

# Alterations and Extensions to Residential Properties

*A Supplementary Planning Document (SPD)*

Published by

Rossendale Borough Council  
Forward Planning Team  
June 2008

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## Pre-Text and Background Information

This pre-text to the Alterations and Extensions to Residential Properties Supplementary Planning Document (SPD) sets out the details of the consultation and publicity steps that were undertaken during the preparation of the SPD.

This Supplementary Planning Document has been produced in accordance with Government guidance as contained in Planning Policy Statement 12 (PPS12): Local Development Frameworks, paragraph 2.43, which states that supplementary planning documents may expand policy or provide further detail to policies in a development plan document.

Government guidance on the process for preparing SPDs is set out in PPS12 and in its supporting document, Creating Local Developments Frameworks. Procedural requirements are set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

This SPD is intended to support policies contained in the Rossendale District Local Plan (adopted 12<sup>th</sup> April 1995). This SPD provides a formal basis to advice which is given to applicants on a regular basis and is now a material consideration in the determination of planning applications.

This SPD was approved for a consultation exercise by the Council on the 20<sup>th</sup> February 2008. This was after a period of internal consultation with Officers in various Sections of the Council. Views were sought from members of the public and private organisations and relevant interest groups over a six-week period (27<sup>th</sup> February 2008 – 9<sup>th</sup> April 2008). Copies of the Draft SPD were made available for inspection at the One Stop Shop and in the Borough's main libraries. Further copies could also be obtained on request and the draft was also made available on the Council's website.

The draft SPD was revised in light of comments received through the consultation process. This revised version will now go to the Council's Cabinet on the 18<sup>th</sup> June 2008 where it is proposed for adoption.

In accordance with the requirements in PPS12, a Statement of Consultation document has been drawn up, which outlines the representations received and the Authorities response to these. This statement is available for inspection on request, together with this version of the SPD.

Any queries you may have regarding this SPD, the Rossendale District Local Plan or Rossendales Local Development Framework should be directed to the Forward Planning Team on 01706 252417.

# 1 Introduction

## 1.1 Purpose of the SPD

This SPD is aimed at applicants for domestic extensions, their architects and all others involved in the siting and design of extensions and alterations. It contains the general principles and guidelines that the Council will use to assess proposals for domestic extensions.

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.

The SPD provides supplementary guidance to the following policy for development criteria in specific relation to alterations and extensions to residential properties in the Rossendale District Local Plan (Saved Policies):

### **DC.1 Development Criteria**

The Council aims to ensure that all new development is in accordance with the district plan. In general, all development proposals will be expected to provide a high standard of building and landscape design, to contribute to environmental quality, and not to be detrimental to existing conditions in the surrounding area. After taking into account any likely future extension, developments should not take more land than is reasonably necessary, nor should they prejudice the future development of any wider area. All applications for planning permission will be considered on the basis of the following criteria:-

- a) **Location and nature of proposed development, including its relationship to existing and other land uses**
- b) **Size and intensity of the proposed development;**
- c) **Relationship to existing services and community facilities;**
- d) **Relationship to road and public transport network;**
- e) **Likely scale and type of traffic generation;**
- f) **Likely level of air, water and other environmental pollution, including noise nuisance and the possible creation of any risk or hazard to surrounding land uses;**
- g) **Likely effect of existing trees and other natural features of the development site;**
- h) **Arrangements for servicing and access to proposed development, including access for pedestrians, disabled people and emergency services;**
- i) **Car parking provision;**
- j) **Sunlighting, daylighting and privacy provided;**
- k) **Density, layout and relationship between buildings;**
- l) **Visual appearance and relation to surroundings;**
- m) **Landscaping and open space provision;**
- n) **The needs of watercourses;**
- o) **The impact upon man-made or other features of local importance.**

Further advice can be obtained by contacting Rossendales' Development Control team (see Section 5) and it is strongly advised that proposals are discussed in advance of a formal planning application. 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 Supplementary Planning Document.

The Council will notify your neighbours of any proposal 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?

Homeowners 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) Order 1995 and are referred to as Permitted Development.

Interpretation of the Order can be quite complicated. Advice on the regulations can be obtained via the planning portal<sup>1</sup> or from the Council.

Moreover there are circumstances where additional permission must be sought, for example Listed Building Consent; Conservation Area Consent & Scheduled Monument Consent. In these cases applicants should contact the Council's Conservation Officer (contact details available in Section 5).

Some dwellings may have had their Permitted Development rights removed or have certain conditions attached and, therefore, planning permission may be required to carry out an extension regardless of its size. Therefore, this **should be checked with the Council's Development Control Team before building work is started**. This can be done by submitting an accurate site plan and dimensioned sketch of the proposed work.

Should you require written confirmation that your specific proposals do not require planning permission it will be necessary to submit an application to an officer of the Council for a Certificate of Lawful Development (section 192 of the Town and Country Planning Act 1990) for which a fee is payable.

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).

Further information and advice on both Planning issues and Building Control Regulations can be found on the Council's web site <http://www.rossendale.gov.uk/site/scripts/documents.php?categoryID=372>

Applicants should also be aware that planning permission does not bestow a right to build. Other issues, such as landowners consent, other legislation and the specific deeds of a property will need to be considered.

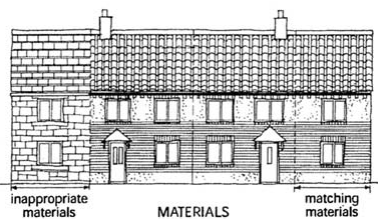
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<sup>1</sup> <http://www.planningportal.gov.uk/>

## 2 General Guidance for All Domestic Extensions

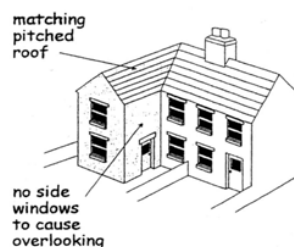
A frequent problem with domestic extensions is when incompatible designs and materials are proposed, resulting in a poor relationship with the original building or street scene. These issues are likely to be even more important in/near to Conservation Areas and Listed Buildings. Therefore, any application for a domestic extension will not normally be permitted unless the proposal:

- Achieves a high standard of design and gives the appearance of being part of the original building. Specific features, such as doors, windows and roof style and eaves, should particularly reflect the dwelling's original shape, size, alignment and architectural integrity;
- Complements the original building through the use of matching materials and by reflecting the design, massing, bulk, detail, proportion, scale and style of the original building, so as not to dominate it;
- Does not detract from the character of neighbouring properties through siting, excessive bulk, ill-matched materials or inconsistent design;
- Does not detract from the appearance of the street-scene or general character of the surrounding area;
- Does not significantly reduce the amount of daylight and sunlight enjoyed by neighbouring properties;
- Does not invade privacy through direct overlooking from windows or balconies;
- Does not significantly reduce the amount of usable amenity space for the property or adjacent property to an unacceptable degree;
- Does not significantly harm the outlook of neighbouring properties;
- Has regard to the visibility of pedestrians, cyclists and drivers of vehicles;
- Does not require the removal of, or damage to, significant or prominent trees, hedges, watercourses, ponds or any other natural landscaped features;
- Maintains adequate off-street parking;
- Adequately maintains/ provides for bin storage; and
- Has reasonable regard to safety and security, including helping to design out crime.



*Materials should seek to complement original dwelling materials*

Diagram 1



*Extensions should seek to respect the existing dwelling style and avoid overlooking*

Diagram 2

In addition to the above, the Council will take into consideration issues regarding local landscape and townscape character when determining such applications.

There may be circumstances where an alternative solution is preferable which would be more complimentary to the original building. As such each application is determined on its own merits.

## 2.1 Separation Distances

The separation distances between dwellings is an important consideration to maintain adequate privacy distances and at the same time avoid overbearing relationships and undue loss of light and outlook, as such the Council will seek to ensure that extensions:

- **Maintain a minimum distance of 20m between habitable room\* windows in properties that are directly facing each other; and**
- **Maintain a minimum distance of 13m between a principal window to a habitable room\* in one property and a two storey blank wall of a neighbouring property; and**
- **Maintain a minimum distance of 6.5m between a principal window to a habitable room\* in one property and a single storey blank wall of a neighbouring property.**

The above standards will need to take into account any significant change in levels or new accommodation to be provided at a higher storey which may result in, for example, principal windows to single storey extensions having the same effect as a two storey extension. In this regard there should be an extra 3 metres of separation for each 2.5m or one storey of height difference in each of the above cases.

\* A habitable room is defined as a room in which a resident would normally expect to have reasonable levels of privacy for relaxation. This normally would be a living room, dining room, bedroom or kitchen. Studies, work rooms, utility rooms or bathrooms are not normally defined as habitable rooms.

## 3 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

- Flat roofed side-extensions (in visibly prominent locations) to properties with a pitched roof will not normally be permitted; and
- 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. However, a lesser set back may be acceptable where the prevailing pattern of development in the locality is typified by relatively shallow frontages.

### 3.2 Single-Storey Rear Extensions

- Where the proposed extension would be on or within 1m of the party boundary of an adjacent property it should not normally project in excess of 3m beyond the rear wall of that property; and
- Proposals for larger extensions 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)



Diagram 3



### 3.3 Front Extensions/Porches & 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 scenes. 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:

- Existing architectural features, such as bay windows, stonework, materials and design should not be harmed;
- Pitched roofs will be required;
- The size and shape should respect the height and proportions of the original dwelling; and
- They will not be permitted if they project excessively from the original front wall.

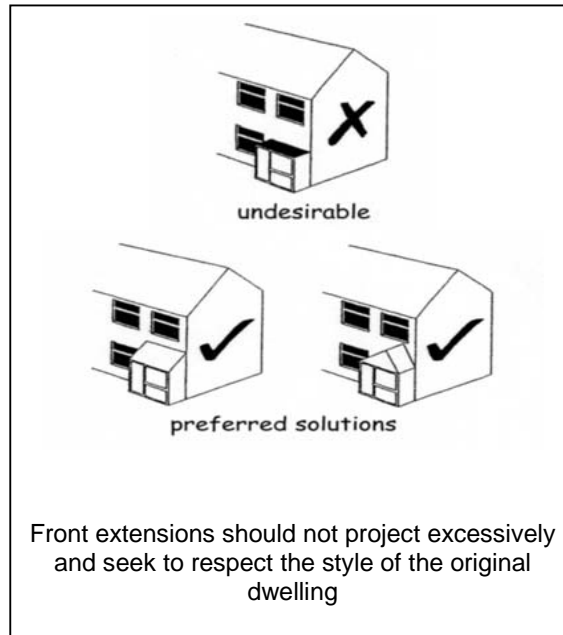


Diagram 4

### 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 3.2 and 3.3, applications for conservatories will have regard to the following factor:

- 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, use of a side of a solid conservatory wall or by making use of a wall/fence/hedge.

### 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.

- **Two-storey side extensions that would produce a 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 overleaf;**
- **Flat roofed extensions will not be permitted;**
- **Extensions on corner plots should be set back to respect the street scene 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;**
- **Extensions will not normally be permitted where they would project beyond a prescribed line that is determined by a 45° angle from the mid point of an adjacent property's nearest window to a habitable room (see appendix 1).**

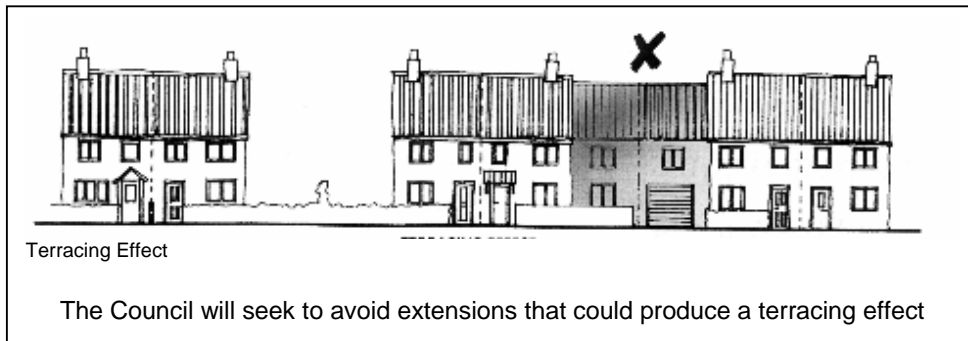


Diagram 5

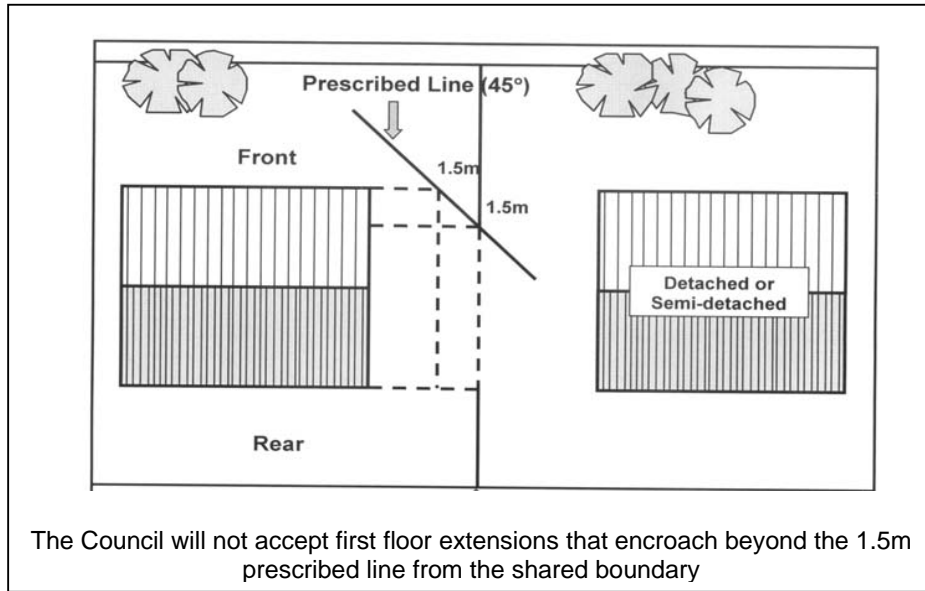


Diagram 6

### 3.6 Two-Storey Rear Extensions

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

- 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)
- Flat roofed extensions will not normally be permitted.

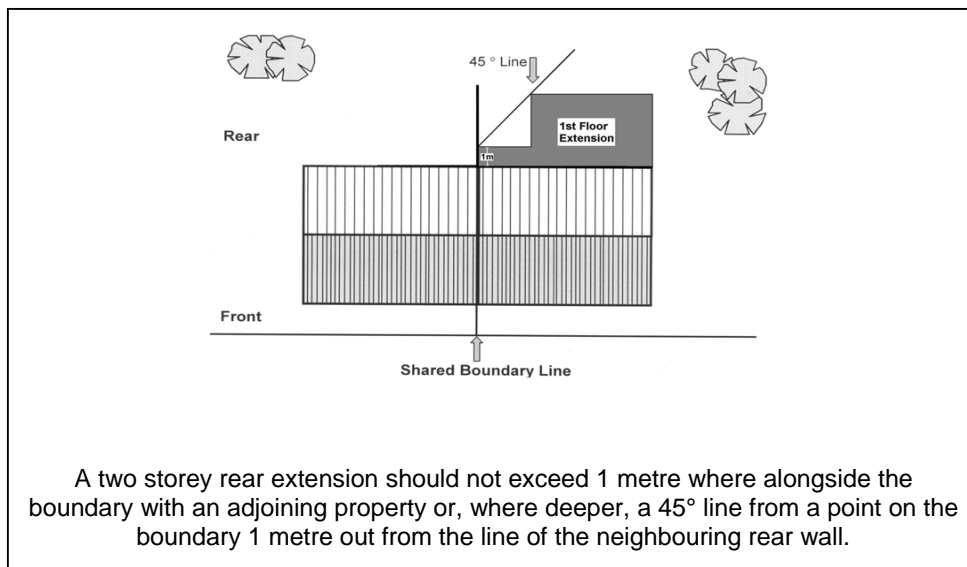


Diagram 7

### 3.7 Extensions to Three Storey Dwellings or Above & 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 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 criteria;

- **Materials to be used for roof extensions should complement the existing roof material;**
- **Dormers should be subordinate to the existing roof and retain a significant proportion of the original roof intact;**
- **Gabled dormer extensions should not project above the original ridge line. In all other cases the roof of the dormer should be 0.5 metres or more below the original ridge line;**
- **Dormers which wrap around the side ridges of a hipped roof are not acceptable;**
- **The face of a dormer should be set back by a minimum of 1m behind the original wall;**
- **Dormers should be set in by not less than 0.5 metres from side/party walls;**
- **Dormer windows should seek to line up vertically with existing windows and match their style and proportions;**
- **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.**



Diagram 8

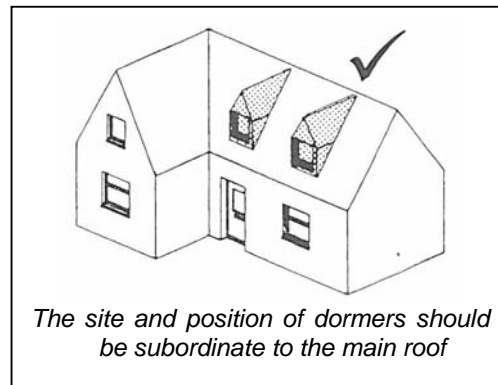


Diagram 9

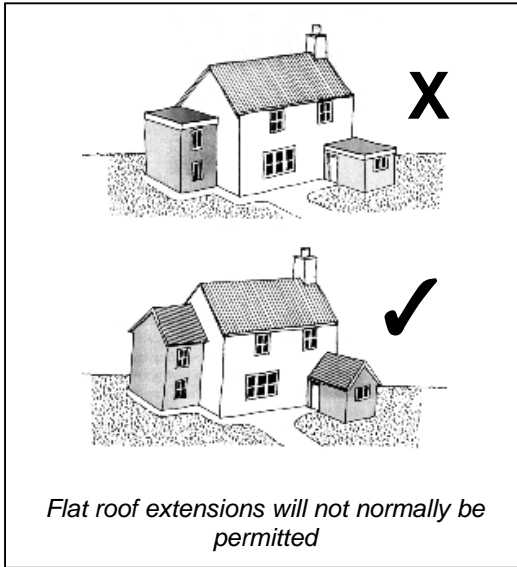


Diagram 10

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.

### 3.9 Garden Structures

Where planning permission for garden structures is needed (e.g. summerhouses, sheds and greenhouses) proposals will be assessed with regard to the following issues:

- **Garden structures 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**
- **They will be considered against the general principles included in this SPD including amenity concerns and visual dominance.**

### 3.10 Supplementary Family Annexes

Proposals to build a supplementary 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 criteria will normally be applicable to proposals for such schemes:

- **They are physically connected to the main property and can be used by occupiers of the existing dwelling without further building works; and**
- **They remain ancillary to the original dwelling at all times; and**
- **They should not have separate vehicular access; and**
- **They should only have one bedroom.**

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

In addition to the advice in Section 2, proposals for garages and car ports that are over dominant in relation to the existing and surrounding properties will not be approved, particularly in prominent locations. Therefore:

- The Council will seek to ensure that that there remains the ability to accommodate at least one vehicle length of 6m within the curtilage of the property after the construction of a garage extension; and
- Driveways must be a minimum of 6m x 3m in size.

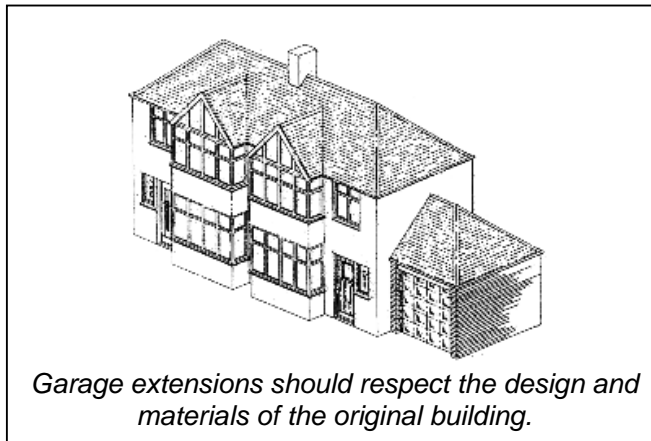


Diagram 11

### 3.12 Garden Space

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

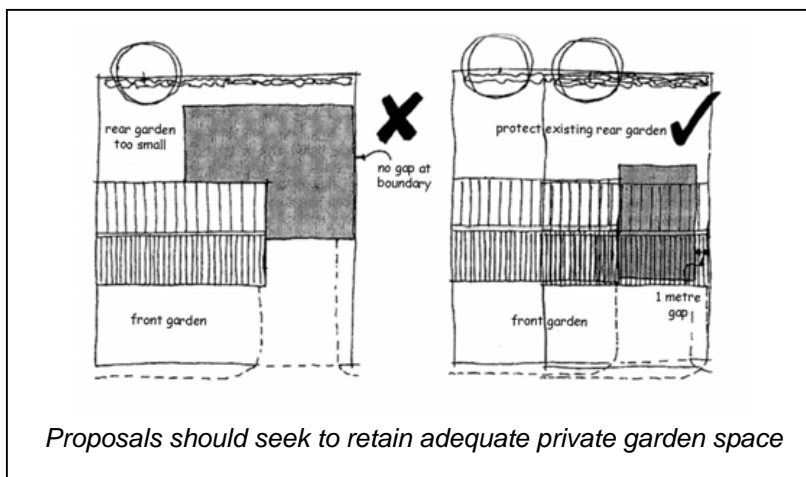


Diagram 12

In many instances, the development of forecourts has harmed the traditional layouts and setting of some streets. Therefore, the Council will seek to retain front garden space and features such as original walls or landscaping which add to the value of quality streetscapes.

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 for example. Minimising areas of hard surfacing and generous planting can also limit the impact of such proposals.

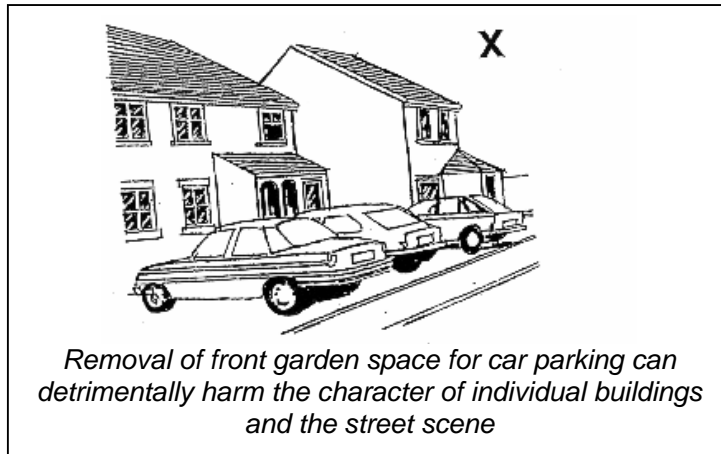


Diagram 13

Proposals for new or replacement fences, walls or other means of enclosure will be considered in terms of their impact on residential amenity, highway safety and the visual character of the surrounding area e.g. “open plan” estates.

### 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:

- **Balconies should be sited or screened so as not to cause loss of privacy to neighbours**
- **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.**

## 4 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 6.6m 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.

**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.

**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. Section 40 of



the Natural Environment and Communities Act (NERC) 2006 sets out the “*Biodiversity Duty*” under which “**every public authority must, in exercising its functions, have regard, so far as consistent with the proper exercise of those functions, to the purpose of conserving biodiversity**”.

Hence impact upon biodiversity resulting / potentially resulting from development will be a material consideration in the determining of planning applications for alterations and/or extensions; and in some cases may require further evidence to be submitted.

**4.6 Conservation Areas / Listed Buildings:** Some parts of Rossendale are particularly attractive and have been declared as Conservation Areas. Likewise, some houses have special architectural features or historical associations and have been made Listed Buildings or designated as buildings of local importance. 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 Conservation Area consent is required for certain types of demolition within Conservation Areas. Further more, 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 Councils’ Conservation Officer (contact details provided in section 5) before making an application.

**4.7 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 and/ or Countryside should not normally exceed a third (30%) of 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.

**4.8 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 affects 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, [www.naturalengland.org.uk](http://www.naturalengland.org.uk)

**4.9 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 architect and a builder who will use quality materials.

**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.

**4.11 Storage of Refuse Bins/Containers:** With the advent of segregation of domestic refuse for recycling there is a need for householders to keep a number of wheelie bins and recycling 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.

**4.12 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.

## 5 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.

### Planning Unit Address & Web-Site

Rossendale Borough Council  
Spatial Development  
Development Control / Forward Planning  
Lord Street  
Rawtenstall  
Rossendale  
BB4 7LZ

### Development Control

Telephone 01706 232580  
Email [planning@rossendalebc.gov.uk](mailto:planning@rossendalebc.gov.uk)  
Website <http://www.rossendale.gov.uk/site/scripts/documents.php?categoryID=385>

### Forward Planning

Telephone 01706 252417  
Email [forwardplanning@rossendalebc.gov.uk](mailto:forwardplanning@rossendalebc.gov.uk)  
Website <http://www.rossendale.gov.uk/site/scripts/documents.php?categoryID=374>

### Building Control

Telephone 01706 252522  
Email [buildingcontrol@rossendalebc.gov.uk](mailto:buildingcontrol@rossendalebc.gov.uk)  
Website <http://www.rossendale.gov.uk/site/scripts/documents.php?categoryID=358>

### Conservation Officer – (Part-Time)

Telephone 01706 252586  
Email [micknightingale@rossendalebc.gov.uk](mailto:micknightingale@rossendalebc.gov.uk)

## Appendix 1 – The 45° Rule

The 45° rule is designed to ensure that proposals for extensions do not have detrimental impact on a 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.

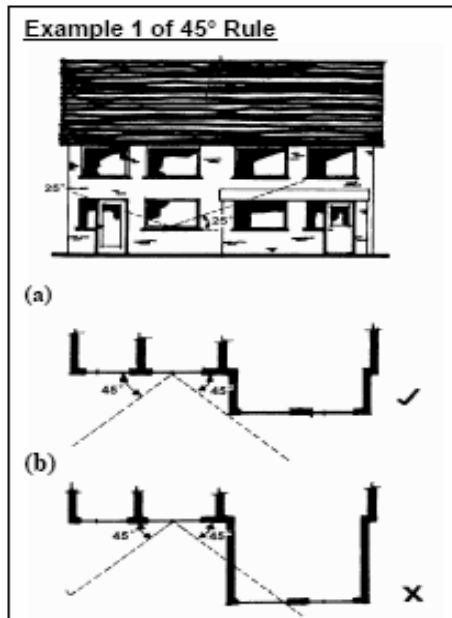
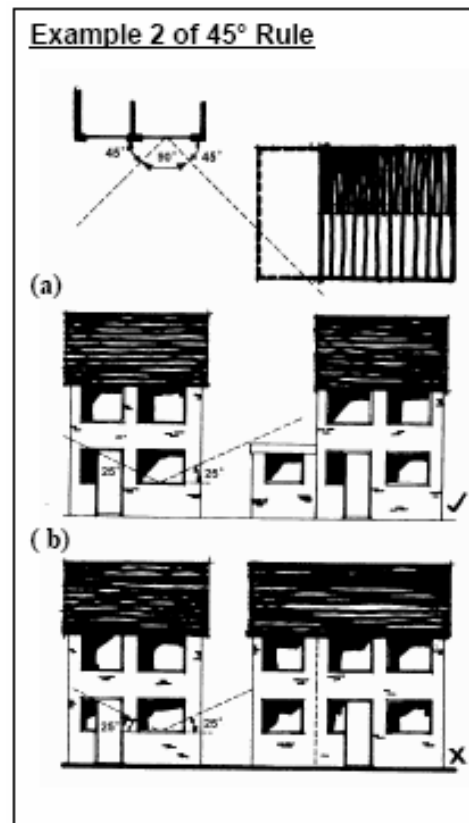


Diagram 12

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 13



## 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 to ascertain the amount required (01706 232580).
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.

- 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
  - 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 232580:
- **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](mailto:planning@rossendalebc.gov.uk) or phone 01706 232580.

**Produced by  
Forward Planning**

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Rawtenstall  
Rossendale  
BB4 7LZ

**Tel: 01706 252417**

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

آپنی یادی ایہ لیفلٹوں سار سڈفپ بڈ ہرفہر ھپای، اڈیو کڈسٹے اٹھبا ینگریجی ھڈا انڈا کونڈا بڈای پتے چان تادلے انڈرھ کرے آمادہرکے جانالے آمرا اتڈسٹ ڈوڈی منے تار بڈبڈھ کرے۔  
انڈرھ کرے ۰۱۷۰۶ ۲۱۷۷۷۷ ایہ نامڈارے اٹھبا کمیڈنیکیشن سیکشن، ٹاڈن سڈنڈر افس، رڈسٹل بی.بی.۸ ۷.ای.ڈی. ایہ ڈیکانڈا یوڈاڈوڈ کرے۔

اگر آپ کو اس لیفلٹ کا خلاصہ بڑے حروف میں، آڈیو کیسٹ پر، یا انگریزی کے علاوہ کسی اور زبان میں درکار ہے تو برائے مہربانی ہمیں بتائیں، ہم بخوشی آپ کے لیے اس کا انتظام کریں گے۔

برائے مہربانی 01706 217777 پر ٹیلیفون کریں یا پھر کمیونٹی نیکیشن سیکشن سے اس پتے پر رابطہ قائم کریں:

Communications Section, Town Centres, Rawtenstall, BB4 7LZ