

CHAPTER 4: RESIDENTIAL EXTENSIONS AND ALTERATIONS





Figure 4.1a: A semi-detached home with set-back side extensions. (Photo: Ruth Ward)

4.1 EXTENSIONS & ALTERATIONS

4.1.1 Extensions and alterations enable existing housing stock to be improved and evolve for the occupiers. Innovative and creative design solutions for extensions and alterations are encouraged and proposals must demonstrate the design merits of the development. In some circumstances, extensions and alterations may not require planning permission. Where a proposal is deemed to be Permitted Development, applicants should refer to Section 4.6 for further guidance.

4.1.2 Extensions and alterations can significantly change the appearance of a property and, where poorly designed, this can have a detrimental impact on the character and amenity of an area. They can also have significant impacts on neighbouring properties. Any extension should be designed and developed appropriately to ensure that it does not cause a harmful loss of light, visual intrusion or privacy. The scale and appearance of an extension or alteration should also consider the impact on the neighbourhood, and whether it would result in the loss of soft vegetation that contributes significantly to the appearance of the area.



Figure 4.1b: An extension that successfully uses contemporary details and an un-symmetrical roof pitch to add interest to this design by Trewhela Williams. (Photo: Simone Bossi)

4.2 RESPOND TO CHARACTER

4.2.1 Developments should consider the character of the area and dwelling to which an extension or alteration is proposed. The built character of an area includes, but is not limited to the size, shape and positioning of buildings, the associated landscaping, materials and details. Extensions and alterations should seek to respond to the character of a dwelling and the existing appearance of the streets. Respond does not mean replicate and the Council will encourage innovative designs that work with the existing character of a building and place. Any proposals which are considered to have a detrimental impact on character will generally be unacceptable.

4.2.2 For further information on how to assess the character of a building or place, applicants should refer to the documents below:

- Detailed information on the characteristics of each area of Croydon is available in the Borough Character Appraisal[47].
- Detailed information on the characteristic of the predominant housing types within Croydon is available in the Borough Character Typology study[48].

4.2.3 Where considering proposals that may impact on heritage assets, such as in Conservation Areas or to Listed Buildings, please refer to Heritage guidance in Section 1.4.

4.3 SCALE

4.3.1 Extensions and alterations should generally be of a scale that is subservient to the existing dwelling in accordance with Policy DM10.1 of the Croydon Local Plan. Subservience is required to prevent terracing between and to the rear of existing properties, or to avoid uncharacteristically large additions to the front of a property that would detract from the appearance of the street. Through following the guidance in this chapter (Refer to Sections 4.11 – 4.22) subservience will usually be achieved. However, this should not however stifle or discourage high quality design in terms of form, fenestration, materials and detailing, as set out in Approaches to Design (Refer to Section 4.5).

4.4 SUSTAINABILITY

4.4.1 The environmental impacts and long term sustainability of extensions and alterations is a key consideration in the design of an extension and/or alteration. Proposals for extensions and alterations should seek to integrate materials, insulation, heating, lighting and ventilation systems which minimise energy consumption and improve the environmental performance of the building. This should be considered from the outset of developing a proposal.

4.5 APPROACH TO DESIGN

4.5.1 Extensions and alterations to an existing dwelling should respond to character (Refer to Section 4.2) and be subservient in scale (Refer to Section 4.3), whilst developing a high quality approach to the design in terms of the form, fenestration, materials and detailing. The following two distinct approaches, ***Supplementary*** or ***Innovative***, provide broad design direction to the development of a proposal, however there may be other successful approaches and those outlined here should not stifle creativity in achieving high quality design.

47 Available in the Urban Design, Local Character and Heritage section of the local plan evidence at: https://www.croydon.gov.uk/planningandregeneration/framework

48 Available in the Urban Design, Local Character and Heritage section of the local plan evidence at: https://www.croydon.gov.uk/planningandregeneration/framework.

SUPPLEMENTARY

4.5.2 This is the approach that most proposed extensions and alterations are likely to take as it can be easiest to achieve successfully and affordably. A supplementary approach will typically have a form that does not distract from the appearance of the existing house, but may still introduce contemporary elements, such as increased proportions of glazing or new materials. The materials and details should complement the existing house, but do not necessarily need to replicate them and should allow the existing house to maintain its prominence.



Figure 4.5a: A supplementary side extension designed by Selencky Parsons. The form clearly relates to the existing house, but successfully introduces larger windows and combines new materials with brickwork to complement the existing house. (Photo: Andy Matthews)

INNOVATIVE

4.5.3 This approach may be suitable for challenging sites that require a particular design response or where the context provides opportunity to depart from traditional domestic aesthetics. This might be through the use of contemporary materials, unique forms and/or new construction methods. An innovative approach should provide the highest quality design and allow an extension and alteration to be distinguished from, whilst enhancing, the existing dwelling. An innovative approach will require more investment in the design and construction of a proposal due to its bespoke nature.



Figure 4.5b: This innovative extension designed by Alison Brooks Architects enhances the existing dwelling through its contrasting form, use of the highest quality materials and contemporary detailing.
(Photo: Paul Riddle)



Figure 4.5c: A series of extensions designed by fourth_space that appear supplementary to the original house by clearly responding to its existing form and materials.

PLANNING CONSIDERATIONS FOR RESIDENTIAL EXTENSIONS AND ALTERATIONS

4.6 PERMITTED DEVELOPMENT

4.6.1 Many proposals for extensions and alterations to a home may be possible under Permitted Development (PD) rights. PD provides rules that allow people to alter existing buildings, and in some circumstances create new buildings, without needing to apply for planning permission. However, the scope of an extension and alteration under PD is limited and technical guidance is available on the Planning Portal[49].

4.6.2 This guide provides a level of design quality for proposals and therefore those seeking to develop under PD may also find the guidance useful to ensure that all proposals for extensions and alterations contribute positively to the existing dwelling and the character of an area, with limited impact on neighbouring amenity.

4.6.3 Where a PD alteration is pursued, homeowners can obtain a Lawful Development Certificate (LDC) from the Council to demonstrate their project is legal under PD rights. PD rights do not generally apply to flats and are more limited for Listed Buildings and conservation areas. In some areas, an Article 4 Direction has also been put in place to manage change in an area by further restricting PD rights.

4.7 MINOR ALTERATIONS

4.7.1 Applicants are advised to contact Croydon's Planning Department[50] for minor alterations to determine whether planning permission or Listed Building consent is required, or if other relevant legislation or development restrictions are applicable.

4.7.2 All proposals, including those that do not require planning permission and minor alterations should utilise the Detailed Design for Extensions and Alterations sections 4.23 - 4.27. Further advice should be sought from Council's Pre-application Service[51].

4.8 SHARED PROJECTS

4.8.1 In some circumstances, a joint planning application between neighbours can be beneficial. Where both parties seek to create an extension at the same time, this may provide an opportunity to achieve larger proposals than would normally be acceptable due to the impacts on neighbouring properties. A joint application will be subject to a legal agreement that requires both extensions to be constructed and completed at the same time. Applicants should consider this prior to a submission.

4.9 HOME BUSINESSES

4.9.1 The ability to work remotely is increasingly common, meaning many people use their home as the base for their business. Provided the building remains as a dwelling and the use as a business does not cause disruption to neighbours, planning permission for the change of use may not be required. Where this is the case, planning permission may still be required for the creation of additional space for a home business but this will generally be considered the same as a residential use and should follow the guidance contained within this document. Where a plan to use a home business would result in several employees using the premises and/or it could disturb neighbours, planning permission for change of use may be required. For further advice please contact the Local Planning Authority as part of the Councils formal pre-application service.

4.10 SUBDIVISION

4.10.1 Where proposals seek to subdivide a dwelling to create multiple dwellings, such as the conversion of a house into flats or the subdivision of a rear garden to create a separate dwelling, applicants should refer to the relevant guidance on site layout & servicing and landspacing & outdoor amenity space in the Suburban Residential Development section of this guide and Policy DM10.1 of the Croydon Local Plan.

49 https://www.planningportal.co.uk/.

50 Applicants should utilise Council's duty planning officer service. More information is available via: https://www.croydon.gov.uk/planningandregeneration/duty-planning-officer-service.

51 For more information, refer to: https://www.croydon.gov.uk/planningandregeneration/pre-application-meeting-service.

4.11 SINGLE STOREY REAR EXTENSIONS

4.11.1 Single storey rear extensions are not normally visible from the streetscene, so are usually less visually intrusive than side or two-storey rear extensions. However, these extensions can still have an impact on neighbouring amenity including access to sunlight and daylight and outlook. To resolve these potential issues, single storey rear extensions should be designed to ensure:

- That in a terraced or semi-detached property it is no deeper than 3.5m[52] from the rear elevation of the original dwelling.
- That in a detached dwelling, it is no deeper than 45° (in plan) as measured from the centre of the window of the nearest habitable room in the neighbouring property or 3.5m from the rear elevation of the original dwelling, whichever is greater. In semi-detached dwellings, where there is sufficient separation from neighbouring boundaries the 45° rule can be applied to achieve a deeper footprint than 3.5m (Refer to Figure 4.11b).

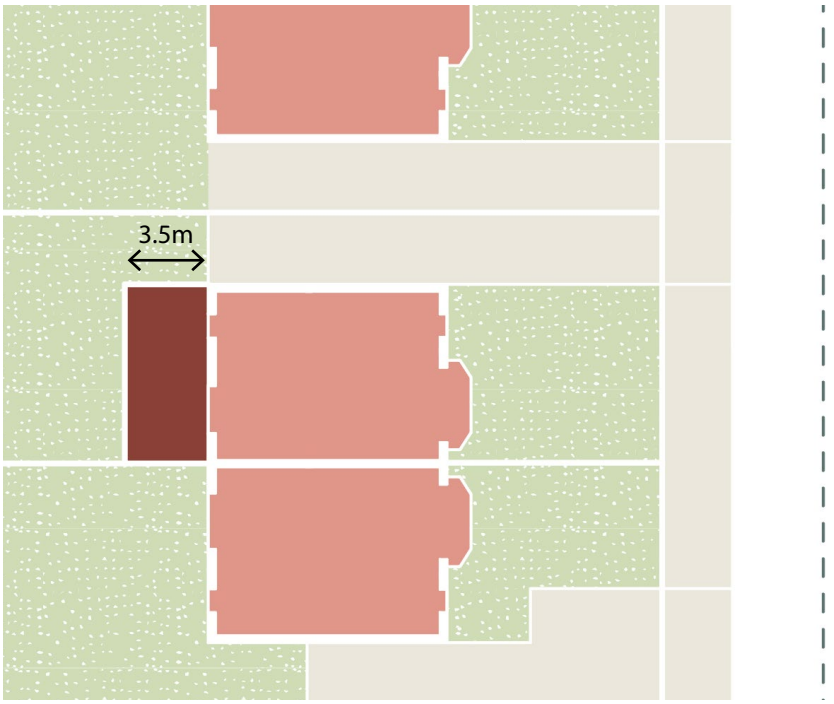


Figure 4.11a: An extension to a terraced house that is no more than 3.5m deep.

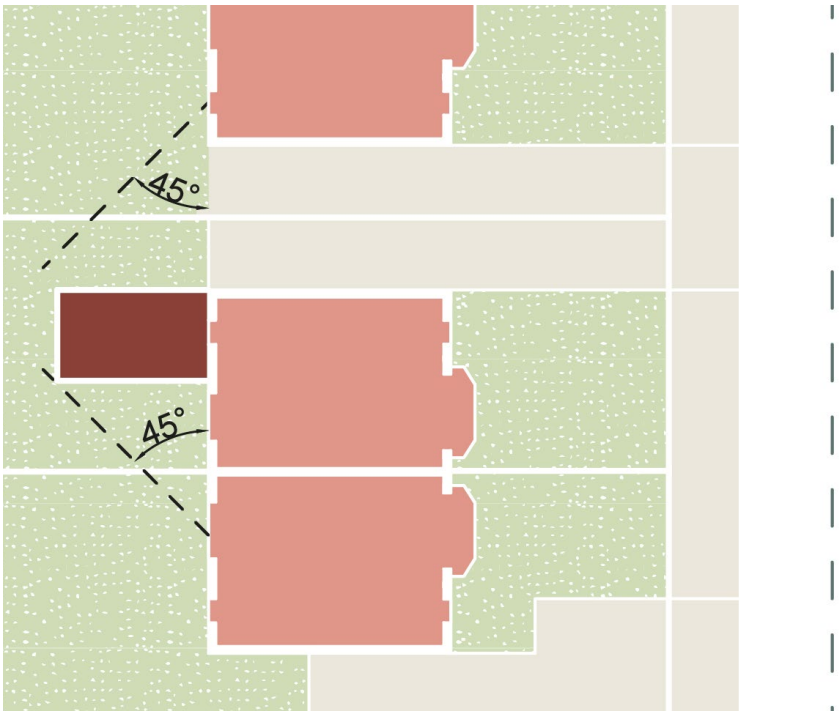


Figure 4.11b: An extension to a semi-detached house that is set away from neighbouring boundary, allowing for a deeper extension, up to a maximum of 45° as measured from the centre of the window of the nearest habitable room in the neighbouring properties.

52 Permitted development is limited to 3m in all dwellings except detached properties.

- Where there are existing outriggers or extensions, it may be possible to create a dog-legged extension as per Figure 4.11c where the resulting projection of each part of the extension is no more than 3.5m from the respective rear walls.
- Where an existing outrigger or extension is deeper than 3.5m, in some circumstances it may be possible for a new extension to extend up to the depth of the existing outrigger or extension provided there is a compelling design that limits impact on neighbouring amenity.
- The height of a single storey rear extension at its highest point should generally not exceed 4m. The height of a side wall of a single storey that directly abuts a neighbouring boundary will generally need to be less than 4m to minimise impact on neighbouring amenity. Particular consideration needs to be given to the orientation and topography of the site, where this may exacerbate impacts on neighbouring amenity. Refer to Figure 4.11d.
- The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to Sections 4.23 - 4.27 for guidance).

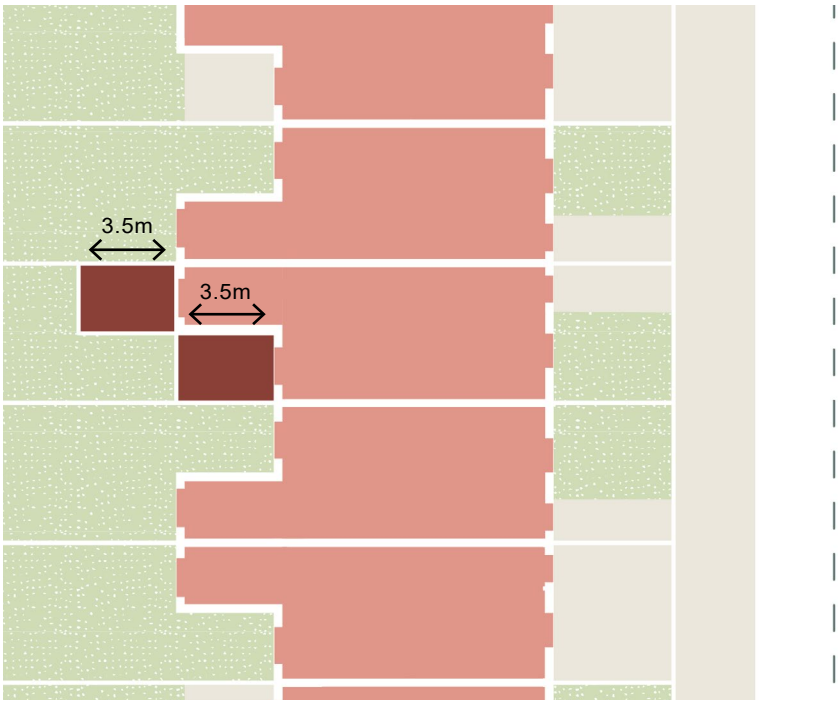


Figure 4.11c: A dog-legged extension where there is an existing outrigger.

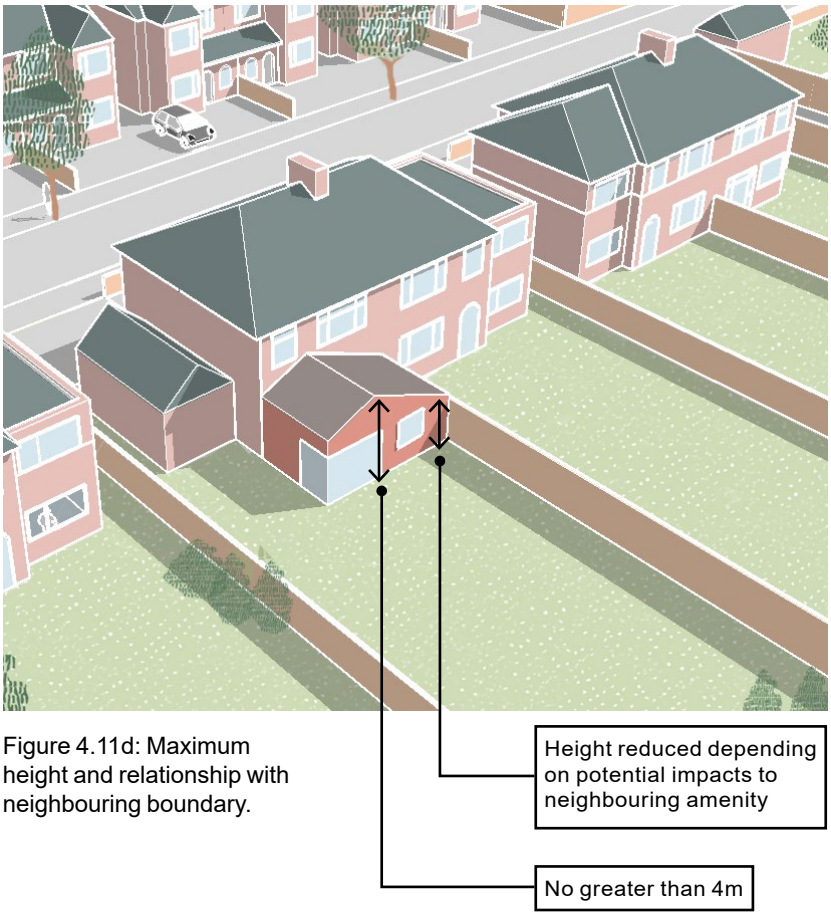


Figure 4.11d: Maximum height and relationship with neighbouring boundary.

4.12 SINGLE STOREY SIDE EXTENSIONS

4.12.1 Side extensions should consider the impact on the appearance of the street. Care is also needed when considering the relationship between any proposed extension and the boundary with neighbouring properties as the separation between properties can provide access routes to the rear of the property and in some locations are part of the character of the area. Depending on the orientation of the neighbouring property, side extensions also have the potential to impact their amenity. To ensure these potential issues are resolved, single storey side extensions should be designed in accordance with the guidance below.

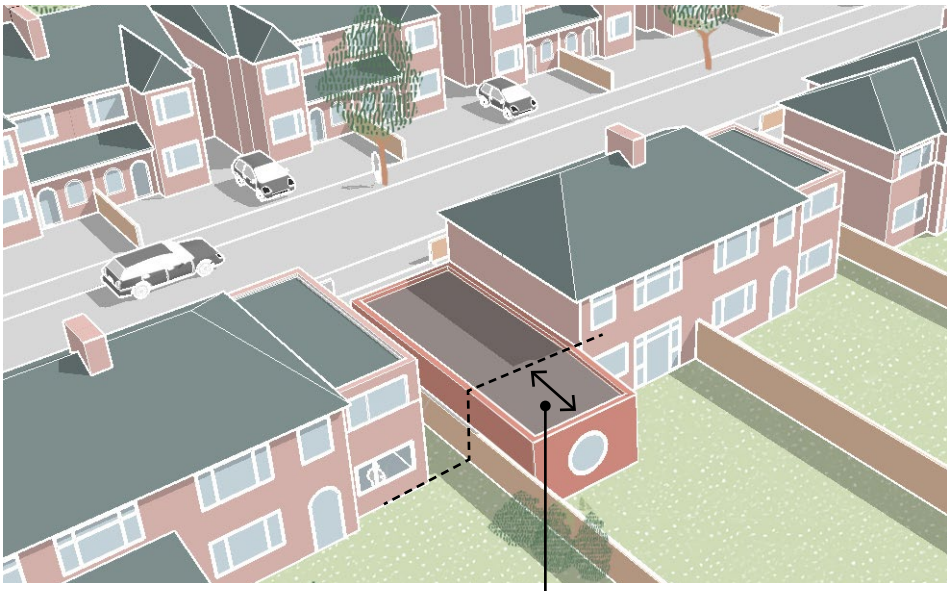


Figure 4.12a: A single storey side extension that extends beyond the rear elevation of a property.

- They may be as deep as the existing house and extend beyond the rear elevation to the distances and in line with the design guidance prescribed in Section 4.11 Single Storey Rear Extensions.
- The height of a wall of an extension that directly abuts a neighbouring boundary should be designed to minimise impact on neighbouring amenity.
- To prevent overlooking of neighbouring properties, windows and doors should normally be placed in the front and rear walls of the extension. If windows are proposed on side walls where they would create issues of overlooking, they should be at high level, non-opening and fitted with obscured glass. Any windows on side elevations should not prejudice the development potential of adjoining land.
- Extensions that are irregular to an existing pattern of buildings along a street will only be acceptable where it can be demonstrated they would enhance the appearance of the street and character of the area. In such circumstances the design approach should not upset the balance and proportions of the existing dwelling.
- Where an extension seeks to build beyond the existing front elevation, they should also refer to the guidance on front extensions (Refer to Section 4.14). If they do extend beyond the front building line, applicants are encouraged to combine this with a new or existing porch where applicable.
- The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to Sections 4.23 - 4.27 for guidance).



Figure 4.12b: A poorly designed single storey side extension that fails to respond to the original dwelling. It has an awkward combination of roof forms and the appearance is further exacerbated by the porch extension, which hasn't been combined with the side extension.

4.13 SINGLE STOREY WRAP-AROUND EXTENSIONS

4.13.1 Wrap-around extensions which seek to extend to the side as well as to the front or rear of an existing house must have regard to impacts on neighbouring amenity and the appearance from the street. Wrap-around extensions should refer to the relevant combination of guidance for side and rear or front extensions.



Figure 4.14a: Example of a good side extension wrapping around to incorporate a well-designed porch, successfully integrating with the existing dwelling.

4.14 SINGLE STOREY FRONT EXTENSIONS AND PORCHES

4.14.1 Front extensions can change the character of the original building and where poorly designed have a negative impact on the appearance of the street; due to their visibility these kind of extensions are most likely to have an impact on the wider streetscene. It is therefore important to invest a high level of design quality in such proposals following the guidance below:

- Extensions that are irregular to an existing pattern of development will only be acceptable where it can be demonstrated they would enhance the appearance of the street and character of the area. This is likely to be challenging in streets with a consistent pattern of development.
- Front extensions must be designed to respond to and enhance the character of the existing dwelling.
- They should generally be no deeper than 1.5m and avoid being full width; overly-wide or deep extensions which would appear to dominate the appearance of the existing dwelling and fail to enhance character will not be supported.
- The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to Sections 4.23-4.27 for guidance).

4.14.2 Porches can be added to a house to provide a threshold space between the exterior and interior, whilst adding emphasis to the entrance:

- The scale and design of new porches should respond to the existing dwelling. Care should be taken to preserve the appearance of existing features, such as bay windows and avoid porches that would impact these. The roof design of a porch should be carefully considered to ensure its appropriateness to the existing house.
- Existing porches that are open to the street and are an original feature that form part of a local pattern of development should generally not be enclosed.
- The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to Sections 4.23 - 4.27 for guidance).



Figure 4.14b: A poor example of two porches that have been built up to and over original bay windows. The design fails to respond to the historic pattern of development and materials are low quality.

4.15 ROOF DESIGN FOR ALL SINGLE STOREY EXTENSIONS

4.15.1 The shape or form of the roof can have a signifcant impact on the appearance of an extension, but can also add interest to a design. The design of a roof needs to consider the relationship with the existing house and surrounding context. It is therefore important to consider their appearance and performance as part of the design following the guidance below:

- The design of roofs for all single-storey extensions must not create unreasonable negative impacts on neighbouring amenity. Roof designs that result in excessive visual intrusion and/or the blocking of natural light to neighbouring properties must be avoided.
- Where a pitched roof is proposed, care needs to be taken with how this may relate to windows on the first floor, where the roof meets the outer walls of the existing house. (Refer to Figure 4.15a).
- Where a flat roof is proposed, this should not normally be proposed to be used as a terrace or balcony. This is to protect the privacy of neighbours. However, in some cases it may be possible if it is demonstrated that neighbour's amenity in both directions is not impacted. The introduction of screening devices to help prevent overlooking from terraces or balconies are generally not considered acceptable as these can be detrimental to suburban character.
- Consideration should be given to how rainwater goods will be accommodated into the design of the roof (Refer to Section 4.24 for guidance).
- Applicants are advised to consider how the roof of an extension can be used to enhance the environmental performance of their home. This may include providing solar panels or a green roof. Any such proposals are encouraged by the Council but should be clearly shown on drawings submitted with the application. The acceptability of such proposals will however have regards to any potential negative impacts on the visual amenity of neighbouring properties or the appearance of the street.
- The detailed design, including specification of materials and rooflights should be informed by the guidance on Detailed Design (Refer to Section 4.23 - 4.27 for guidance).



Figure 4.15a: An example of a roof design to a single storey extension by Nimtim Architcts that has been designed to ensure it doesn't overlap with the windows above.
(Photo: Anna + Tam)



Figure 4.15b: A side and front extension with a series of different roof forms results in a poorly considered composition that has a negative impact on the streetscene.



Figure 4.16a: Example of a two-storey rear extension of a terraced house designed by Gundry+Ducker Arch. that infills between existing extensions and outriggers, refer to Section 4.16 for guidance. This scheme also features a well-designed parapet detail to the roof (refer to Section 4.15) and concealed rainwater goods (refer to Section 2.24) giving a clean appearance. (Photo: Andrew Meredith)

4.16 TWO-STOREY REAR EXTENSIONS

4.16.1 Two-storey rear extensions are often desirable to create more space within a home, however they need to be carefully designed to avoid negatively impacting neighbouring properties. Proposals for two-storey rear extensions should consider the surrounding context and ensure:

- For all types of housing, they are positioned so that they do not result in unreasonable loss of daylight to habitable rooms in neighbouring properties or result in an unreasonable level of overlooking.
- For terraced houses, they are only proposed where they would be infilling between two existing two-storey extensions or outriggers (Refer to Figure 4.16b) and therefore wouldn't impact on neighbouring amenity. Where this is the case, the extension should be of a height and depth no greater than the existing extensions or outriggers.
- For semi-detached properties, they are located on one side of the rear of the property that does not abut the adjoined property (Refer to Figure 4.16c); or they adjoin the neighbour where it already contains a two-storey rear extension (Refer to Figure 4.16d). They should generally be no wider than half the width of the existing house and no deeper than 45° (in plan) as measured from the nearest habitable room window on neighbouring properties to both sides of the dwelling and should not exceed the eaves and roof ridge line of the existing house.
- For both terraced and semi-detached properties, there may be greater potential to create two-storey rear extensions where a joint scheme comes forward, subject to a legal agreement (Refer to Section 4.8 for guidance).
- For detached properties, they should generally be of a depth no greater than 45° as measured from the nearest habitable room window on neighbouring properties to both sides of the dwelling. They should not normally exceed the eaves and roof ridge line of the existing house.
- The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to Section 4.23 - 4.27 for guidance).

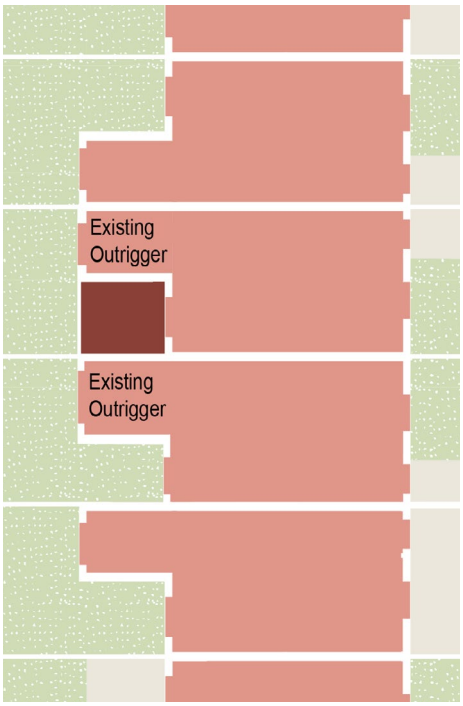


Figure 4.16b: Example of where a two-storey rear extension may be acceptable where it would be infilling between existing extensions / outriggers and would not impact on neighbouring amenity.

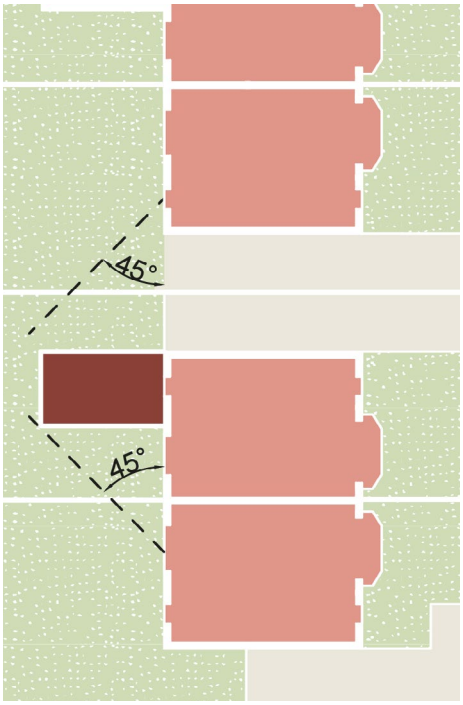


Figure 4.16c: A two-storey extension to a semi-detached house set away from the directly adjoining neighbour.



Figure 4.16d: A two-storey extension proposed to a semi-detached house where a neighbour already has a two-storey extension.



Figure 4.16e: A two-storey extension to a semi-detached house set away from the directly adjoining neighbour.

4.17 TWO-STOREY SIDE EXTENSIONS

4.17.1 Two-storey side extensions are appropriate where space is sufficient and the impacts on the townscape and neighbouring properties are considered. Two-storey side extensions must consider the surrounding context and ensure:

- They are designed so as not to create an unreasonable impact on access to daylight and overlooking in habitable rooms on neighbouring properties.
- The existing rhythm of the street, including for example characteristic gaps between properties, the symmetry of pairs of semi-detached homes or groups of terraced houses, would not be unreasonably interrupted.
- They do not result in an overly wide or poorly proportioned elevation facing the street. This can usually be avoided by setting the extension back from the existing front elevation; this should be at least 1m at the first floor, while a ground floor setback of approximately 1 brick (215mm) could be provided. In some special circumstances a reduced setback may be allowable and would need to be justified in an application and considered on a case by case basis.
- They do not exceed the eaves and roof ridge line of the existing house.
- The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to Section 4.23 - 4.27 for guidance).



Figure 4.17a: A good example of a setback at first floor on a two-storey side extension.



Figure 4.17b: A low quality two-storey side extension which is overly dominant, upsetting the balance of this pair of semi-detached homes. The brick neither matches nor distinguishes from the existing and the junction at the eaves is poorly detailed.



Figure 4.17c: Example of a subservient two-storey side extension designed by Selencky Parsons that introduces contemporary elements, such as the windows and their surrounds, to help distinguish the new from the existing.
(Photo: Andy Matthews)

4.18 TWO-STOREY FRONT EXTENSIONS

4.18.1 Two-storey front extensions are likely to have a significant impact on the appearance from the street and will be determined on a case-by-case basis.

4.19 TWO-STOREY WRAP-AROUND EXTENSIONS

4.19.1 Two-storey wrap around extensions can introduce a large additional volume and therefore need to be carefully designed to respond to the character of the existing dwelling and neighbouring properties.

4.19.2 Two-storey wrap-around extensions which cover the side and rear or side and front of a dwelling will generally be determined on a case-by-case basis and where they follow a combination of guidance for the applicable extension (Refer to Sections 4.16, 4.17 and 4.18 for guidance).

4.20 EXTENSION TO HOUSES ON CORNER PLOTS

4.20.1 Corner plots provide opportunities to create large extensions that face onto the return road and in some cases can create a landmark building feature. Their location makes them highly visible from two streets and can provide an opportunity to improve the appearance of an area. Houses on corner plots may have capacity for two-storey extensions that extend to the side or rear. They should be designed to create a positive relationship with the existing dwelling, neighbouring properties and street scene and ensure:

- Where extensions are proposed that would project beyond the rear of the existing dwelling, they follow the guidance on rear extensions (Refer to Sections 4.11 or 4.16 for guidance). Where separation with the neighbours and orientation allows, there may be scope for a deeper extension.
- Where extensions are proposed that would project beyond the side wall of the existing dwelling they follow the guidance on side extensions (Refer to Sections 4.12 or 4.17 for guidance).
- Any projection forward of the building line on the return street is carefully designed as this will be highly visible. This may be resolved through the massing (such as stepping), fenestration or material treatment of the proposal. Views along the return street to the proposed building should be considered.
- The relationship between the roof of the existing property and an extension on a corner is carefully considered. Extensions that result in overbearing end walls, including uncharacteristic gables, will generally not be acceptable.
- The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to Sections 4.23 - 4.27 for guidance).

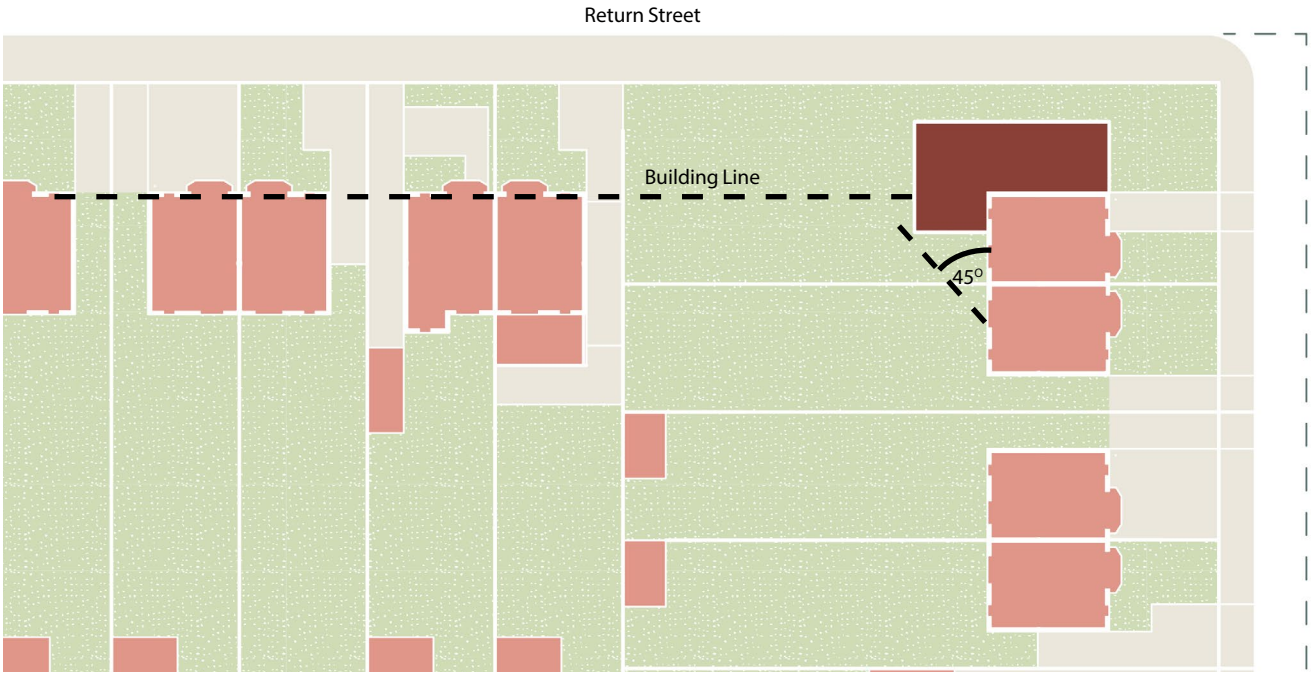


Figure 4.20a: A plan of an acceptable corner plot extension.

4.21 EXTENSIONS & ALTERATIONS TO ROOFS

4.21.1 The use of loft space to provide additional accommodation can often provide more space for relatively little cost, using natural light through the use of skylights. Roof extensions, such as dormer windows or box extensions which project out from the roof slope, should be used where there is a need to enlarge the useable floor space within a loft or where they are more characteristic of the area. Extensions and alterations to roofs should follow the guidance below:

- Ideally be located on the rear elevation of a dwelling to minimise impact on the street.
- May be full-width for mid-terrace houses, but should be set in from the edge of a hipped roof or gable end on end of terrace houses (refer to Figures 4.21b and 4.21g).
- May be no more than two-thirds the width of the existing roof on a semi-detached or detached house, and should be set in from the edge of a hipped roof or gable end (refer to Figures 4.21a and 4.21g).
- Should be no higher than the existing ridge-line.
- Should not wrap around two-sides of a hipped roof unless in special circumstances where it can be justified; this will be judged on a case by case basis.
- Should include generously sized windows that are generally best if positioned to relate to the existing doors and windows on the floor below. Large blank facades on dormers can have an overbearing appearance and will not generally be acceptable.
- If proposing a hip to gable roof extension, should not interrupt the pattern of roof forms visible from the street.
- If proposing a side roof extensions, be no more than two thirds the width of the existing roof and should not interrupt the appearance of the roof when viewed from the street (refer to Figure 4.21e). Habitable room windows in the side elevation facing a neighbouring property would not normally be acceptable if it results in overlooking to habitable rooms or the first 10m of the rear garden of a neighbouring property.
- Choose materials, windows and doors in accordance with the guidance on Detailed Design (Refer to Sections 4.23-4.27 for guidance). This is important for roof extensions due to their visibility, the need to avoid creating an overbearing appearance and the potential to add design interest through materials and detailed design.

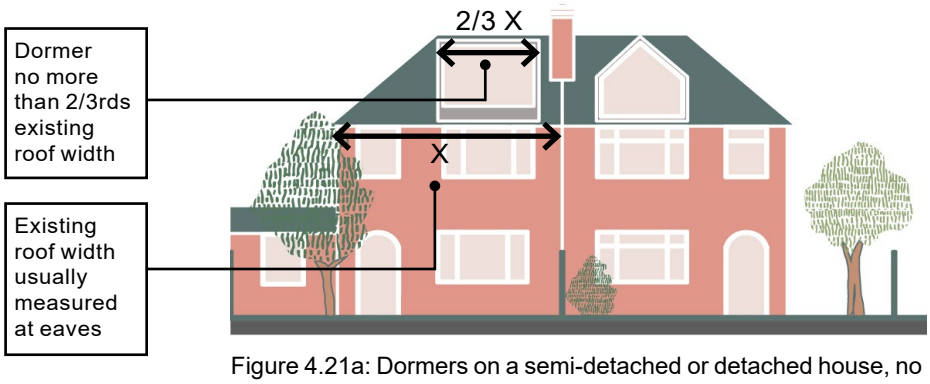


Figure 4.21a: Dormers on a semi-detached or detached house, no more than two thirds the width of the existing roof, and set in from the edge of a hipped roof (or a gable end).

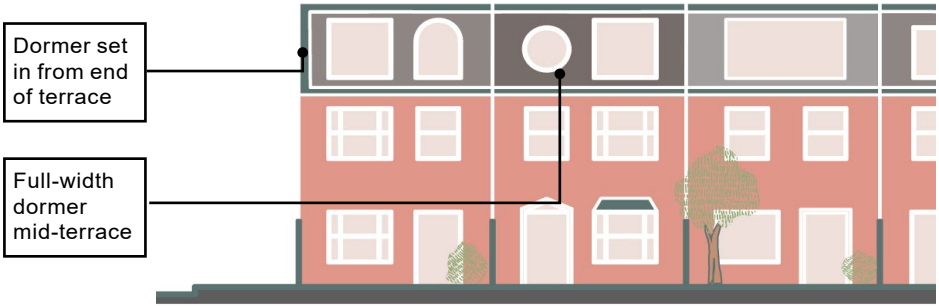


Figure 4.21b: Dormers on a terraced houses that are full-width for mid-terrace houses, but set in from the edge of a gable end (or hipped roof) on the end of terrace house.

4.21.2 It will generally not be acceptable to create dormers on the front of a property. They will only be possible in exceptional circumstances which includes the Areas of Focussed Intensification (Refer to relevant guidance in Chapter 3) or other locations where they would not negatively impact the appearance of the street and not disrupt the rhythm of development along a street. Where this may be possible, they should not be full width or large box dormer, and should generally be setback from the eaves line by a minimum of 0.3m. They should be positioned to be part of the composition of the front elevation, relating to the shape, size, position, and design of the existing doors and windows on the lower floors including space between windows and offsets from side walls. Rooflights may be less disruptive to the street scene and should be considered for front elevations.



Figure 4.21c: A good example of a box dormer on the rear of a terrace house successfully designed by Selencky Parsons to integrate into the existing dwelling; the dormer replicates existing roof tiles, conceals rainwater pipes and aligns the glazing with the windows below. The dormer provides a generous amount of glazing, avoiding an overbearing appearance and benefiting the internal spaces.



Figure 4.21d:The addition of 3 dormers by Threefold Architects that have been sympathetically designed to the existing building and respond to the positioning of the windows below.



Figure 4.21e: Example of where a side roof extension to a house has not been setback from the original roof. In this situation it has compromised the symmetrical form of the original semi-detached houses and therefore negatively impacts the appearance of street.



Figure 4.21f: Example of an inappropriate addition of a front dormer to a mid-terrace house. This addition lacks design merit and breaks the uniformity of the roofs that contributes to the positive characteristics of the street.



Figure 4.21g: Example of where a highly visible roof extension dominates the original building and negatively impacts the appearance of the street. This could have been avoided had the rear box extension been set in from the gable end of the roof to allow the gable and the rear extension to read as two separate elements.

ADDITIONAL STOREYS

4.22 EXTENDING UPWARDS

4.22.1 Where appropriate, an additional storey added across all or any part of a dwelling can be effective for increasing internal floor area, particularly for dwellings with flat roofs. Proposals for additional storeys should ensure:

- They are generally limited to 1 additional storey, except where in exceptional circumstances, such as on larger flat roofs.
- They are generally only applied to detached houses, blocks of flats or on corner plot for any type of house with adequate separation from the boundary of their plot.
- They do not result in unreasonable loss of light and direct overlooking to habitable rooms or the first 10m of the rear garden in neighbouring properties.
- They are designed to respond to the existing building. In some circumstances, an approach that continues the form, proportions, materials and details of the floor below may be appropriate. This needs to be approached with care to ensure it does not result in an overbearing or poorly proportioned elevations, and presents a risk materials do not quite match and therefore appear to clash. Where this would be the case a setback may be appropriate taking a supplementary or innovative design approach (Refer to Section 4.5).
- The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to Sections 4.23 - 4.27 for guidance).

4.22.2 Where additional storeys would result in the creation of new residential units, they should refer to the guidance provided in Chapter 2 with regards to Site Layout & Servicing and Landscaping & Provision of Outdoor Amenity Space.



Figure 4.22a: An example of additional storeys being added to an existing building to provide new homes.

4.23 DETAILS

4.23.1 The detail incorporated into the design of a proposal will have a significant impact on the finished appearance of an extension or alteration. There are many aspects which should be considered when developing proposals, such as choice of materials, windows & doors, architectural detailing and ancillary items such as flues and rainwater goods.

4.24 RAINWATER GOODS & OTHER ANCILLARY ITEMS

4.24.1 Rainwater goods, such as downpipes, and other ancillary items, such as flues and soil vent pipes, can add clutter to the appearance of a dwelling. The impact on the appearance of a proposal should be considered in the early design stages and should ensure:

- The positioning of rainwater goods, flues, vents and other pipes, are in a discreet location and the number of downpipes is limited to avoid cluttered elevations.
- Pipework does not overhang the boundary of neighbouring properties[53]. For flat roofs, the introduction of a parapet is often a successful way to contain rainwater collection within the curtilage of the property. Where the roof slopes towards a boundary, proposals should have a wall setback from the boundary to allow for eaves and gutter overhang. A sloped roof should not generally be combined with a parapet (Refer to Figure 4.24c).
- Where for a single storey side extension, consideration is given to future development of a first floor extension. A single storey side extension up to the boundary could limit the design at first floor if eaves and guttering were to extend over the boundary.
- Meter boxes are placed in a discreet location, generally away from the main entrance or where they are not prominent on the front elevation or subterranean where possible.

53 Information about Party Walls and the Party Wall etc. Act 1996 for boundaries of land belonging to two (or more) different owners is available at: https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/16



Figure 4.24a: A parapet can be used on a flat roof to remove the need for gutters, creating a less cluttered appearance.

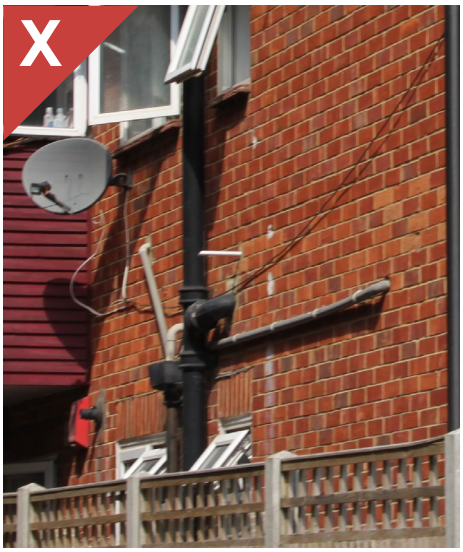


Figure 4.24b: Poorly considered pipework on a side extension, visible from the street.



Figure 4.24c: The combination of a pitched roof with a parapet results in an unattractive appearance.

4.25 WINDOWS AND DOORS

4.25.1 Windows and doors should be designed to avoid poorly proportioned, positioned and detailed openings. The relationship between a proposal and existing openings should also be carefully considered. Designs should ensure:

- Where an extension or alteration meets the existing dwelling, they should generally be at least 215mm (1 brick width) clear of any opening on the existing dwelling.
- The positioning and proportions of windows and doors should avoid an elevation that appears imbalanced or that result in large blank facades that would appear overbearing.
- Consideration is given to whether windows or doors as part of an extension or alteration should be:
  - recessed, semi-recessed or flush with the external envelope;
  - in a symmetrical or asymmetrical composition; or
  - match the proportions of windows in the existing house.
- Where the original doors and windows are characteristic features of the existing dwelling or the area, such as bay windows, they are retained.
- Decorative features to door and window surrounds are retained where possible, particularly where they contribute to the character of a building or area.
- The replacement of an unsympathetic door or window is with one of a design that is characteristic of the original dwelling.
- The choice of material of new windows and door frames is consistent. Where wooden frames are already used, this should be continued unless there is a particular design rationale for introducing a different framing system. Metal frames may be appropriate in contemporary proposals. The quality and appearance of wooden and metal frames tends to be superior to uPVC and are therefore preferable.
- Where the porch is an important part of the original design of a house, these are retained. The enclosure of porches with glazing can interrupt the rhythm of a street and should be avoided. The removal of a porch can result in an under-scaled entrance, diminishing the uniformity of a street where the porch is a feature on all houses.
- Where a porch is added to a dwelling, the building style and impact on the street scene is considered.



Figure 4.25a: A wall with different depths of window and door reveals. Deeper reveals add emphasis and solidity to the appearance of a house.

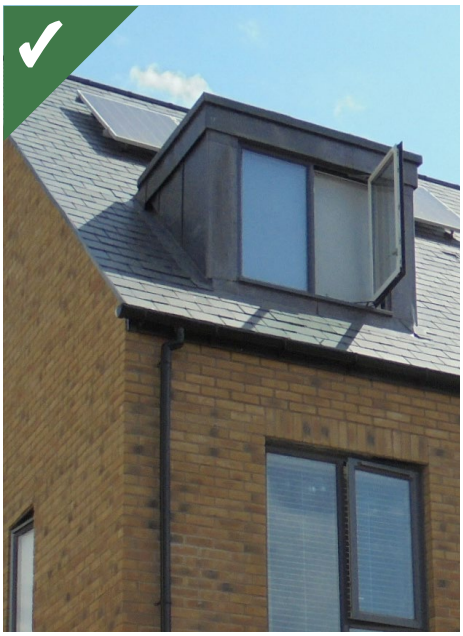


Figure 4.25b: An example of well-designed dormer window, set in from the edges of the roof, with a simple frame that does not draw the attention of the eye.

4.26 MATERIALS

4.26.1 The choice and use of materials for an extension or alteration can significantly impact the appearance of a dwelling. Choice of materials should consider the neighbouring properties and ensure:

- In areas where there is a strong sense of character through the use of particular materials, extensions and alterations should use materials that respond to this character. Where appropriate, this may allow the introduction of new, high-quality materials, including in historic environments where contemporary materials may be used to offer a contrast to the appearance of traditional materials and enhance the qualities of and provide a clear distinction from the original fabric.
- Materials chosen to match the existing dwelling are carefully chosen to consider the effects of weathering and time. This is crucial where materials need to match the existing.
- The long-term wearing of materials is considered. Materials such as render and wood can wear drastically if poorly detailed and not maintained, particularly if north facing.
- The reuse of materials where possible for a repair or extension. Elevations which are visible from the street, including roofs, should be prioritised in the reuse of materials. A mixture of old and new materials is more appropriate on rear-facing elevations, and should ensure that similar colours, textures and sizes are used to those of the original roof covering.



Figure 4.26a: Strong and consistent material palette, features and details contributes to character of a suburban street. (Photo: Ruth Ward)

4.26.2 Innovation or the use of new materials will be encouraged, except where it detracts from the character of an area.

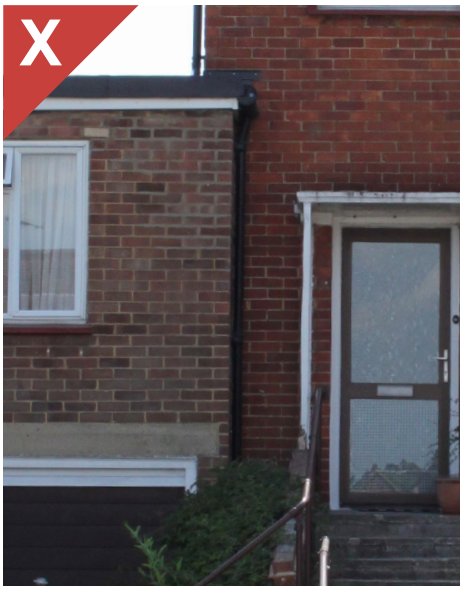


Figure 4.26b: An example of a side extension that attempts to match the existing brick work but fails to do so.



Figure 4.26c: An example of the successful introduction of contemporary materials in this metal clad side extension by HUT Architecture.



Figure 4.26d: An example of inappropriate cladding to a house that hinders the appearance of the street.

4.27 ARCHITECTURAL DETAILS & FEATURES

4.27.1 The architectural details and decorative features of a building significantly contribute to the appearance of a dwelling. Design proposals for extensions and alterations should consider the response to existing features and how new details may be introduced to add interest and respond to the local character.

- Where rebuilding part of the existing dwelling, the continuation of plinths, string courses, bond patterns, decorative brickwork, barge boards and fascias should be integrated into the design.
- Decorative features such as terracotta panels, carved bricks, glazed tiles, decorative ridge tiles and finials, lintels or plaques should be retained and restored, if damaged.
- Functional features, such as chimneys help provide rhythm to a street, particularly on semi-detached and terraced housing. Where chimneys are no longer used to service fireplaces, they can provide ventilation and reduce condensation within a home. Where they contribute to the original design, their retention is encouraged. Where a new chimney would be appropriate to the scale and position of an extension, they can assist with the integration into the suburban setting and provide a functional use.
- The addition of contemporary features and details will be encouraged where they respond to the design of the proposal, the existing house and the character of the local area.

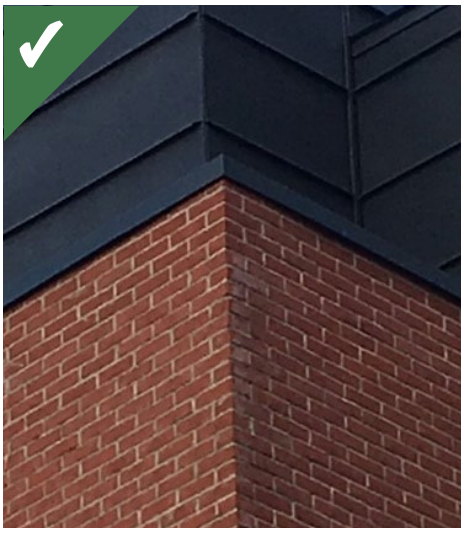


Figure 4.27a: Standing seam metal and brick.

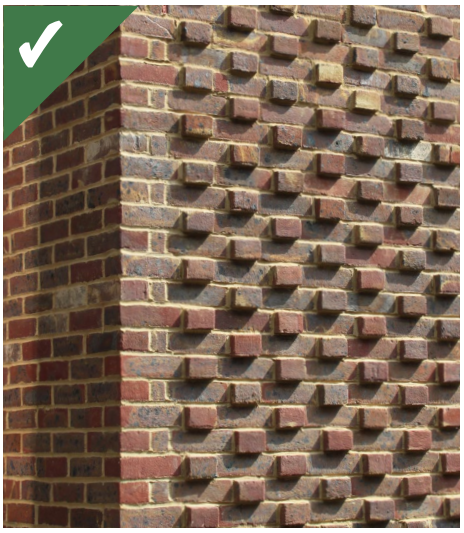


Figure 4.27d: Patterned brickwork.



Figure 4.27b: Crafted wooden shingles.



Figure 4.27e: Stepped courses of brickwork.



Figure 4.27c: Hung tiles, including decorative tiles.

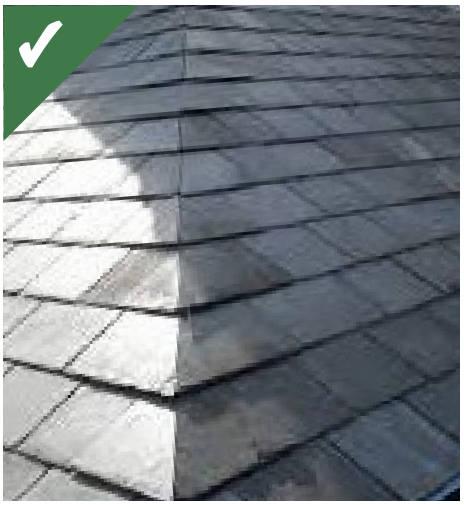


Figure 4.27f: Slate tiles.

4.28 BUILDING IN GARDENS

4.28.1 Outbuildings providing additional space associated with a dwelling, such as storage, a home office or summer house should not result in the creation of a separate dwelling and should share access, gardens and services with the main dwelling.

4.28.2 Such proposals may be required to demonstrate that the proposed outbuilding is ancillary to the existing house so as not to be considered a separate dwelling. Where an outbuilding would result in a separate dwelling, applicants should refer to the guidance on subdivision and rear garden development (Refer to Chapter 2).

4.28.3 Outbuildings should be designed to:

- Provide an ancillary function such as a home office, garage or storage.
- Be located in a position that provides access requirements relevant to the use, but should not be dominant in the street scene or in a location where they would appear to add clutter. Consideration should also be given to the level of natural surveillance over the outbuilding.
- Be of a scale that is subservient to the main house. The maximum height and footprint of an outbuilding should be determined on a case-by-case basis, dependent on the size of the plot, scale of the host building and impact on neighbouring amenity.
- Be innovative, standalone buildings. Outbuildings do not need to respond to the style of the host dwelling, except where visible from the street. Where visible from the street, proposals for outbuildings should respond to the character of the existing dwelling.
- Ensure that where a garage is proposed, it should not directly abut a pavement or highway. The garage doors should not open onto a pavement or highway.
- Outbuildings and garages should generally be set behind the main building line.



Figure 4.28a: An example of an outbuilding providing an ancillary living space and home office designed by Surman Weston and Joseph Deane. (Photo: Wai Ming Ng)

4.28.4 If the outbuilding is to be used as a habitable space[54], proposals should consider heating (and insulation) and access to light and ventilation.

54 Habitable spaces may include a home office or study.

4.29 FRONT GARDEN DESIGN, INCLUDING PARKING

4.29.1 Except in certain circumstances[55], most front garden works do not require planning permission. All front garden works requiring planning permission should follow the guidance below. Where works do not require planning permission, homeowners should consider the following guidance to achieve the best possible outcome. Homeowners should also consider the need to notify neighbours under the Party Wall Act if proposed works may affect a shared boundary and generally for any proposed development.

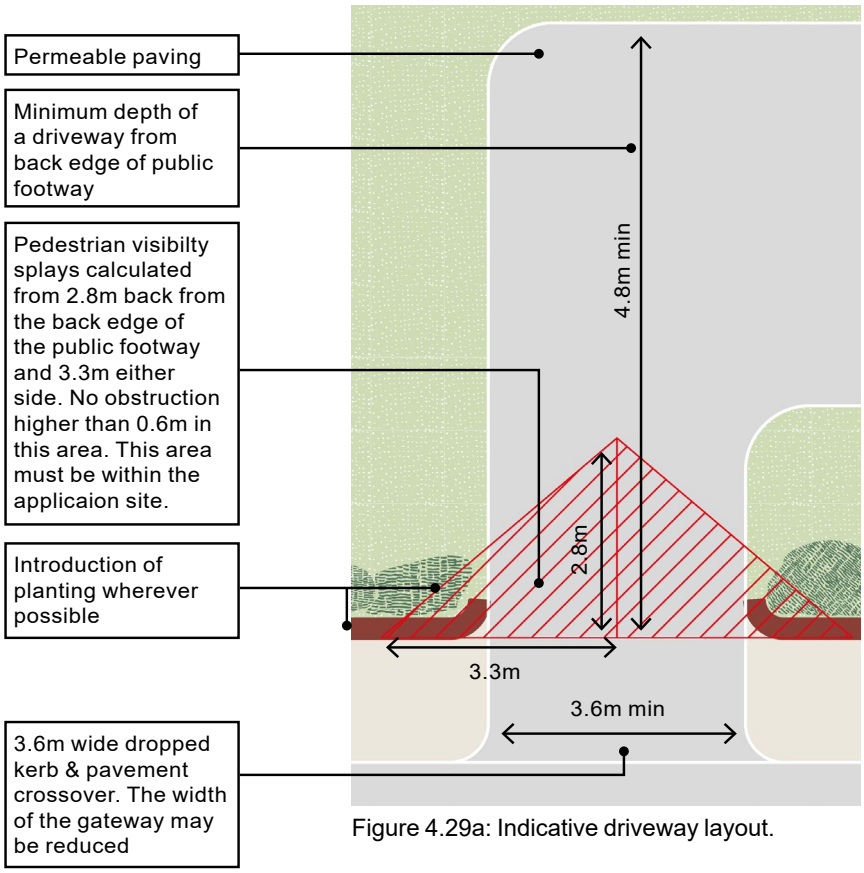


Figure 4.29a: Indicative driveway layout.

4.29.2 The design of front gardens, including landscaping, can significantly enhance a home and the character of the street. Proposals for front gardens and forecourt parking should follow the guidance described in Figure 4.29a and:

- Provide parking which is proportionate to the size of the dwelling and avoid paving over a significant amount of the forecourt. Forecourts that are completely covered in hardstanding should be avoided; as a minimum a planted border along all boundaries should be provided.
- Allow sufficient space between the car and the dwelling to allow access to the front door and side of the property. Front garden parking must be designed to avoid cars overhanging the pavement.
- Should not include gates. Where gates already exist, they must not open outwards and should allow enough space for them to be opened inwardly (if relevant) whilst a car is parked in the forecourt. Gates should enable a pedestrian on the footway to have clear visibility of any vehicle exiting (i.e. they should be railings or have some form of transparency) and should not be of a height that blocks visibility of passing pedestrians and should enable visibility from the footway.
- Avoid the need to remove any existing trees or established hedges.
- Introduce new planting wherever possible.
- Introduce permeable paving to new areas of hardstanding to minimise rainwater run-off issues, as per the requirements of PD[56].
- There should be no water run-off from the forecourt onto the public highway.
- Repair or restore any original decorative tiled paths that are a characteristic or historic feature of the existing dwelling.
- Pedestrian and visibility splays for the crossover and vehicle access must be in accordance with Croydon Guidance[57].
- If a new dropped kerb and crossover is required then applicants must apply for and obtain consent via the Croydon Highways Department[58].

55 Circumstances where planning permission is required include where the property is within a Conservation Area, where the works are dealing with a Tree Protection Order or where a proposal seeks to create a new driveway across the pavement. Applicants should contact Council's Planning Department before undertaking works.

56 For more information, refer to Schedule 2, Part 1, Class F, available at: http://www.legislation.gov.uk/uksi/2015/596/pdfs/uksi_20150596_en.pdf.

57 Available at: https://www.croydon.gov.uk/transportandstreets/rhps

58 For advice, refer to: https://www.croydon.gov.uk/sites/default/files/articles/downloads/VCO%20application%20Sep%202016.pdf and https://www.croydon.gov.uk/sites/default/files/articles/downloads/Residential%20Driveways%20and%20Car%20Accesses.pdf.

4.30 FRONT GARDEN BOUNDARY TREATMENTS

4.30.1 Boundary treatments help to define the relationship between a dwelling and the street. They can include garden walls, fences, railings and hedges. A strong front boundary treatment should be incorporated into proposals, particularly where this is characteristic of the street. Boundary treatments visible from the street should:

- Respond to the design of the dwelling;
- Be consistent with the height of other enclosures on the road;
- Avoid the introduction of different styles along the street. Treatments should reinforce the dominant boundary type along the street, ensuring consistency with the style and age of the property;
- Consider well-maintained planting as an alternative solution and retain any hedgerow;
- Incorporate visibility splays and sight lines for pedestrian and vehicular safety.

4.31 REFUSE & CYCLE STORAGE

4.31.1 Refuse and bicycles often create clutter on the street scene. Dedicated external storage can resolve the impact on the character of an area. Where possible, this should be located in a discreet location to the side or rear of a property.

4.31.2 Where storage is located in front of a property, it should be:

- Located away from the front boundary and in a discreet location where it does not intrude on the street scene;

and

- Be of a design that does not negatively impact the setting of the dwelling or local character. Simple wooden structures or simple metal storage products (Refer to Figure 4.31a and 4.31b) surrounded by landscaping are a common and effective solution, where structurally secure and with a Police security recommendation.



Figure 4.31a: An example of a secure cycle store located in an easily accessible position. (Photo: Trimetals Ltd.)



Figure 4.31b: Ancillary storage for individual homes are best accommodated in the front garden of a property where they are well integrated into landscaping, as demonstrated in the bin stores alongside. (Photo: www.bikebox.london/)