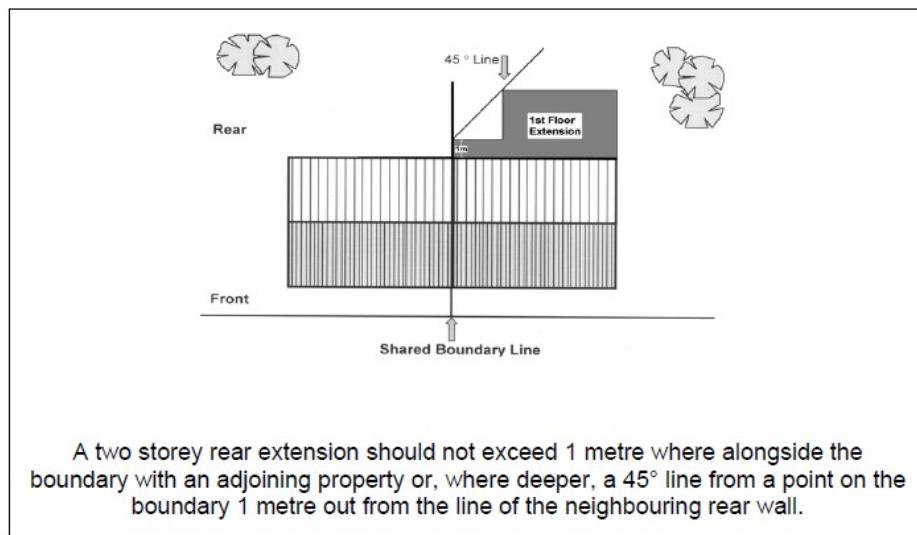


Diagram 7

3.7 Extensions to Three-Storey Dwellings or Above and Apartments

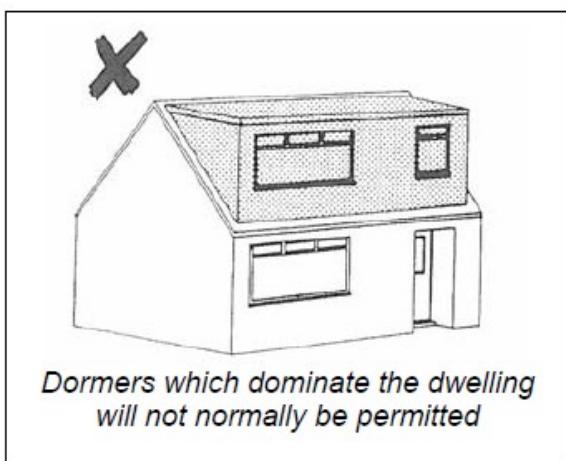
The above guidance concentrates on single storey and two-storey extensions. Although less common, proposals may come forward for domestic extensions on dwellings with three or more storeys (such as modern 'town houses' in new developments) and apartments.

Any proposals for extensions on such properties will be assessed against the general guidance and standards contained in this SPD including the impact on the original property, adjacent properties and the general street scene. Factors such as design, overlooking, overshadowing, materials, scale and outlook among others will be taken into consideration.

3.8 Dormer/Roof Extensions

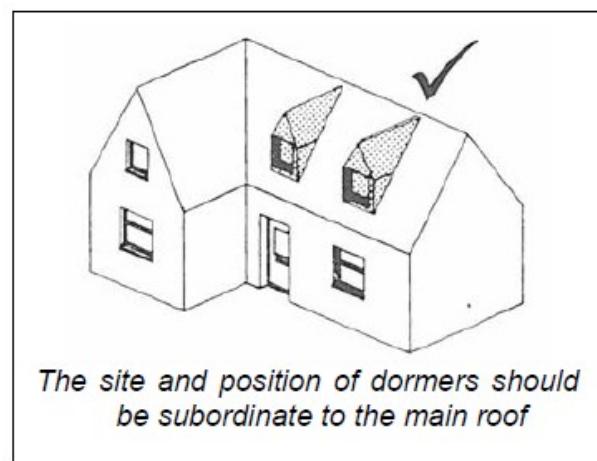
The Council will seek to ensure that proposals for dormer/roof extensions preserve the character of the street scene, especially where dormers on existing neighbouring properties are absent. Proposals for dormer/roof extensions will be assessed against the following principles:

- A. Proposals for new dormer windows on the fronts of dwellings will not be acceptable unless they are characteristic of the street scene.
- B. Materials for roof extensions should complement the existing roof material.
- C. Dormers should be subordinate to and in scale with the form and slope of the existing roof.
- D. A significant proportion of the original roof should remain intact.
- E. Gabled dormer extensions should not project above the original ridge line and the roof of the dormer should be 0.5 metres or more below the original ridge line.
- F. Dormers which wrap around the side ridges of a hipped roof are not acceptable.
- G. The face of a dormer should be set back by a minimum of 1m behind the original wall and sit above the eaves gutter line.
- H. Dormers should be set in by not less than 0.5 metres from side/party walls.
- I. Dormer windows should line up vertically with existing windows and match their glazing, frame colour, detailing, style and proportions. They should not normally be wider than their heights unless this is characteristic of the windows in the existing property.
- J. The Council will not normally approve proposals for a change from a similarly hipped roof to a gable end where the adjoining house has a hipped roof. Consideration will also be given to the predominant roof form in the surrounding area.
- K. Applicants may wish to consider roof lights as a more sympathetic alternative to bring natural light into an attic room. Where roof lights are provided, their size and layout should be appropriate to the scale of the existing roof and reflect the arrangement of windows below.



Dormers which dominate the dwelling will not normally be permitted

Diagram 8



The site and position of dormers should be subordinate to the main roof

Diagram 9

Alterations and Extensions to Residential Properties SPD

Dormer windows and roof extensions have a noticeable effect on the appearance of a dwelling or the street, due to their prominent position.

It will not normally be acceptable for dormers or roof extensions to be built up off any of the house walls or to exceed the height of the roof ridge, as such extensions dominate a house. Dormers should be designed to be subordinate to the original roof intact around it.

Dormer and roof extensions should preferably be located on rear roof slopes where they are less readily seen.

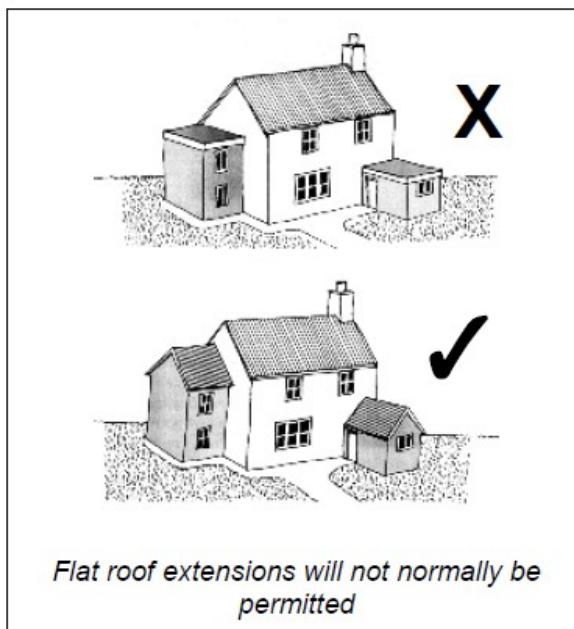


Diagram 10

3.9 Outbuildings

Where planning permission for outbuildings is needed (e.g. summer houses, sheds, green houses and garden rooms) proposals will be assessed with regard to the following principles:

- A. Outbuildings will not normally be allowed to the front of domestic properties (or side on corner plots) where they would be within 2m of the boundary; and
- B. They will be considered against the general principles included in this SPD including amenity concerns and visual dominance.

3.10 Ancillary Family Annexes

Proposals to build an ancillary family annexe will be considered on the individual merits of a scheme, having regard to the general advice contained within this SPD. In addition, the following principles will normally be applicable:

- A. The ancillary family annexe will remain ancillary to the original dwelling at all times.
- B. It will share private outdoor amenity space with the host dwelling and rely on the host dwelling for household services and facilities (for example laundry, internet etc.).
- C. It will not have separate vehicular access.
- D. It will have only one bedroom.
- E. The accommodation will be single storey or spread across a single floor.

The Council will seek to ensure that a separate housing unit is not being created that could be sold as a separate dwelling. In order to do this, the Council will apply a condition or an obligation to ensure the annexe remains part of the original dwelling.

3.11 Garages/Car Ports/Parking Spaces and Garage Conversions

In addition to the advice in Section 2, proposals for residential garages and car ports for the storage of vehicles that are over dominant in relation to the existing and surrounding properties will not be approved, particularly in prominent locations. Therefore, proposals will be assessed with regard to the following principles:

- A. New garages should be of an appropriate scale for the plot.
- B. Garages should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.
- C. Garages should have a minimum size of 6m x 3m for a single vehicle. They should provide enough space to store a car, to get in and out of the vehicle and for garage doors to open outwards or over a private driveway. Where possible there should be enough space at the rear or sides for bicycle storage.
- D. Garages should not be sited in the front garden and there should not be an unacceptable loss of garden area, boundary walls, hedges or trees.
- E. Driveways must be a minimum of 6m x 3m in size.

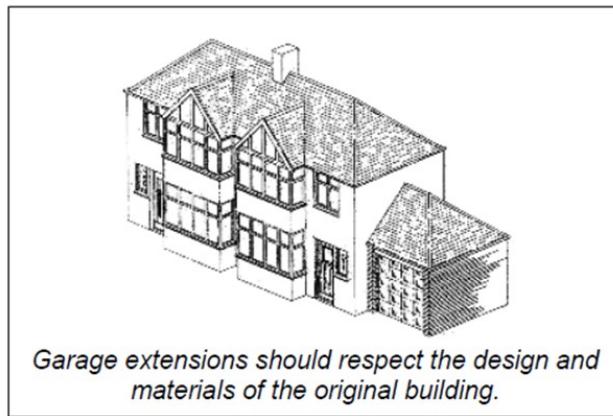


Diagram 11

Generally planning permission is not required to convert an existing garage into additional living accommodation, provided the work does not involve enlarging the building. In some cases, these permitted development rights have been removed by conditions attached to the planning permission in order to maintain sufficient private and off-street parking and to protect the street scene. Where planning permission is required, proposals will be assessed against the following principles:

- F. Garage conversions should not result in reduced off street private parking or visitor parking to below the standards set out in the Local Plan; and
- G. They should have a similar visual appearance to the dwelling and use sympathetic materials and window designs which respect local character.

Applicants should refer to Local Plan Policy TR4: Parking and Appendix 1 which set out the parking standards for residential development in Rossendale.

3.12 Garden Space and Forecourts

The Council is keen to ensure that enough private garden space is left after extensions in order to avoid over-development and protect neighbouring amenity.

Alterations and Extensions to Residential Properties SPD

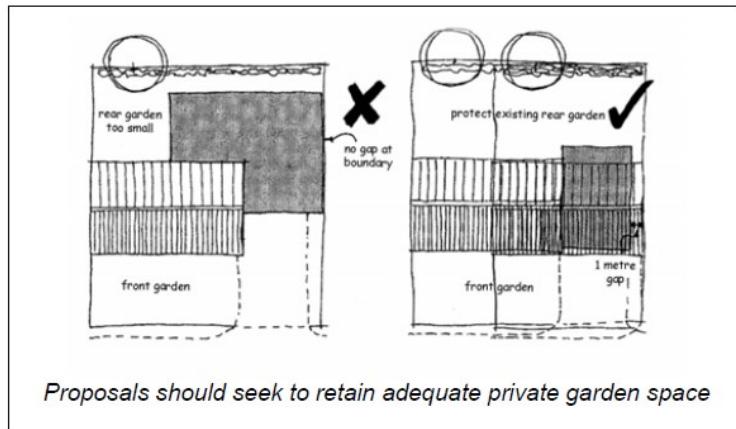


Diagram 12

In many instances, the development of forecourts has harmed the traditional layouts and setting of streets. Replacing planted areas in front gardens with hard, impermeable surfaces such as paving can also contribute to surface water flooding during periods of intense rainfall. Therefore, the Council will seek to retain front garden space and features such as original walls or soft landscaping which add to the value of quality streetscapes and support sustainable drainage.

Applicants can make proposals for forecourts more acceptable by retaining as much sense of enclosure as is practical by the retention or introduction of boundary features, such as railings, gates and hedges. Minimising areas of hard surfacing and generous planting can also limit the impact of such proposals.

Proposals for new forecourts / front parking areas should aim to minimise areas of hard surfacing by maintaining existing planting or including new planting where possible.

Proposals for new or replacement fences, walls or other means of enclosure should minimise their impact on residential amenity, highway safety and respect the visual character of the surrounding area.

Boundary treatments in visually prominent positions such as corner plots will only be permitted if they are constructed of high-quality materials and screened by landscaping of sufficient quality.

Applicants should also refer to Local Plan Policies ENV9: Surface Water Run-Off, Flood Risk, Sustainable Drainage and Water Quality and Policy ENV10: Trees and Hedgerows. In addition, Policy ENV3: Landscape Character encourages proposals to retain trees and existing green infrastructure that make a positive contribution to local character, and to retain and restore boundary treatments such as drystone walls which are particularly characteristic of Rossendale. In addition applicants are encouraged to have regard to the advice in [Guidance on the permeable surfacing of front gardens¹¹](#).

¹¹ https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/7728/pavingfrontgardens.pdf

Alterations and Extensions to Residential Properties SPD

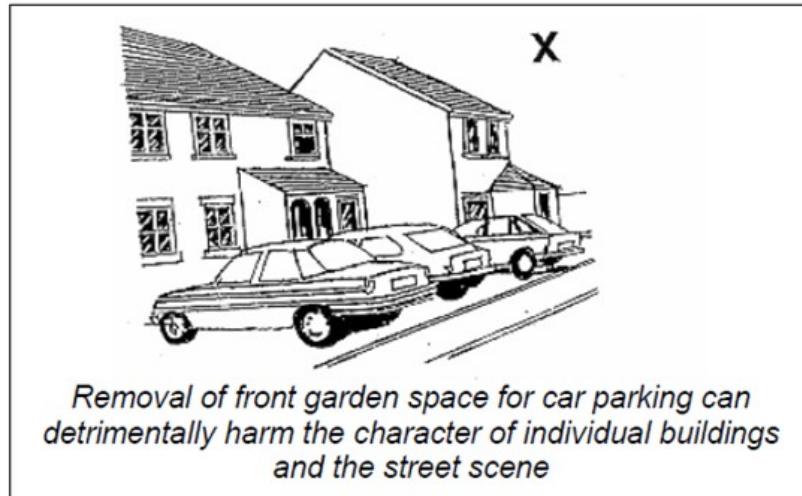


Diagram 13

3.13 Balconies

The Local Planning Authority will assess whether the proposal will give rise to a loss of privacy, light or outlook as well as the impact of the proposed development on the architectural integrity of the existing dwelling and the visual amenity of the surrounding area. Therefore:

- A. Balconies should be sited or screened so as not to cause loss of privacy to neighbours or occupants.
- B. The design of balconies and any screening structures should be sympathetic to the character and appearance of the original dwelling with a high standard of design.
- C. The Council may impose suitable Conditions in any Planning Permission for new dwellings and extensions to existing ones, restricting or prohibiting the provision of balconies.

3.14 Storage of Refuse Bins and Recycling Containers

It is essential that adequate provision is made for waste segregation, storage and collection to encourage participation in effective waste management and ensure a sound and sustainable design approach that takes into account other relevant issues such as access, nuisance and street scene.

Residential properties in Rossendale are required to accommodate a number of wheelie bins and recycling containers. The Council operates an alternate weekly kerbside collections service for domestic properties for the following containers:

- A 240-litre green wheelie bin for general waste
- A 240-litre blue recycling bin for glass, cans and plastics
- A 240-litre grey recycling bin for paper and cardboard and
- An optional and chargeable 240 litre brown recycling bin for garden waste (insert frequency of collections).

Domestic food waste collections will be introduced from April 2026 with food caddy containers.

If they are not kept out of public view a group of these items is unsightly. Developments will be expected not to create a situation where such bins and containers would need to be kept in a prominent frontage location. As such, the Council will promote that such items be kept clear of the highway in a non-prominent location.

- A. Extensions and alterations should not compromise the required storage space for refuse and recycling containers, or their safe manoeuvre out to the highway edge on collection day.
- B. Proposals should consider existing as well as future storage requirements likely to arise from changes in residential occupancy, such as in developments for Houses in Multiple Occupation (HMOs) or where proposals are for ancillary family annexes or

Alterations and Extensions to Residential Properties SPD

- garage conversions.
- C. Refuse and recycling containers should be stored to the rear or side of the property and screened from neighbouring properties and the street scene. Extensions should not sever any rear access which would then lead to multiple bins and containers stored on property frontages.

3.15 Renewable Energy Technologies

As part of measures to tackle climate change and reduce energy costs households are increasingly seeking to install renewable / low carbon energy technologies.

The Council is committed to increasing the number of businesses and households who source their utilities from renewable sources (see the Climate Change SPD). However new technologies can have an impact on the character and appearance of buildings and affect residential amenity.

Therefore, proposals for renewable energy technologies should:

- A. Be sited and designed to avoid adverse impacts on the character and appearance of the dwelling and surrounding area; and
- B. Ensure local residential amenity is protected.

4.0 Other Considerations

In addition to the general principles and detailed guidelines outlined above, applicants should also take account of the following issues which may affect proposals.

4.1 Highway Safety: proposals for extensions, particularly front and side extensions, should allow for the safe manoeuvrability of vehicles entering and leaving a property. Therefore, the Council will ensure that adequate visibility splays are maintained after domestic alterations take place. As a general rule, alterations and extensions should not involve the loss of existing off-street car parking unless adequate provision is provided elsewhere within the domestic curtilage. In order to enable a vehicle to stand clear of the highway, a minimum hardstanding length of 6m should be accommodated within the curtilage of the property after the construction of an extension (excluding a garage extension which requires a minimum driveway length of 66 measured between the highway boundary and any proposed garage doors). Proposals that would cause an unacceptable level of danger to both pedestrians and users of roads will normally be refused. The Council will, therefore, require visibility splays of 2.4m x 2.4m in pedestrian routes.

4.2 Designing Out Crime: in siting and designing proposals for extensions, applicants should consider measures that tackle safety and crime concerns, including using natural surveillance and defensible space. Simple features such as using prickly shrubs can have a positive effect on crime deterrence. Proposals that are considered to have a negative impact on crime prevention may be refused.

Please see Secured by Design for further information: <https://www.securedbydesign.com/>.

4.3 Neighbour's Consent: if a proposal encroaches onto neighbouring land, including foundations and overhanging of gutters, the neighbour's permission will be required before work can begin. Where this is the case, an applicant must serve notice on the owner and provide a Certificate B with any planning application to confirm that this has been done. Copies of the relevant certificates and notices can be obtained from the planning department or its web-site. The service of notice is a notification procedure only and does not imply that the grant of planning permission would also grant a legal right to encroach onto land that is not within the ownership of the applicant.

4.4 Natural Landscape: proposals should not have a detrimental impact on significant and prominent trees, watercourses, ponds and other natural landscaped areas which make an important contribution to public amenity and the environment. Extensions should avoid being sited where they would necessitate the removal of, or damage to, quality trees and other vegetation. Further, culverting watercourses for land gain purposes or filling in natural ponds without replacing them elsewhere would be unacceptable and not normally permitted. Applicants should also be aware that trees may be covered by a Tree Preservation Order or be within a Conservation Area and that the felling or lopping of such trees without the consent of the Local Authority is an offence.

Please refer to Rossendale Local Plan 2019 to 2036 Policy ENV3: Landscape Character and Quality, Policy ENV4: Biodiversity, Geodiversity and Ecological Networks and Policy ENV10: Trees and Hedgerows.

4.5 Biodiversity: applications for alterations and more so extensions, could have potentially harmful impacts upon biodiversity in Rossendale. Biodiversity is a natural and integral part of planning policy and decision making and the Council is committed to ensuring that such impacts are limited.

Alterations and Extensions to Residential Properties SPD

Alterations and extensions to residential properties can adversely impact protected species (such as bats, birds or even badgers, reptiles and great crested newts) in large gardens in suburban and rural areas. If this is the case, an ecological assessment should be submitted alongside a planning application to assess the likely impacts of the proposed works and whether surveys are needed.

Alterations and extensions should avoid harm to protected species or habitats. If this is not possible a mitigation strategy should be prepared and agreed with the Local Planning Authority. As a last resort compensation of any residual negative effects can be agreed¹².

Section 40 of the Natural Environment and Communities Act (NERC) 2006 introduced the “biodiversity duty” on public authorities in England to conserve biodiversity. The duty has been strengthened by the Environment Act 2021 to not only conserve but also enhance biodiversity. As such the Council will seek to meet its duty by avoiding, mitigating and compensating for any adverse impacts on biodiversity and by seeking measures to enhance biodiversity such as the use of bat and bird boxes, the planting of native species of trees or shrubs and the management of any invasive species.

4.6 Conservation Areas / Listed Buildings: Some parts of Rossendale have been declared as Conservation Areas. Likewise, some houses have special architectural features or historical associations and have been made Listed Buildings. In such cases, stricter planning controls apply to preserve, protect or enhance their special character. Listed Building Consent is required for any proposed alterations to a Listed Building and planning permission is required for certain types of demolition within Conservation Areas. Furthermore, consent will also be required if any alterations or extensions which are likely to affect Scheduled Monuments and/ or Registered Historic Parks and Gardens.

Large scale extensions and unsympathetic designs will reduce the pleasing and aesthetic quality of these areas and/ or buildings. Careful consideration must be given to the scale, form and design of all extensions in Conservation Areas or to Listed Buildings. Applicants should demonstrate that the extension preserves or enhances the character of the Conservation Areas, complements the original design of the house and will use appropriate detailing and design measures. If you are unsure whether your house is Listed or in a Conservation Area, please enquire at the Councils’ offices.

If your house is Listed or in a Conservation Area you are strongly advised to discuss any proposed extension or alteration with the Council’s Development Control Team (contact details provided in section 5) before making an application.

4.7 Non Designated Heritage Assets

A consultation has been undertaken to help identify a Local List of Non-Designated Heritage Assets to recognise local heritage assets in Rossendale¹³. The Local List is a formal record of local heritage assets and is composed of many different types of assets that make up the historic environment, such as buildings, walls, war memorials and more. It contains assets that do not meet the criteria for being statutorily listed by Historic England but are nevertheless judged to be of architectural or historical importance to their local community. These heritage assets make a positive contribution to the character of an area and add to the sense of place.

¹² For further information on preparing a planning proposal to avoid harm or disturbance to protected species please see: <https://www.gov.uk/guidance/prepare-a-planning-proposal-to-avoid-harm-or-disturbance-to-protected-species>

¹³ For further information please see <https://www.rossendale.gov.uk/heritage/heritage-1/5>

Alterations and Extensions to Residential Properties SPD

The Local List helps owners, developers, and decision-makers recognise the significance of an asset and how it adds to the character and speciality of the local area.

4.8 Green Belt and Countryside: Large areas of the Borough are designated as Green Belt and Countryside. Proposals for domestic extensions and extensions/alterations to outbuildings in such areas will be strictly controlled to ensure that proposals do not impact upon the intrinsic character and appearance of the Green Belt and/or Countryside. Proposals for domestic extensions in the Green Belt or Countryside should not result in a disproportionate increase in the volume of the original dwelling. Large parts of the Green Belt and Countryside are also considered to be areas of special landscape and environmental quality and the Council will expect particularly high-quality designs and materials in such locations.

Please refer to Strategic Policy SD2: Urban boundary and Green Belt and Policy HS12 of the adopted Rossendale Local Plan for the Conversion and Re-use of Buildings in the Countryside.

4.9 Protected Species: Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law.

Applications for developments that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development. The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply include, for example, avoid carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development.

The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application. For further information please visit the Natural England web site:—<https://www.gov.uk/government/organisations/natural-england> .

4.10 General Quality: Poorly designed and badly built extensions can result from attempts to save money in the short term but a sub-standard extension will remain an eyesore for many years and does not represent a sound investment (e.g. a flat roofed extension may initially be cheaper but in the long term may require repair and/or replacement at greater cost). It is, therefore, important to obtain the services of a competent designer and a builder who will use quality materials and appropriate building techniques.

4.10 Environmental Efficiency: Sustainability is a key issue and a national priority with much emphasis on the efficient use of resources and the need to adapt to climate change. Hence the Council will promote and support the use of sustainable materials and the inclusion of energy efficient technologies in proposals for alterations and extensions to residential properties in line with national and regional guidelines.

Please refer to the [Climate Change Supplementary Planning Document¹⁴](#).

¹⁴ <https://www.rossendale.gov.uk/local-plan/supplementary-planning-documents-spds-guidance>

The Climate Change SPD was adopted in December 2022. It contains advice relating to the following four principles:

- Reducing the dominance of fossil-fuelled vehicles via encouraging sustainable and more active transport
- Improving energy efficiency and promoting renewables in the Borough
- Water interventions
- Biodiversity and Green Infrastructure.

Alterations and Extensions to Residential Properties SPD

In addition [National Guidance on the permeable surfacing of front gardens](#)¹⁵ explains the different approaches to constructing a driveway or other paved area that controls and reduces rainfall runoff into drains by using permeable surfaces or soakaways and rain gardens. The advice can also be applied to other paved areas around the house, such as patios.

4.11 Special Needs of Disabled Persons: The Council will consider on their merits exemptions to the above policies in the case of applications from disabled persons who may require particular adaptations in order to remain in their homes.

¹⁵ <https://www.gov.uk/government/publications/permeable-surfacing-of-front-gardens-guidance/guidance-on-the-permeable-surfacing-of-front-gardens>

Alterations and Extensions to Residential Properties SPD

5.0 Further Advice & Contacts

To find out more about planning or building control issues before making a formal submission the following addresses and contacts may be useful.

For further information please see:

<https://www.rossendale.gov.uk/planning-building-control/planning/2>

Contact Details:

Planning

Telephone: 01706 217777

Email: Planning@rossendalebc.gov.uk

Building Control

Email: Buildingcontrol@rossendalebc.gov.uk

Forward Planning

Telephone: 01706 217777

Email: forwardplanning@rossendalebc.gov.uk

Address:

Business Centre

Futures Park

Bacup

OL13 0BB

Useful links:

Pre-App Service [Pre-Application Advice & Guidance | Planning | Rossendale Borough Council](#)

Is Planning Permission Required [Is Planning Permission Required? | Planning | Rossendale Borough Council](#)

Planning Application search [View or Comment on a Planning Application | Planning | Rossendale Borough Council](#)

Adopted Local Plan and Policies Map [Rossendale Local Plan 2019 to 2036 | Rossendale Borough Council](#)

Other guidance [Supplementary Planning Documents \(SPDs\), Masterplans and other guidance | Rossendale Borough Council](#)

Appendix 1 – The 45° Rule

The 45° rule is designed to ensure that proposals for extensions do not have detrimental impact on neighbouring properties' right to daylight and sunlight, by avoiding unacceptable levels of overshadowing.

It is devised from the mid-point of the cill of a principal window (or 1200mm height for patio doors), where two lines at 45° are measured. In the case of a conservatory the point for setting the 45° angle would be the central point of the glazing on the rear elevation. The plane connecting the two lines are then tilted to an angle of 25° above this rising plane. Proposals that encroach across these lines may be deemed to have an unacceptable impact on overshadowing and may not be permitted. The restriction will operate for a distance of 12 metres along the 45° line.

The two diagrams below illustrate how the 45° rule would operate in practice. Diagram 14 In the first example, the single storey extension shown would be acceptable if its depth is limited as shown on plan (a). However, if it extends further as shown in plan (b) it becomes unacceptable.

The second example is applicable if the dwellings are staggered. The extension shown on the plan encroaches across the 45° line. However, if the extension is single storey and below the 25° line (elevation (a)) then it would be in accordance with the 45° rule. However, if the proposal is two storey and it encroaches on the 25° line (elevation (b)) it becomes unacceptable.

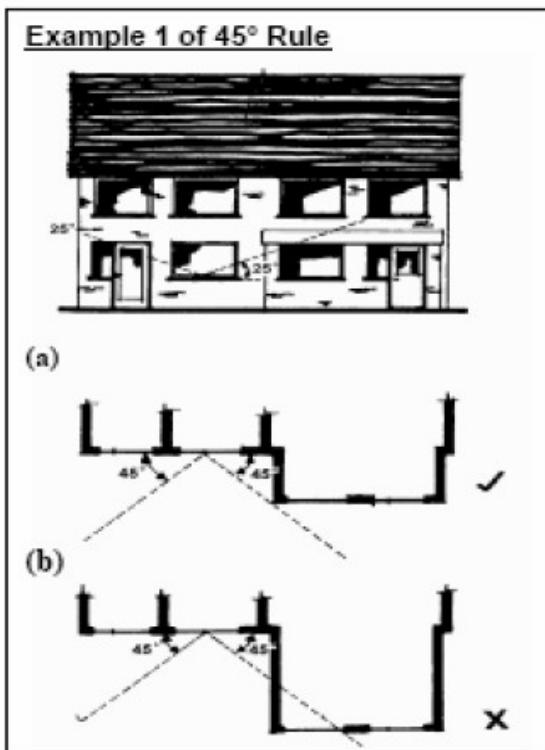


Diagram 14

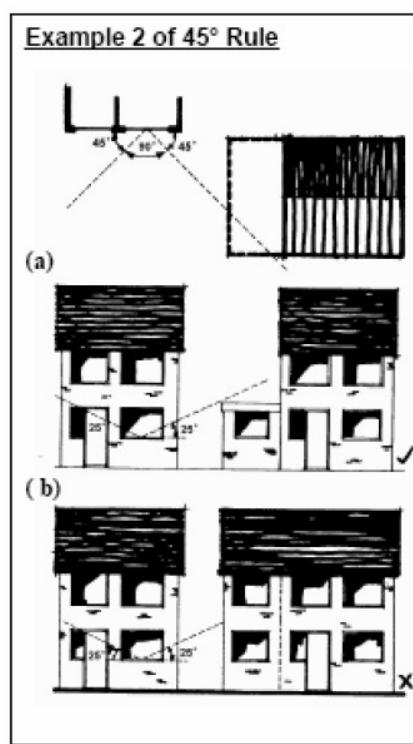


Diagram 15

Appendix 2 – Details Required for Planning Applications

1. Householder application form (3 copies) – fully completed and signed.
2. The correct Certificate of Ownership (1 copy) required by law in order to identify anyone who has an interest in the land.
 - Certificate A if you own the land
 - Certificate B if you do not own some or all of the land & Notice 1 served on the other interested parties
 - Complete the Agricultural Holdings and tenancy statement
 - Contact the Department if other ownership is involved and Certificates C or D are needed.
3. A covering letter with any other relevant information in support of your application, including also copies of any correspondence arising from discussions with planning staff prior to submission.
4. The correct fee. Contact the Development Control Team for the amount required (01706 217777).
5. Plans and drawings. The plans and drawings are a very important part of any application and are needed so that not only the Council understands the proposal but also any persons consulted, including your neighbours. The plans need to show more than just your property or what you want to do. This is because the decision to approve the plans may depend on how your proposal affects surrounding properties and, therefore, the following will be required:
 - a) 3 copies of an Ordnance Survey based location plan at a scale of 1:1250 or 1:2500 with the application site boundaries edged with a red line and any other land you own edged with a blue line. This location plan should show:
 - at least two (if practicable) named roads
 - surrounding buildings and
 - the direction of north.
 - b) 3 copies of accurate scaled drawings showing the existing and proposed site layout at a scale of no less than 1:200. This should include;
 - all buildings and structures, gardens, walls, hedges and fences, open spaces and car parking at your property; and
 - adjacent houses and buildings, including the location of any windows.
 - c) 3 copies of accurate scaled drawings showing the existing and proposed elevations at a scale of not less than 1:100 and with any dimensions shown in metric measurements. Rossendale Borough Council Alterations and Extensions to Residential Properties SPD 19 June 2008
 - d) The drawings of both existing and proposed situations should give details of:-
 - Site layout – showing the site boundaries, access to the highway, other physical features including trees, adjacent properties and the position of habitable room windows
 - Floor plans
 - Elevations affected
 - Roof plans as necessary
 - Drawings should show the whole of the property

Alterations and Extensions to Residential Properties SPD

- The maximum size of drawing should be A1

e) Photographs are helpful and are useful in understanding the proposals.

6. The following information may also be needed to validate your application. If in doubt you should check with us on 01706 217777:

- Existing and proposed sections at a scale of not less than 1:100.
- A Supporting Planning Statement to describe the proposals and a Design and Access Statement (DAS) discussing the chosen design solution including the details of proposed materials to be used for walls, roof, windows, doors, hardstanding and boundary treatments such as walls, fences and hedges. In addition, it should also include information about any energy efficiency measures that are to form part of the development. Most extensions and/ or alteration applications will not need a DAS, however if the application were to affect a Listed Building or a Conservation Area, then one might be required. In addition, there may instances when the Council may require a DAS for extensions and/ or alterations to agricultural buildings that have been converted to dwellings.
- Details of any new or altered access to any public highway accessway or public right of way.
- A flood risk assessment in locations subject to flooding.
- A tree survey if any trees are to be removed, lopped or topped.
- Possible contamination. Details of any works that need to be carried out as part of the proposed development to prevent any risk from land contamination eg. gas protection membranes (to prevent ingress of landfill gas or other gases) and garden cover systems (to prevent contact with contaminated soils)

All sections MUST be answered for an application to be valid. If you are in any doubt about the information you are submitting, please e-mail the Development Control Team on planning@rossendalebc.gov.uk or phone 01706 217777.

Produced by
Forward Planning
Rossendale Borough Council

**This document can be made available in other community languages,
Braille, large print or audio tape.**

Alterations and Extensions to Residential Properties SPD

**Forward Planning Team
Rossendale Borough Council
February 2026**