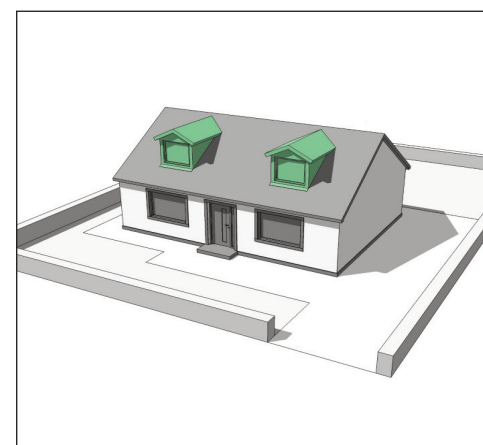
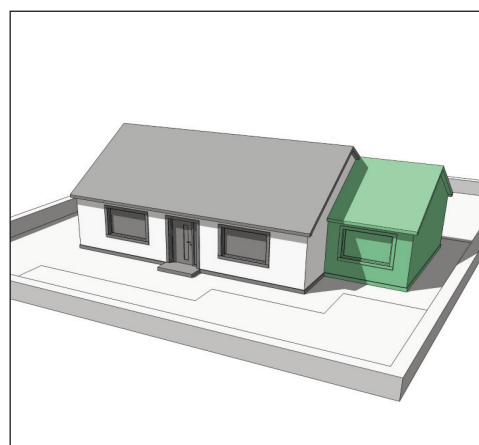
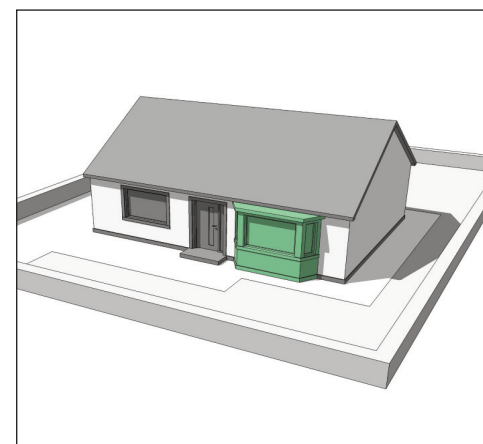
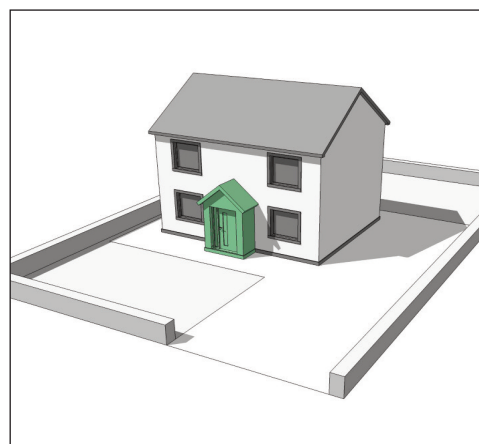




# Angus Local Development Plan 2016

## HOUSEHOLDER DEVELOPMENT PLANNING ADVICE NOTE

September 2016



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## Introduction

This document sets out general advice and best practice for residents who are considering altering or extending an existing residential property.

All alterations and extensions should be well designed, sustainable and of high quality, having due regard for both the design of the existing residential property and the character of the surrounding area. In particular, they should:

- ▶ Make a positive contribution to the design and appearance of the existing residential property.
- ▶ Maintain the quality and character of the surrounding area.
- ▶ Respect the amenity of adjacent neighbouring properties and their curtilages.

This document also sets out general design principles which are considered important to achieve good design, and offers more detailed advice regarding the nature of issues that will be taken into consideration in assessing the most common types of householder developments.

The general advice and best practice contained in this document should be followed and applied as good practice by all residents, even in circumstances when the alteration or extension could be carried out as permitted development. It is important to be aware that there are fewer permitted development rights for alterations or extensions to existing residential properties which either constitute a flat, a listed building or are situated within a conservation area. Furthermore, there are tighter planning controls which apply to existing residential properties which are a listed building or are situated within a conservation area where additional details will often require to be taken into consideration.

This document does not set out general advice and best practice for the development of new residential properties, even in circumstances where a new residential property may be developed within the curtilage of an existing residential property.

## Policy Context

This document sets out general advice and best practice in support of Policy TC4 Householder/Domestic Development within the Angus Local Development Plan 2016. Policy TC4 identifies where householder/domestic development will be supported by the Planning Authority.

### Policy TC4 Householder/Domestic Development

**Proposals for householder development (including alterations/ extensions to houses and flats, development within the curtilage of houses and flats, means of enclosure, satellite antenna and domestic scale microgeneration) will be supported where the siting, design, scale or massing of the proposal, does not:**

- ▶ **adversely affect the residential amenity enjoyed by the house or surrounding domestic properties including, in the case of microgeneration, through noise or shadow flicker;**
- ▶ **detrimentally affect the character and/or appearance of the building, site or surrounding area; and**
- ▶ **result in the overdevelopment of the plot or a loss of garden ground, parking or bin storage.**

**Further guidance on householder development will be set out in a Householder Development Planning Advice Note.**

The general advice and best practice set out in this document, where relevant to the development, should be read in conjunction with other policies within the Angus Local Development Plan 2016 and any existing Supplementary Guidance and Planning Advice Notes.

# General Design Principles

The following general design principles are intended to improve the quality of design and raise the design standards of householder developments. The general design principles should be followed and applied by those who are considering altering or extending an existing residential property. The Planning Authority will take the following general design principles into consideration when assessing planning applications:

1. Alterations and extensions should be architecturally sympathetic to the design of the existing residential property and surrounding area, including building lines, building pattern and spaces between buildings.
2. The external finishes of an alteration and extension should be complementary to the existing residential property and surrounding area.
3. Extensions should normally have the same roof design as the existing residential property, particularly when the extension is visible from public areas.
4. When visible from public areas, alterations and extensions should ensure that the design incorporates window and door openings which are of a similar size, shape and alignment.
5. Alterations and extensions to an existing residential property should not reduce or preclude the possibility of on-site parking.
6. Alterations and extensions to an existing residential property should be designed to avoid adverse impacts on the residential amenity of neighbouring properties. Any significant adverse impacts regarding daylight, sunlight, privacy and the general amenity of neighbouring properties, generated via an alteration and extension, will be taken into consideration.
7. Alterations and extensions should be designed to avoid over dominating or overwhelming the appearance of the existing residential property or neighbouring properties.

8. No more than 50% of the front or rear curtilage should be occupied by an extension to avoid overdevelopment of the curtilage. As a general guide, 100 square metres of usable private (i.e. to the rear) curtilage should be retained for recreational use. In more densely built urban areas, 50 square metres of usable private (i.e. to the rear) curtilage should be retained for recreational use.

9. As a general rule, no part of any extension, with the exception of a small front porch, should project forward of the principal elevation of the original residential property or the line of buildings in a street.

Given the wide variety of residential property types across Angus, it will be for the Planning Authority to determine which elevation forms the principal elevation of the original residential property for the purposes of this guidance.

Any existing alteration and extension to a residential property, which was either developed as permitted development or granted planning permission prior to the publication of this document, will not be considered by the Planning Authority as providing justification for a development which would otherwise fail to comply with the guidance set out in this document.

Depending on the nature and scale of an alteration and extension to an existing residential property, residents may wish to seek advice from a chartered architect or a designer/technician. Seeking their advice at an early stage may assist with the detailed design for the proposed alteration and extension as well as the preparation of any required plans which should meet the Council's requirements.

Depending on the nature and scale of an alteration and extension to an existing residential property, residents should seek clarity regarding the location of both private and public utilities prior to any works commencing on-site. Furthermore, detailed site surveys should be undertaken.



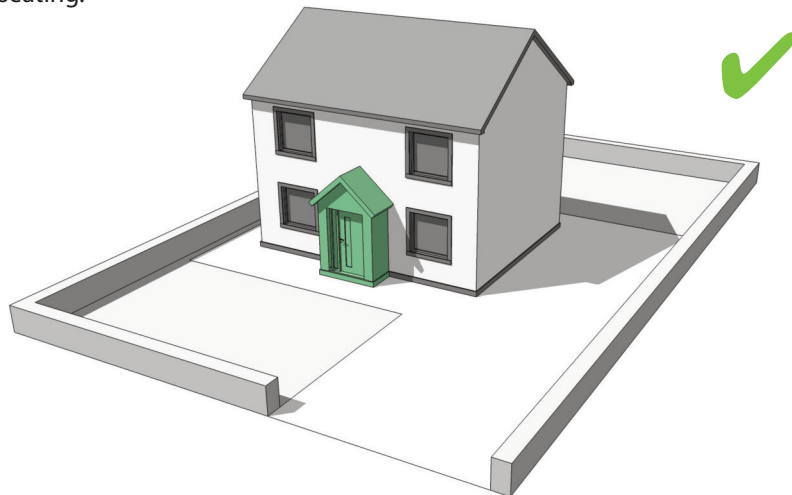
# Design Guidance for Types of Householder Developments

The following design guidance outlines good design practice and principles for different types of householder developments and must be read in conjunction with the general design principles. The design guidance also illustrates some practical examples of the ways in which the general design principles can be applied to specific types of alterations and extensions to existing residential properties.

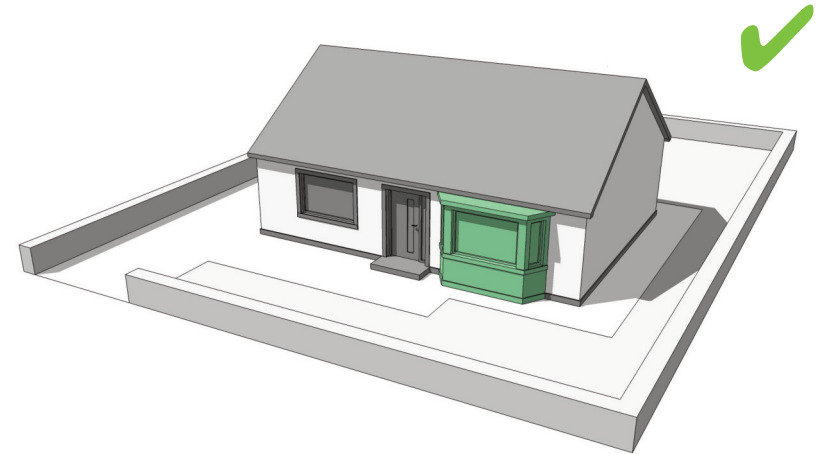
The images of alterations and extensions to existing residential properties that are coloured **green** and marked with the following symbol **✓** are considered to be well designed examples and those coloured in **red** and marked with the following symbol **✗** are considered to be poorly designed examples. The images are for illustrative purposes only and should not be relied upon as being factually accurate or an exact representation.

## Front Extensions

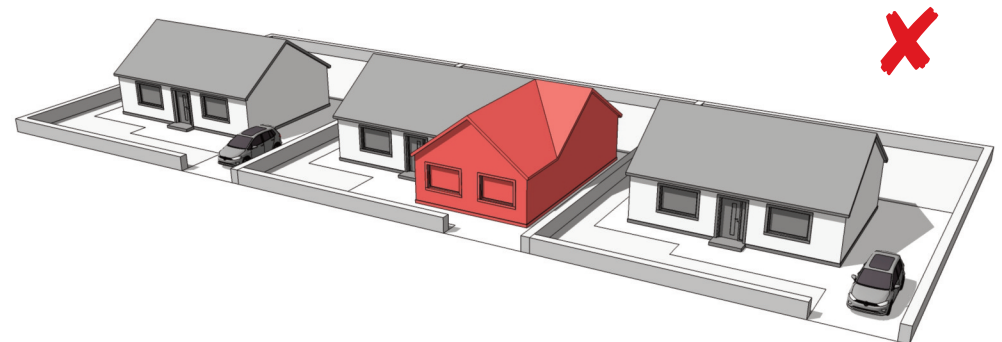
Planning permission will normally only be granted for porches which are designed to provide the minimum space necessary to provide a sheltering function and should generally be modest in proportion to the scale of the existing residential property. Planning permission will not be granted for porches which are designed to allow for additional habitable space e.g. space for seating.



Planning permission will normally only be granted for bay windows which are designed to provide the minimum space necessary to provide additional habitable space e.g. space for seating, and should generally be modest in proportion to the scale of the existing residential property. Planning permission will not normally be granted for bay windows on uniform terraces where they are not an established feature of the terrace; or where they would cause an unbalancing effect on a terrace.



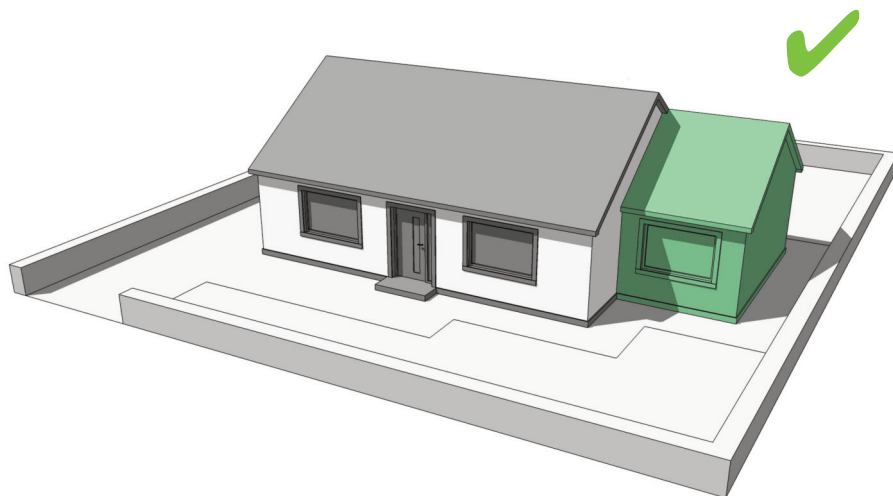
Other than porches and bay windows, any other extension which would project forward of the principal elevation of the original residential property or the line of buildings in a street, are generally not acceptable and should be avoided. Front extensions are usually highly prominent, often break the building line and can have a detrimental impact upon adjacent neighbouring properties and the character of the streetscene, particularly where the existing residential property is part of a row of uniform terraced, semi-detached or detached dwellinghouses.



## Side Extensions

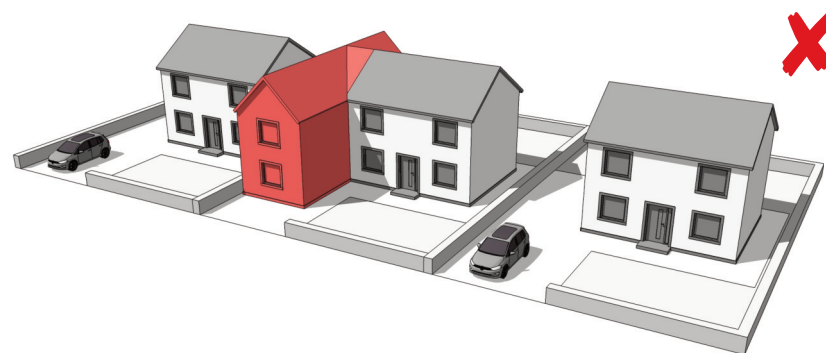
When designing a side extension, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Be developed behind the building line of the existing residential property to provide a clear definition between the newly designed side extension and the existing residential property.
- ▶ Be subordinate in scale and floor area to the existing residential property.
- ▶ Be developed with the ridge line of the side extension being no higher than the ridge line of the existing residential property.








Where a side extension could visually connect separate existing properties, by excessive infilling of the spaces between regularly placed existing properties so that they appear like a continuous terrace, planning permission will only be permitted if that is characteristic of the surrounding area. The spaces between existing properties, particularly pairs of semi-detached and detached dwellinghouses, helps contribute to the character of the streetscene and the Planning Authority will aim to ensure that any side extension does not have a detrimental impact on the character of the surrounding area.

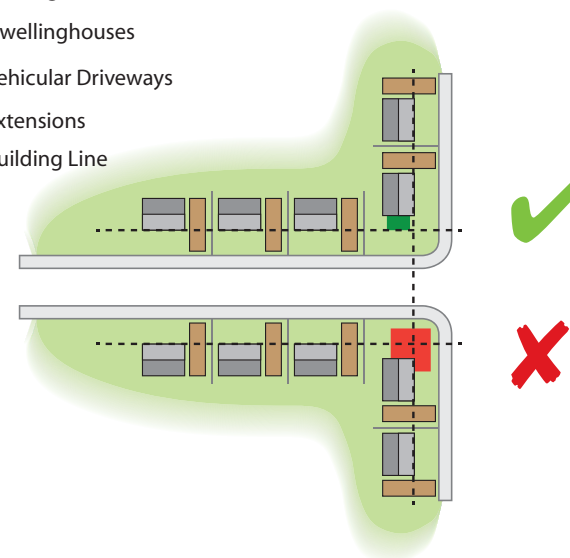
It is desirable that side extensions should be capable of being constructed and maintained from within the curtilage of the existing residential property. Therefore, the retention of spaces between the side extension and the mutual boundary between the neighbouring properties is encouraged.



When designing a side extension on a corner plot, it is important that careful consideration is given to its character and scale as it may be visible from more than one street frontage. Particular attention should be given to the visual impact and the potential for it to have an overbearing presence in the streetscene. Active frontages i.e. the incorporation of windows, should be used on all road frontages.

### Key

-  Curtilages
-  Dwellinghouses
-  Vehicular Driveways
-  Extensions
-  Building Line

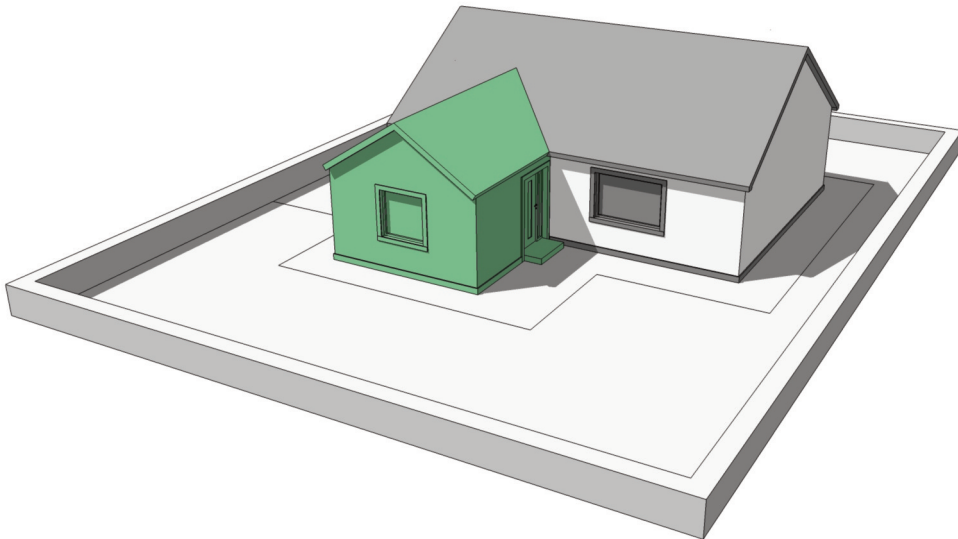
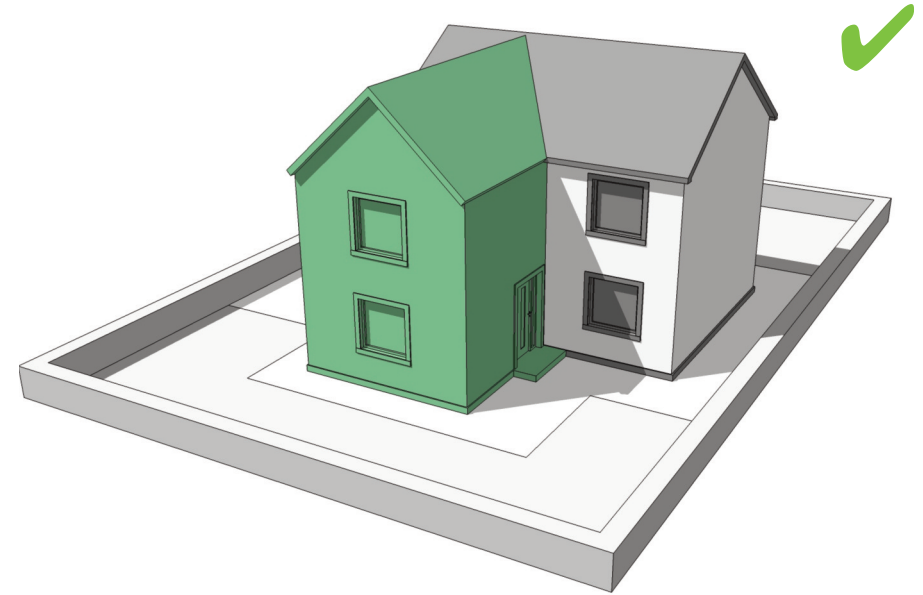


## Rear Extensions

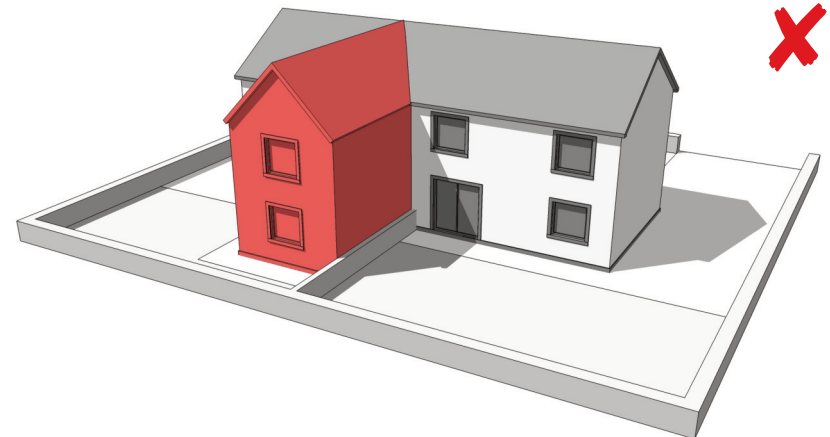
The most common type of extension is to the rear of an existing residential property as it is often the easiest and most obvious way to extend and provide additional living space.

When designing a rear extension, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Be subordinate in scale and floor area to the existing residential property.
- ▶ Be developed with the ridge line of the rear extension being lower, but certainly no higher, than the ridge line of the existing residential property.
- ▶ Not normally extend beyond the side walls of the existing residential property.



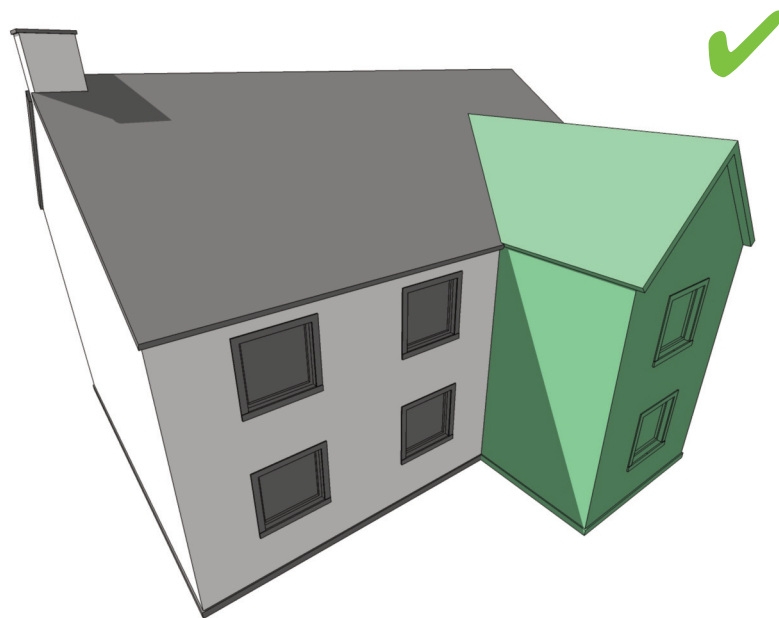
It is desirable that rear extensions should be capable of being constructed and maintained from within the curtilage of the existing residential property. Therefore, the retention of spaces between the rear extension and the mutual boundary between the neighbouring properties is encouraged.



## Roof Extensions

When designing a roof extension, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Be developed with the pitch of the roof extension matching the pitch of the roof of the existing residential property.
- ▶ Be subordinate in scale to the existing residential property with the eaves height of the roof extension matching or preferably being lower than the eaves height of the roof of the existing residential property.
- ▶ Be developed with the ridge line of the roof extension being lower than the ridge line of the existing residential property.



A roof extension which results in the conversion of an existing hip roofed residential property into a gable roofed residential property, particularly on a row of terraced or semi-detached dwellinghouses, is generally unacceptable as it would result in an imbalance between the row of terraced or semi-detached dwellinghouses. However, in circumstances where one half of a terraced or semi-detached dwellinghouse has previously been altered or extended and this has created an existing imbalance, then a well designed roof extension that returns symmetry to the row of terraced or semi-detached dwellinghouses may be acceptable.

Flat and mansard roof extensions will not normally be accepted by the Planning Authority unless they respect and complement the character of the existing residential property and surrounding area. Flat roof extensions may be considered acceptable on a modest, single storey extension which is preferably developed to the rear of the existing residential property, where it is not visible from public areas. Flat roof extensions may also be considered acceptable as part of a high quality, contemporary design when that design respects and complements the character of the existing residential property and surrounding area.

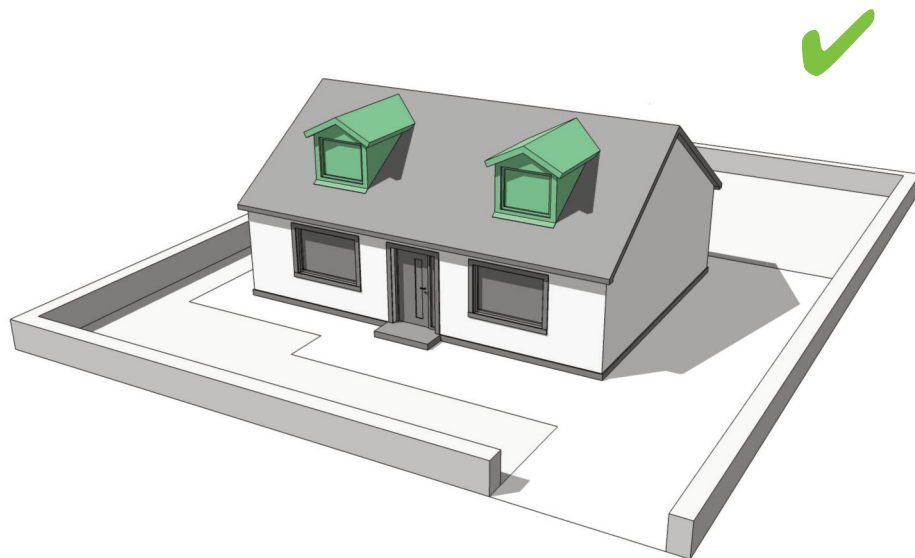
Chimneys form an important feature on the roofs of many existing residential properties, often marking the subdivision of a row of terraced dwellinghouses or adding height to semi-detached and detached bungalows. In circumstances when an existing chimney becomes disused, they should normally be retained and utilised potentially as a false traditional chimney (a disguise) for a modern flue. In certain circumstances, this may be more sympathetic to the style of the existing residential property and surrounding area.



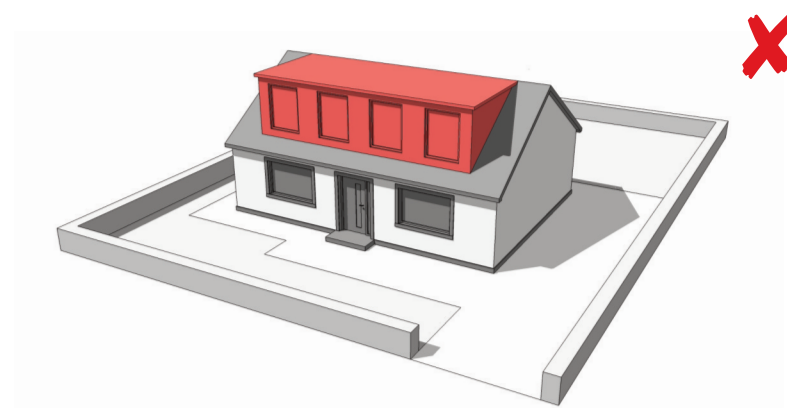
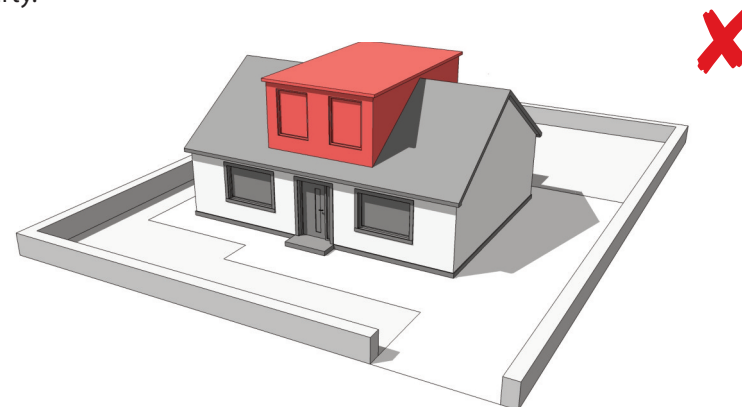
## Dormer Windows

When designing a dormer window, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Not dominate or overwhelm the appearance of the roof of the existing residential property.
- ▶ Be developed with the ridge line of the dormer window being lower than the ridge line of the existing residential property.
- ▶ Not normally extend to the edges of the roof of the existing residential property or to the edge of the mutual boundary between neighbouring properties as there should be visible expanses of roof on all four sides of the dormer window.
- ▶ Incorporate window openings which are of a similar size and shape and which should align vertically with the windows and/or doors of the existing residential property, or at least be related to the pattern of window and/or door openings.
- ▶ Be developed with the external cladding of the dormer window matching that of the roof of the existing residential property. The external cladding should be kept to a minimum on the face of the dormer window.



Flat roof, box like dormers should generally be avoided as they are often too bulky and out of proportion and spoil the character of the existing residential property.



A dormer window which directly adjoins the wallhead of an existing residential property is generally not acceptable.

A dormer window developed on a hipped roof existing residential property should be positioned centrally and should normally not be located on the side elevation as they often appear intrusive and clumsy, upsetting the character and appearance of the existing residential property and surrounding area.



## Rooflights

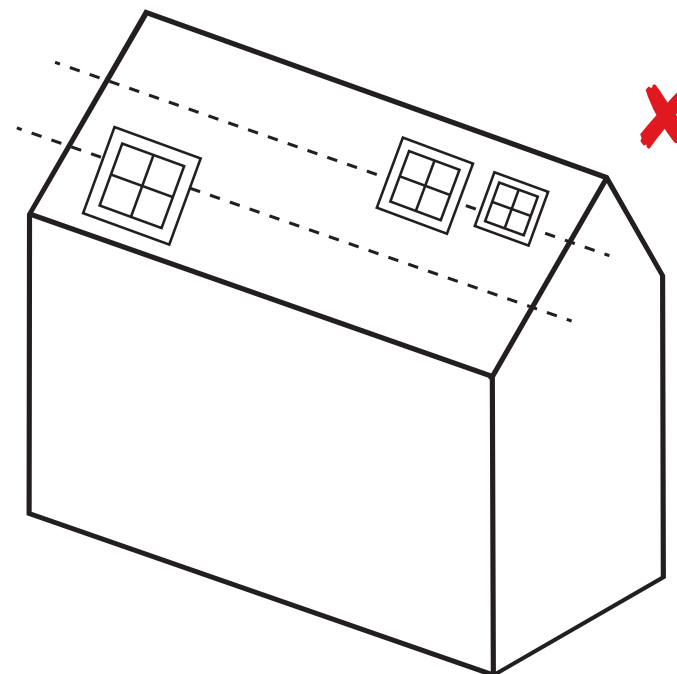
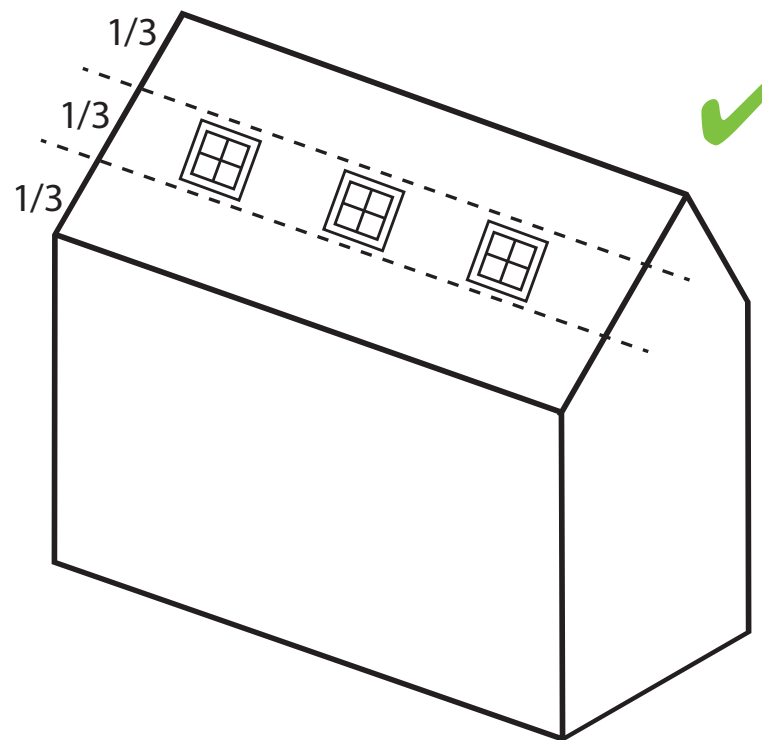
The installation of rooflights can be considered as an alternative to dormer windows as they are a simple and cost effective method of allowing additional natural light and ventilation into an attic or roofspace of an existing residential property. However, the excessive use of rooflights can create visual clutter on a roof which can have a detrimental impact upon the character of the existing residential property and surrounding area.

When designing a rooflight, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Not dominate or overwhelm the appearance of the roof of the existing residential property.
- ▶ Be developed lower than the ridge line of the existing residential property.
- ▶ Not normally extend to the edges of the roof of the existing residential property or to the edge of the mutual boundary between neighbouring properties as there should be visible expanses of roof on all four sides of a rooflight.
- ▶ Be developed to ensure that the projection of a rooflight above the plane of the roof of the existing residential property is kept to a minimum, with particular attention being paid to the type of flashing.
- ▶ Have a conspicuously vertical proportion as when seen from ground level, the foreshortening effect will tend to reduce the apparent height of the rooflight, giving it a more squat appearance.

A rooflight provides considerably more light than a normal vertical window of the same dimension. Many rooflights installed are consequently larger and more numerous than is necessary. In a roofspace used only for storage, the smallest rooflight will often be adequate.

There are tighter planning controls which apply to the installation of rooflights on existing residential properties which are listed buildings or are situated within conservation areas. In such circumstances, special care is required to preserve the historic character and appearance of these existing residential properties and their surrounding areas. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).



## Satellite Dishes/TV and Radio Antennas

Careful consideration should be given to the siting of satellite dishes and antennas in order to reduce their visual impact upon the appearance of an existing residential property and surrounding area. It should be noted that the cumulative effects of such seemingly minor additions can be significant.

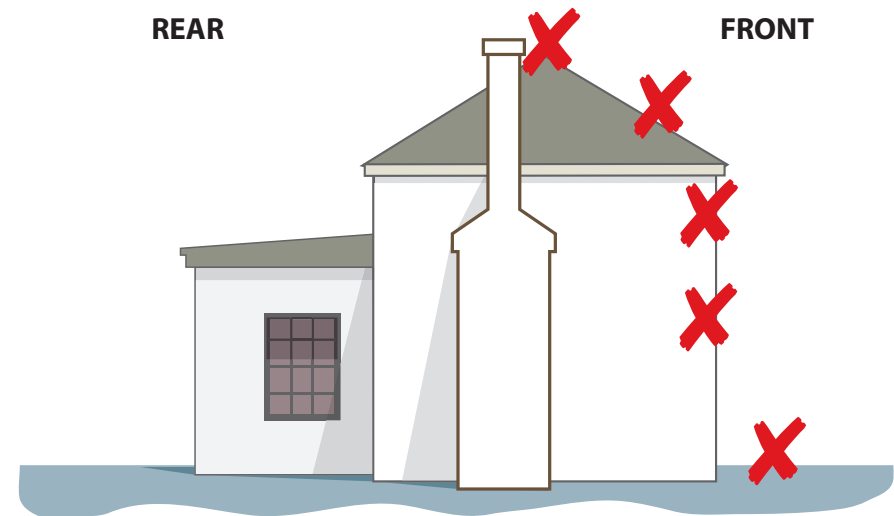
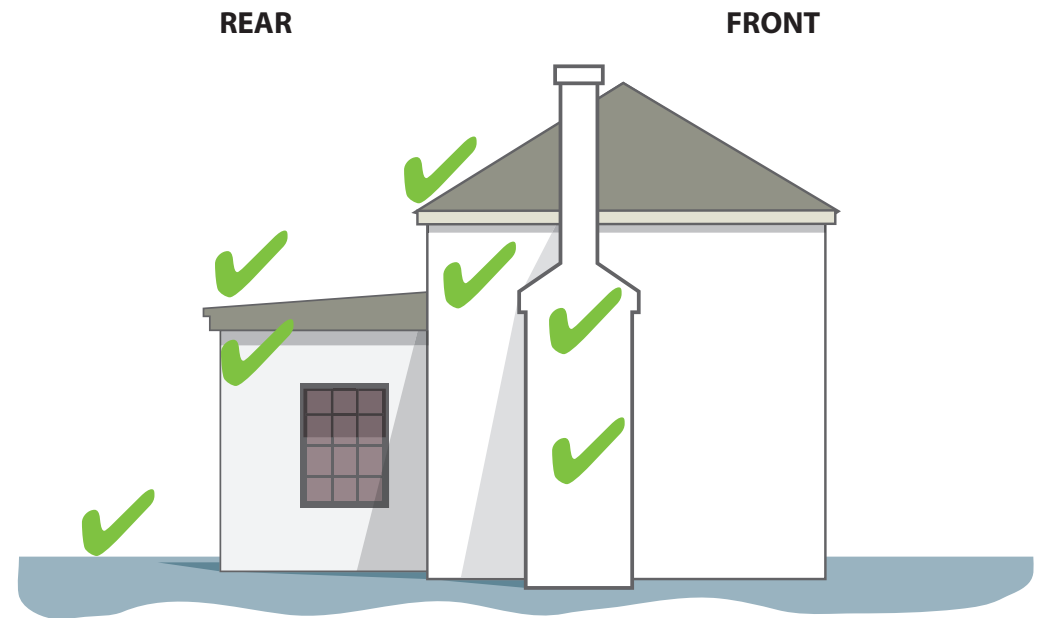
When siting a satellite dish/TV and radio antenna, it is important that it should:

- ▶ Be located to ensure that its scale and appearance will not detract from the character of the existing residential property and surrounding area as a result of inappropriate visual impact.
- ▶ Not be easily viewed from public areas.
- ▶ Be positioned in a concealed location such as to the rear of an existing residential property or to the rear of an existing outbuilding.
- ▶ Be positioned at, or as close to, ground level as possible (taking account of any level changes within the curtilage of the existing residential property).

The preferred locations to site a satellite dish/TV and radio antenna on an existing residential property are marked with the following symbol ✓ on the image across the page.

The non-preferred locations to site a satellite dish/TV and radio antenna on an existing residential property are marked with the following symbol ✗ on the image across the page.

There are tighter planning controls which apply to the siting of a satellite dish/TV and radio antenna on an existing residential property which is a listed building or is situated within a conservation area. In such circumstances, special care is required to preserve the historic character and appearance of these existing residential properties and their surrounding areas. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).



## Doors and Windows

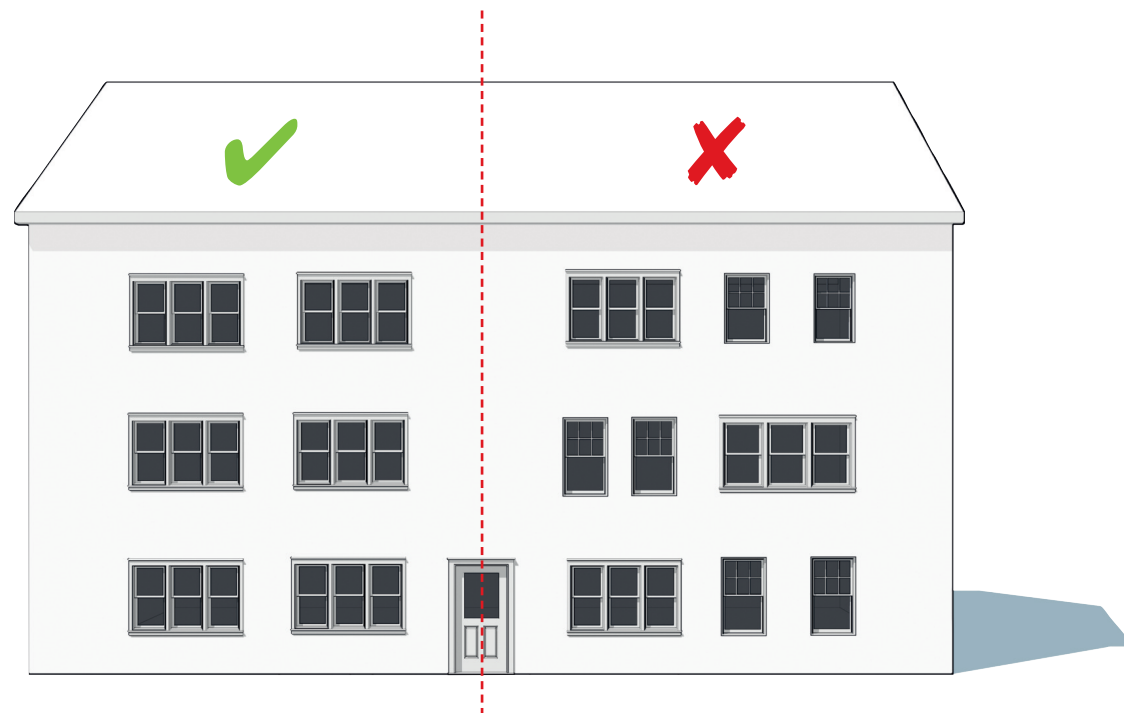
Doors and windows add to the character of an existing residential property and surrounding area. In all cases, doors and windows should be sensitively replaced and wherever possible retained.

When designing a new or replacement door and window, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Have a vertical emphasis, particularly in circumstances when the new or replacement door and window is relatively large in size.
- ▶ Generally replicate original door and window openings in terms of their size, their pane size, their opening style and their colour. This is of particular importance if the existing residential property constitutes a flat, terraced or semi-detached dwellinghouse.
- ▶ Retain any original features.
- ▶ Be as energy efficient as possible which will help reduce energy usage and utility bills.

It is important that new windows located in habitable rooms should not adversely affect the privacy afforded to adjacent neighbouring properties and associated curtilages. Consideration should be given to whether or not that window can be located in a different position or on a different wall. Alternatively, obscure glazing i.e. frosted glass could be used on a window to ensure that that window should not adversely affect the privacy afforded to adjacent neighbouring properties and associated curtilages.

There are tighter planning controls which apply to new or replacement doors and windows on existing residential properties which are listed buildings or are situated within conservation areas. In such circumstances, special care is required to preserve the historic character and appearance of these existing residential properties and their surrounding areas. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).





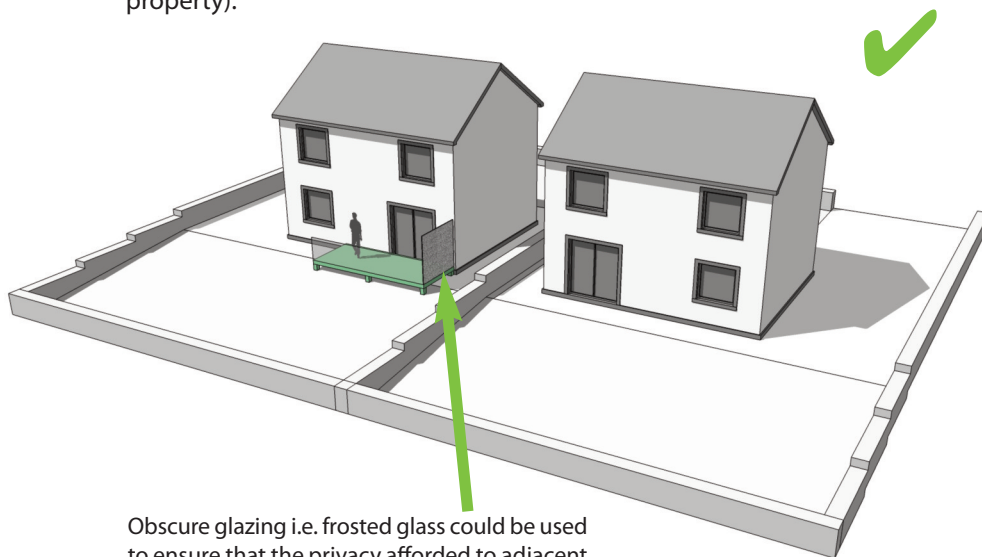
## Decking, Balconies and Roof Terraces

Decking, balconies and roof terraces, where appropriate, can provide a desirable outdoor amenity space for existing residential properties.

### Decking

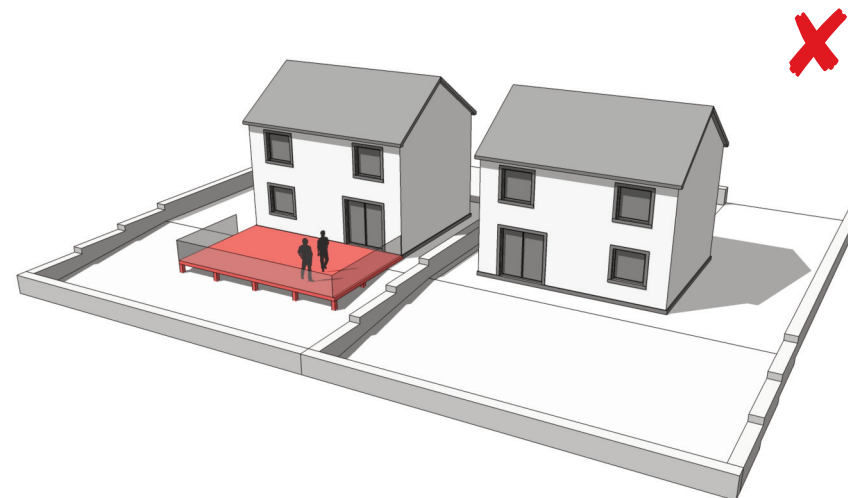
When designing an area of decking, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Not dominate or overwhelm the appearance of the curtilage of the existing residential property.
- ▶ Not be easily viewed from public areas.
- ▶ Be developed away from the mutual boundary between adjacent neighbouring properties.
- ▶ Be developed where there is sufficient existing, permanent screening such as a high boundary wall or an existing outbuilding within the curtilage of the existing residential property or within the curtilage of an adjacent neighbouring property.
- ▶ Be developed at, or as close to, ground level as possible (taking account of any level changes within the curtilage of the existing residential property).



Obscure glazing i.e. frosted glass could be used to ensure that the privacy afforded to adjacent neighbouring properties and associated curtilages is not adversely affected.

Decking can impact on the amenity of adjacent neighbouring properties and associated curtilages. If located too close to a mutual boundary between adjacent neighbouring properties, it may cause the potential to overlook into neighbouring properties and associated curtilages and result in a consequent loss of privacy. Equally, enclosing decking with additional fencing can result in adjacent neighbouring properties being faced with excessively tall boundary enclosures which may increase the overbearing impact on neighbouring properties and associated curtilages and in some cases may cause overshadowing.

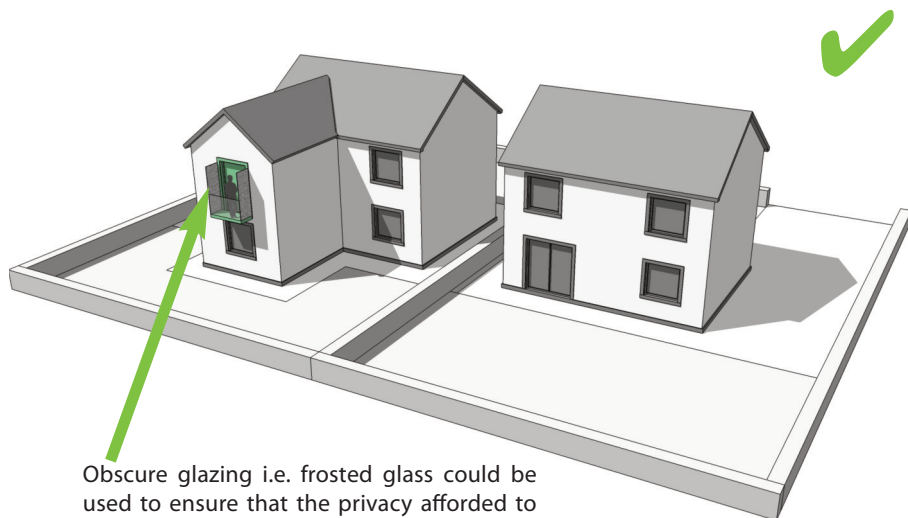


### Balconies and Roof Terraces

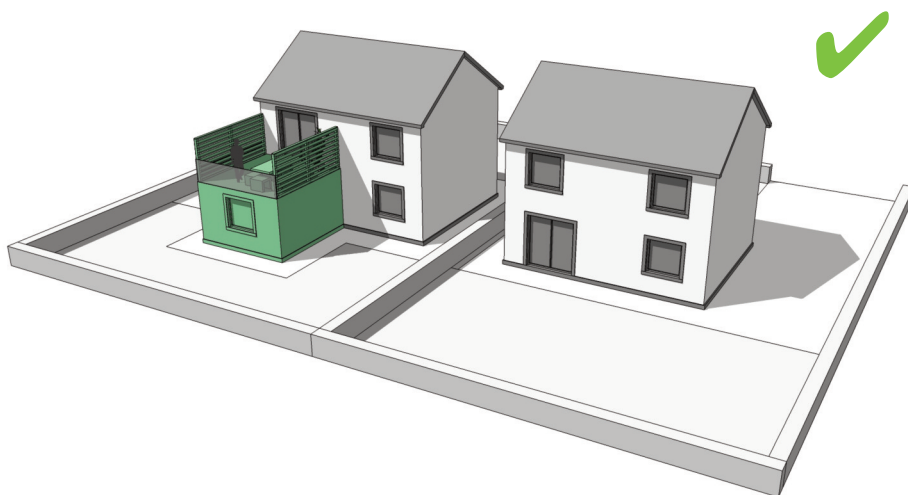
When designing a balcony or roof terrace, it is important that it should:

- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Not dominate or overwhelm the appearance of the existing residential property.
- ▶ Not be easily viewed from public areas.
- ▶ Be developed away from the mutual boundary between adjacent neighbouring properties.

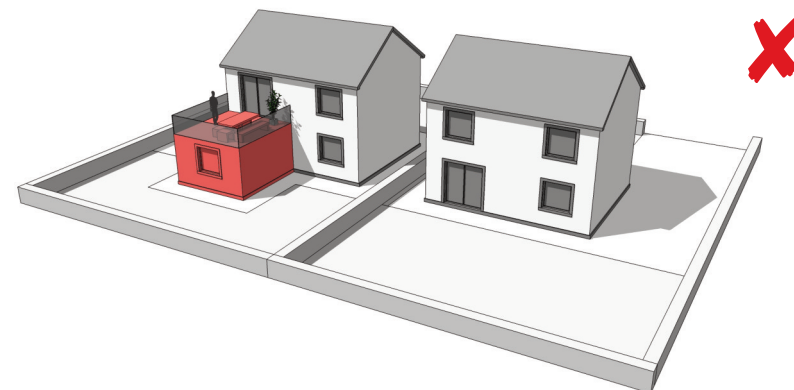
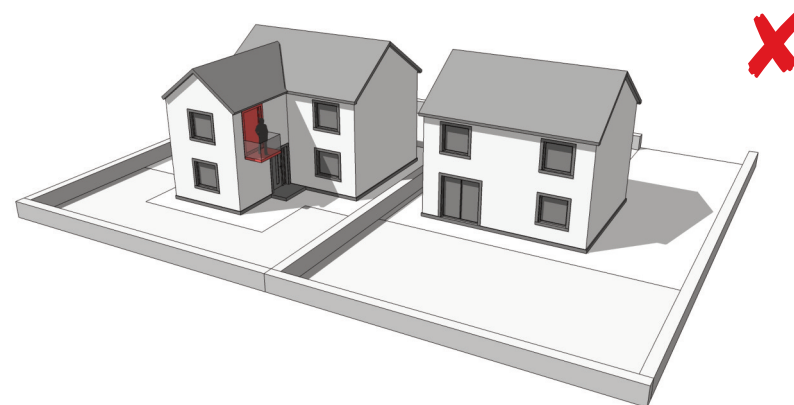
- Be developed where there is sufficient existing, permanent screening such as a high boundary wall within the curtilage of the existing residential property or within the curtilage of an adjacent neighbouring property.
- Be developed by being inserted into the wall(s) or roof of the existing residential property as much as possible.



Obscure glazing i.e. frosted glass could be used to ensure that the privacy afforded to adjacent neighbouring properties and associated curtilages is not adversely affected.



Balconies and roof terraces, particularly when adjoining first and higher floors or on flat roofs of existing residential properties, can impact on the amenity of adjacent neighbouring properties and associated curtilages. If located too close to a mutual boundary between adjacent neighbouring properties, they may cause the potential to overlook into neighbouring properties and associated curtilages and result in a consequent loss of privacy. Equally, enclosing balconies and roof terraces with additional screening such as a fence or glass can result in neighbours being faced with excessively tall boundary enclosures, which may increase the overbearing impact on neighbouring properties and associated curtilages and in some cases may cause overshadowing.



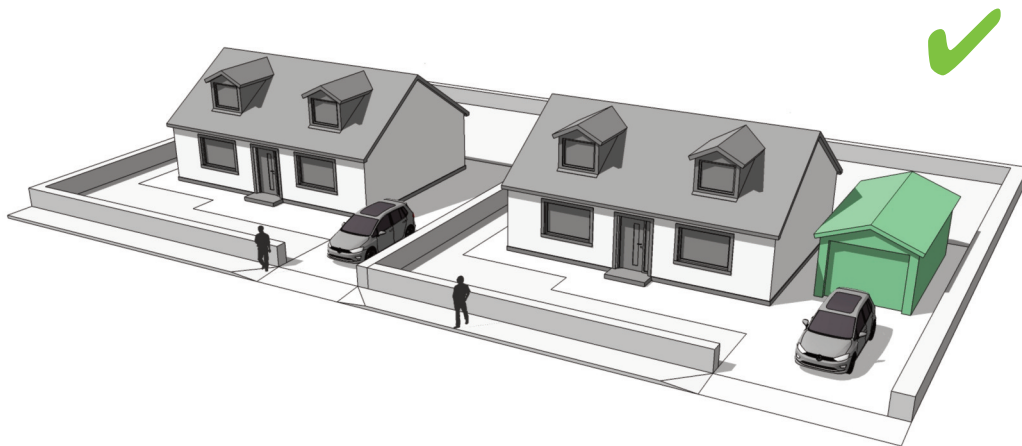
There are tighter planning controls which apply to the development of decking, balconies and roof terraces whether within the curtilage, or adjoining existing residential properties which are flats, listed buildings or are situated within conservation areas. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

## Outbuildings

Outbuildings include a variety of structures such as garages, sheds and greenhouses which are developed within the curtilage of an existing residential property.

When designing a new outbuilding within the curtilage of an existing residential property, it is important that it should:

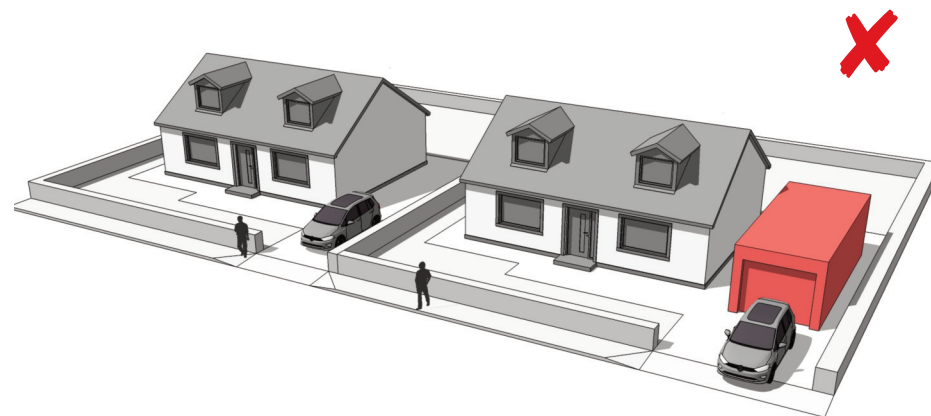
- ▶ Respect and complement the character and scale of the existing residential property and surrounding area.
- ▶ Be subordinate in scale and floor area to the existing residential property.
- ▶ Not project forward of the principal elevation of the original residential property or the line of buildings in a street.
- ▶ Not dominate or overwhelm the appearance of the existing residential property and surrounding area.



The combined footprint of all outbuildings within the curtilage of an existing residential property should not result in a significant loss of usable garden ground. It is important that a sufficient amount of usable garden ground is retained within the curtilage of an existing residential property in order for residents to use and enjoy the remaining outside space.

Wherever possible, any existing features which contribute to the character of an existing residential property and surrounding area e.g. trees, hedges and original stone walls, should be retained. In addition, sufficient space for soft landscaping should be incorporated wherever possible to screen outbuildings which should in return then enhance the visual appearance of an existing residential property and surrounding area.

When designing a new outbuilding within the curtilage of an existing residential property, particularly a garage, it is important that consideration is given to the safety of pedestrians and road users. The development of an outbuilding should not restrict or affect any existing pedestrian or vehicular access, turning area or parking space to the detriment of road safety. Further advice can be obtained from the Council's Roads Authority (please refer to Contact Details).

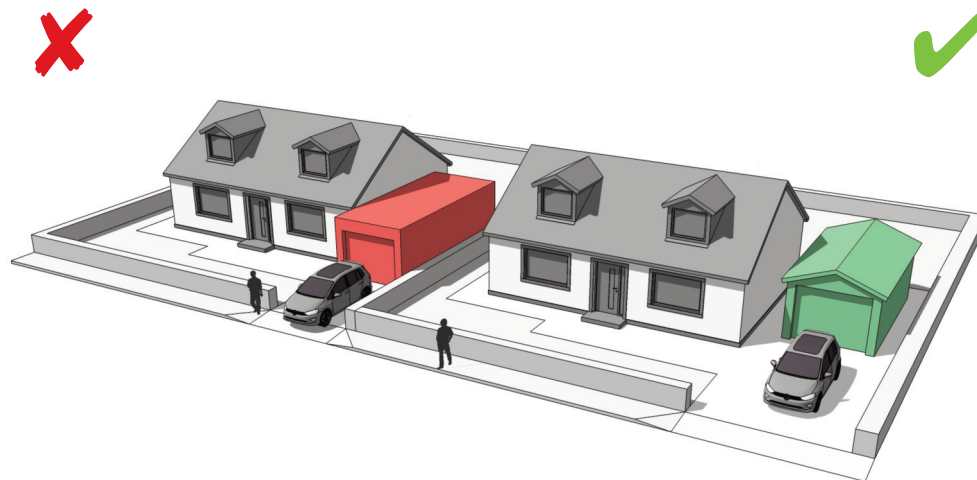


There are tighter planning controls which apply to the development of new outbuildings within the curtilage of existing residential properties which are listed buildings or are situated within conservation areas. In such circumstances, special care is required to preserve the historic character and appearance of these existing residential properties and their surrounding areas. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

## Vehicular Driveways, Turning Areas and Parking Spaces

When designing a new vehicular driveway, turning area and/or parking space(s) within the curtilage of an existing residential property, it is important that it should:

- ▶ Respect and complement the character of the existing residential property and surrounding area. The development of hard standing areas, particularly when projecting forward of the principal elevation of the original residential property or the line of buildings in a street, can cause a detrimental impact upon the setting and appearance of an existing residential property and surrounding area.
- ▶ Retain any existing features which contribute to the character of an existing residential property and surrounding area e.g. trees, hedges and original stone walls.
- ▶ Incorporate sufficient space for soft landscaping to screen vehicles and hard standing areas which should in return then enhance the setting and appearance of the existing residential property and surrounding area.
- ▶ Not increase the risk of surface water run-off and possible flooding. To ensure this, the new vehicular driveway, turning area and/or parking space(s) must be constructed in a porous material or provision must be made to direct the surface water run-off to a permeable or porous area, such as areas of soft landscaping, gravel and paving within the curtilage of the existing residential property.
- ▶ In circumstances when they are to be enclosed with new gates, that the new gates open inwards to prevent obstruction of the public footway.
- ▶ Ensure that vehicles do not block the public footway whilst entering/exiting an existing or proposed garage. Existing or proposed garages should be set back at least 6 metres from the public footway within the curtilage of the existing residential property (5 metres may be required when entering/exiting an existing or proposed garage which has roller shutter doors).



Altering or extending an existing residential property where additional bedrooms are created can potentially have an impact on the level of vehicular ownership within the existing residential property. In addition, altering or extending an existing residential property can include the conversion of a garage to residential accommodation which can result in existing vehicular parking spaces being lost from use. It should be noted that the provision of vehicular parking spaces within the curtilage of an existing residential property should be appropriately increased or maintained in accordance with the Council's approved standards. Further advice can be obtained from the Council's Roads Authority (please refer to Contact Details).

The requirement to form a new verge or footway crossing over a public road when forming a new vehicular access will require adequate visibility and should not result in a significant hazard to users of the public road. It should be noted that a vehicle access application is required to form a new verge or footway crossing over a public road to form a vehicular access. Furthermore, a road opening permit is required to execute works in a public road. Further advice can be obtained from the Council's Roads Authority (please refer to Contact Details).



## Boundary Treatments

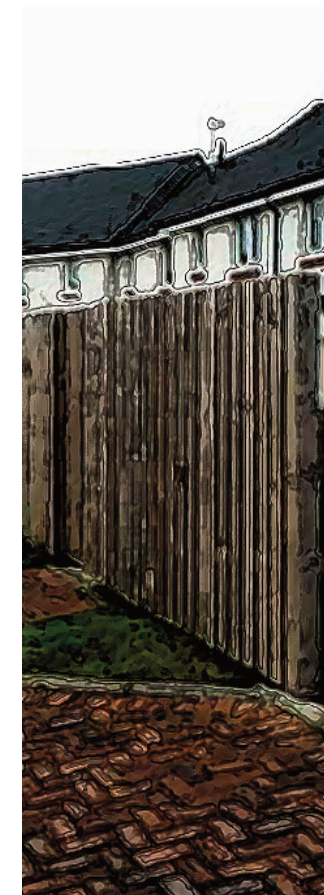
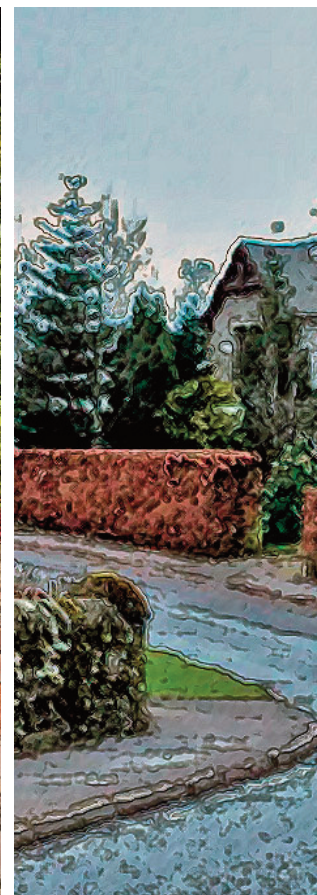
The type, height, length, design and siting of boundary treatments helps to define the character and appearance of an existing residential property and surrounding area.

When designing a boundary treatment, such as a fence, hedge or stone wall, it is important that it should:

- ▶ Respect and complement the character of the existing residential property and surrounding area.
- ▶ Be developed to ensure that the scale and form of the boundary treatment is appropriate to the surrounding context and should not detract from the streetscene as a result of inappropriate visual impact.
- ▶ Not be of a height which would ensure that it is intimidating or would reduce security overlooking from the existing residential property or other residential properties within the surrounding area.
- ▶ Not cause any adverse overlooking or overbearing impacts upon adjacent neighbouring properties.

Wherever possible, any existing features which contribute to the character of the existing residential property and surrounding area e.g. railings, gates and original stone walls, should be retained. In addition, sufficient space for soft landscaping e.g. hedges, should also be retained and/or incorporated wherever possible which should in return then enhance the visual appearance of the existing residential property and surrounding area.

When designing a new boundary treatment, it is important that consideration is also given to the safety of pedestrians and road users. In all cases, new boundary treatments such as walls which are situated close to road junctions and/or beside vehicular driveways, should be kept low and/or set back from the road/vehicular driveway to avoid obstructing the views of drivers. New boundary treatments such as hedges should also be maintained so that they do not overhang onto pavements or a road/vehicular driveway to avoid obstructing the views of pedestrians and drivers. Where it is proposed to construct a new boundary treatment which may already, or will support the road, the Council's Roads Authority must be consulted. Further advice can be obtained from the Council's Roads Authority (please refer to Contact Details).



## Micro-renewables

Micro-renewables refers to all forms of domestic microgeneration utilising a renewable form of energy. These come in a number of forms and are increasingly common as the relevant technology evolves. Where appropriate, the Council supports and encourages energy conservation through the use of micro-renewable technologies which are either directly attached to an existing residential property or positioned within its curtilage.

When designing a micro-renewable technology, it is important that it should:

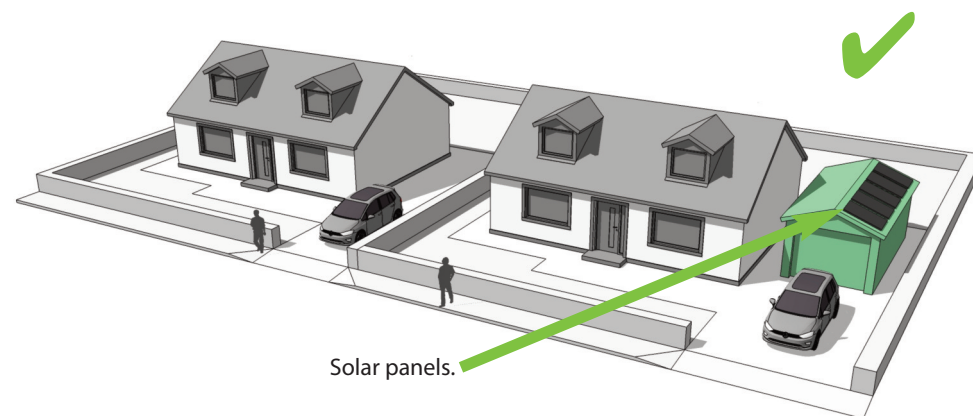
- ▶ Not have a detrimental impact upon the appearance of the existing residential property and surrounding area.
- ▶ Be developed to ensure that the scale of the micro-renewable technology is appropriate to the surrounding context and should not detract from the streetscene as a result of inappropriate visual impact. To minimise their visual impact, careful consideration should be given to whether or not the micro-renewable technology could be positioned in a more concealed location, or if a form of boundary treatment could be used to screen its visual impact which should in return then enhance the visual appearance of the existing residential property and surrounding area. For example, it may be possible to disguise a modern flue as a traditional chimney which may be more sympathetic to the style of the existing residential property and surrounding area.
- ▶ Be positioned and designed to ensure that the micro-renewable technology does not cause any adverse noise, reflected light, shadow flicker and overbearing impacts upon existing residential properties within the surrounding area.

## Biomass Heating Systems

Biomass boilers and wood burning stoves are similar appliances, they both burn organic materials to create a form of domestic heat and depending on their size, can also heat water. The primary difference between the two appliance types is that biomass boilers burn a variety of energy crops, including wood; and wood burning stoves only burn wood or wood pellets. Provided that the biomass boiler or wood burning stove is located internally within the existing residential property, then the boiler and stove would not require planning permission. However, the flue, duct or chimney which is associated with any biomass heating system may require planning permission as might any fuel storage facility.

## Solar Panels

Solar panels capture the sun's energy using photovoltaic cells which then convert the sunlight into electricity. The electricity can then be used to power domestic appliances and lighting or can be exported to the local grid. To minimise the visual impact of solar panels on an existing residential property and surrounding area, they should have a low profile. As an alternative to positioning them onto the roof of an existing residential property, it may be possible to position them in a more concealed location such as on the roof of an existing outbuilding situated within the curtilage of an existing residential property.

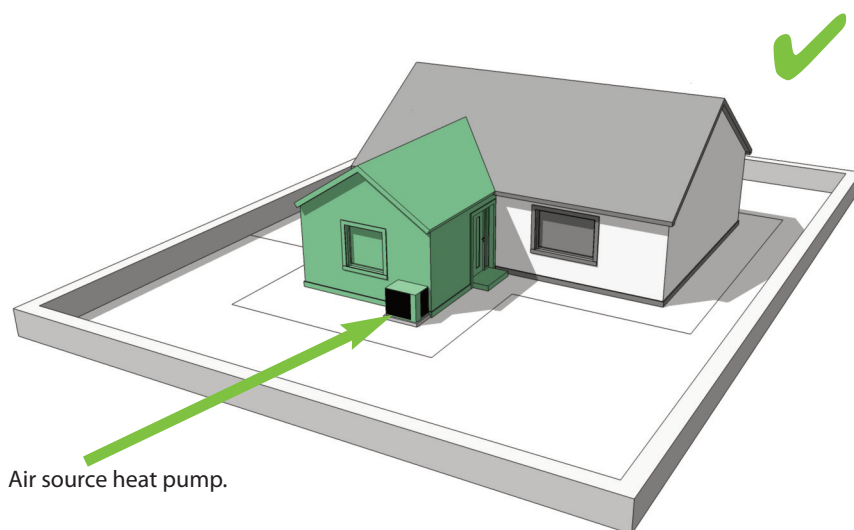


## Domestic Wind Turbines

Domestic wind turbines harness the power of the wind and use it to generate electricity. The electricity can then be used to power domestic appliances and lighting or can be exported to the local grid. As domestic wind turbines are usually required to be positioned away from obstacles in order to maximise the strength of the wind which in turn then generates more electricity, it is often difficult to develop them in an urban setting. However, in all cases, it is important that the visual impacts of domestic wind turbines are taken into consideration to ensure that they do not dominate the curtilage of the existing residential property and cannot be easily viewed from public areas. They should also be located away from the mutual boundary between adjacent neighbouring properties to help avoid any adverse noise, reflected light, shadow flicker and overbearing impacts.

## Air Source Heat Pumps

Air source heat pumps absorb heat from the outside air and then boost that air to a higher temperature using a pump. The hot air can then be used to create a form of domestic heat or can be used to heat water. To minimise the visual and noise impacts of air source heat pumps on an existing residential property and surrounding area, they should not be easily viewed from public areas, should be positioned in a concealed location and away from the mutual boundary between adjacent neighbouring properties, should be located where there is sufficient existing, permanent screening and should be at, or as close to, ground level as possible (taking account of any level changes within the curtilage of the existing residential property).



## Ground and Water Source Heat Pumps

Ground source heat pumps use pipes which are buried underground within the curtilage of an existing residential property to extract heat from under the ground which is then boosted to a higher temperature using a pump. Water source heat pumps use pipes which are buried underwater within the curtilage of an existing residential property to extract heat from under the water which is then boosted to a higher temperature using a pump. The hot air from ground and water source heat pumps can then be used to create a form of domestic heat or can be used to heat water. In most cases, ground and water source heat pumps are permitted development.

## Materials

The materials e.g. type, colour and texture etc, which are used to construct an alteration and extension should:

- ▶ Respect and complement the character of the existing residential property and surrounding area which should in return then help provide a sense of quality and identity.
- ▶ Be of the highest quality as materials are a very important element in helping an alteration and extension to sit harmoniously with an existing residential property and surrounding area.

Alternatively, an alteration and extension which is designed to contrast with an existing residential property and surrounding area may be considered acceptable in certain circumstances. When an alteration and extension is designed to contrast with an existing residential property and surrounding area, the materials and detailing should be of the highest quality.

When designing an alteration and extension to an existing residential property, the use of traditional, sustainable, reclaimed, long-lasting materials which are locally sourced wherever possible and which can be potentially later recycled, will be encouraged by the Council's Planning Authority. It should be noted that uPVC is not considered a traditional or sustainable material and its use on an existing residential property which is a listed building or is situated within a conservation area will not normally be considered acceptable by the Council's Planning Authority.

It is also important to acknowledge that the choice of materials which can be utilised may already have been determined via the attachment of a condition in the granting of planning permission. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

## Other Types of Householder Developments

This document is not exhaustive in the types of householder developments covered. If general advice and best practice is being sought on a type of householder development which has not been specifically covered within this document e.g. swimming pools, hot tubs and summer houses etc, then further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).



## Appendix A: Daylight and Sunlight

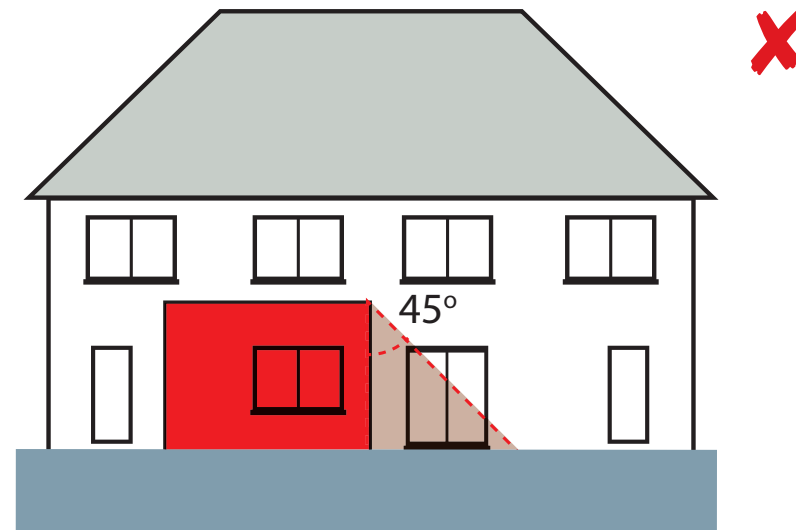
Daylight and sunlight are both important to the health and well-being of residents. Adequate levels of daylight and sunlight can also help reduce the energy requirements of residential properties through lessening the need for electric lighting and heating. Therefore, it is appropriate to expect that all alterations and extensions to existing residential properties will not adversely affect the levels of daylight and sunlight received by residents within adjacent neighbouring properties and associated curtilages, ensuring that there would be no significant impacts on the level of amenity enjoyed by residents.

Calculating daylight and sunlight is relatively complex, but a useful tool to assess the potential impact of an alteration and extension upon an adjacent neighbouring property is the Building Research Establishment's document entitled 'Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice (Second Edition) (2011)'. It should be noted that in order to assess the potential impact of an alteration and extension upon an adjacent neighbouring property, supporting information regarding the calculation of the potential daylight and sunlight impacts, along with any required elevation or plan drawings, should be submitted to the Council's Planning Authority. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

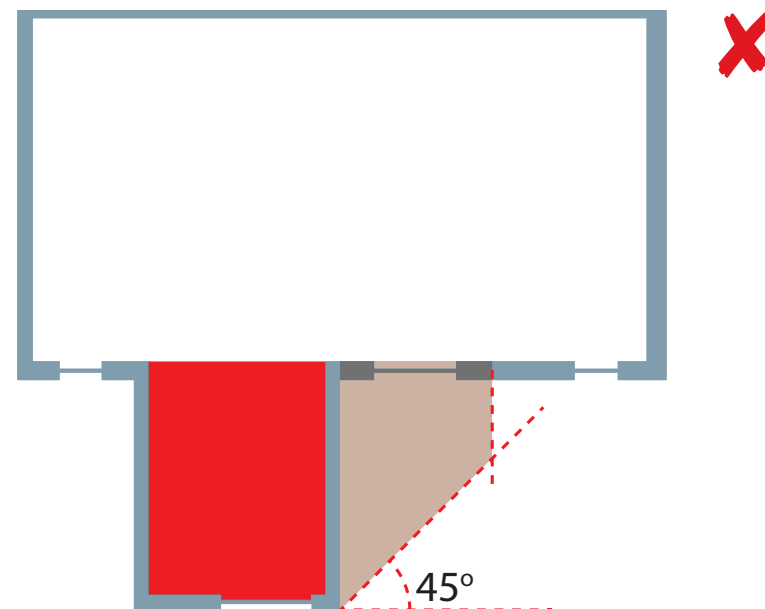
### The 45° Method for Calculating Levels of Daylight

The 45° method should be applied in situations where an extension adjoins the front or rear elevation of an existing residential property. The 45° method only applies where the nearest side of the extension is perpendicular to a window on an adjacent neighbouring property. This method involves taking the elevation drawing which features the window on the adjacent neighbouring property which is to be assessed, and then drawing diagonally down at an angle of 45° away from the near top corner of the extension. Then take the plan drawing and draw diagonally back at an angle of 45° towards the window on the adjacent neighbouring property which is to be assessed, from the end of the extension. If the shape formed by both of these lines would not enclose the centre of the window on the adjacent neighbouring property which is to be assessed, then the level of daylight received by that window would not be adversely affected.

In circumstances where the 45° method is not satisfied, it will be for the Council's Planning Authority to make a judgement on the degree of impact upon the adjacent neighbouring property and whether or not further information will be required.



The shape formed by the 45° line encloses the centre of the window on the adjacent neighbouring property which ensures that the level of daylight received by that window is adversely affected.



The shape formed by the 45° line encloses the centre of the window on the adjacent neighbouring property which ensures that the level of daylight received by that window is adversely affected.

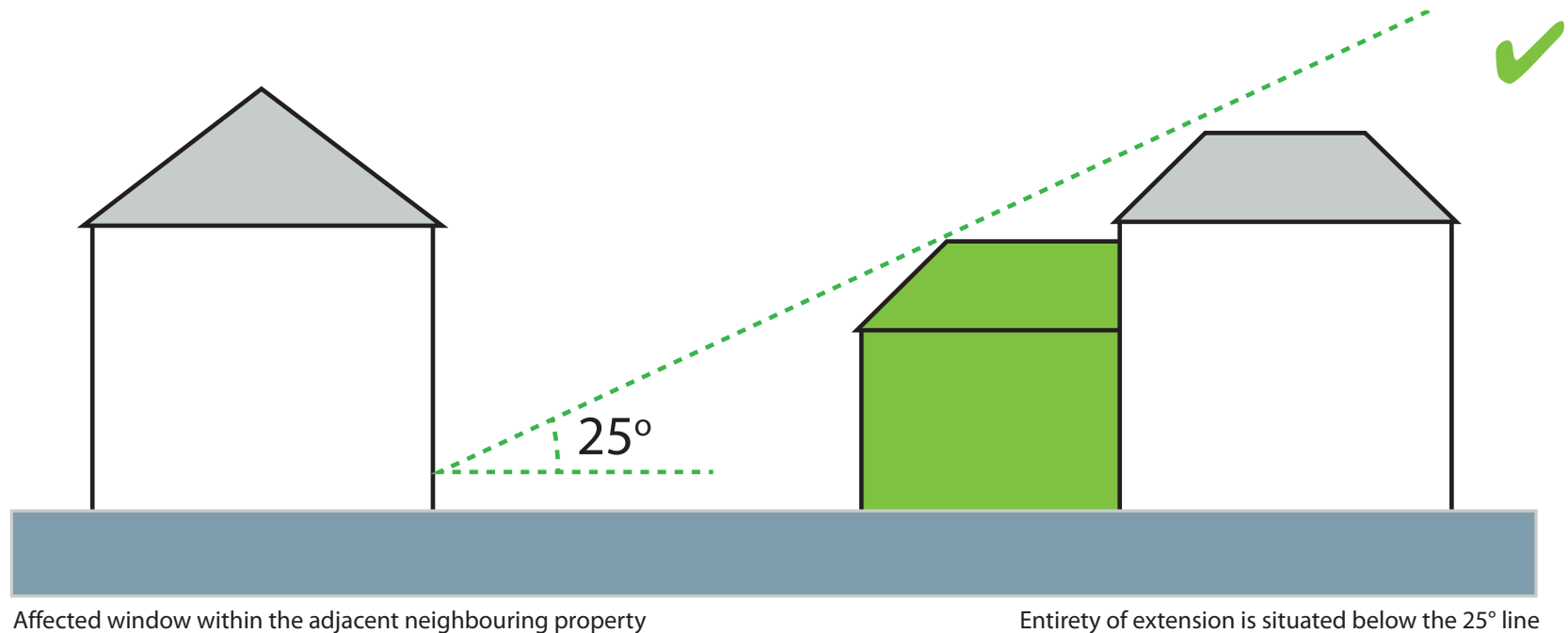


### The 25° Method for Calculating Levels of Daylight

The 25° method should be applied in situations where the windows on an adjacent neighbouring property directly face the extension, or where buildings are situated directly opposite the extension. The 25° method should be applied in situations where the distance of each part of an extension from an existing window which is to be assessed, is less than three times its height above the centre of the existing window e.g. if the extension is 5 metres tall, and the centre of the existing ground floor window is 1.5 metres above the ground, the effect on adjacent neighbouring properties less than  $3 \times 3.5$  ( $5 - 1.5$ ) = 10.5 metres away should be assessed.

This method involves drawing a section in a plane perpendicular to each affected window within the adjacent neighbouring property. On this section, a line should be drawn from the centre of the existing lowest window which is to be assessed, 25° to the horizontal, towards the extension. If the entirety of the extension is situated below the 25° line then the level of daylight received by that window would not be adversely affected.

In circumstances where the 25° method is not satisfied, it will be for the Council's Planning Authority to make a judgement on the degree of impact upon the adjacent neighbouring property and whether or not further information will be required.



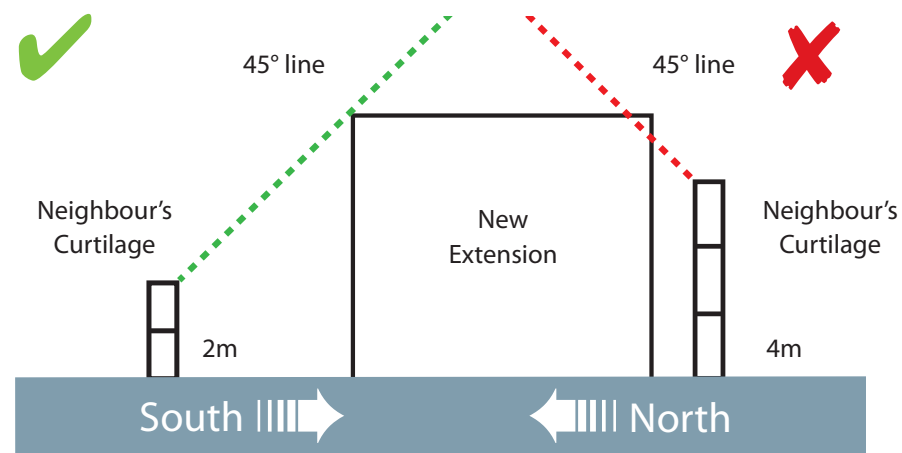
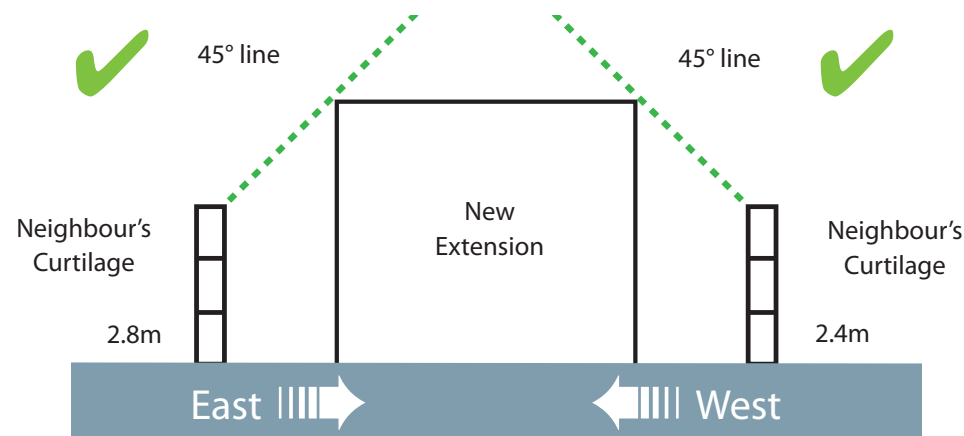
## The 45° Method for Calculating Levels of Sunlight

The 45° method should be applied in situations to assess whether or not an extension will have any overshadowing effects upon an adjacent neighbouring property and associated curtilage. This method involves drawing a line at 45° to the horizontal which will begin at a point above ground level on the relevant boundary between the adjacent neighbouring properties. The height above ground level will be determined by the orientation of the extension relative to the affected space, as shown in the table below:

Orientation of the extension relative to the affected space	Height from which the 45° line should be taken
N	4m
NE	3.5m
E	2.8m
SE	2.3m
S	2m
SW	2m
W	2.4m
NW	3.3m

If the 45° line drawn would strike any part of the extension, then the level of sunlight received within the adjacent neighbouring property and associated curtilage may be adversely affected.

In circumstances where the 45° method is not satisfied, it will be for the Council's Planning Authority to make a judgement on the degree of impact upon the adjacent neighbouring property and associated curtilage and whether or not further information will be required.



## Appendix B: Privacy

Privacy is important to the health and well-being of residents. It is appropriate to expect that all alterations and extensions to existing residential properties will not adversely affect the privacy afforded to residents within adjacent neighbouring properties and associated curtilages.

Calculating privacy is relatively complex because what constitutes an acceptable level of privacy depends on the context of a particular site. However, in all cases, the following factors should be taken into consideration when determining the potential impact of an alteration and extension upon the privacy afforded to residents within adjacent neighbouring properties and associated curtilages:

- ▶ The existing window to window distances and those characteristic of the surrounding area.
- ▶ The opportunities to mitigate against any potential adverse effects e.g. the use of obscure glazing i.e. frosted glass, velux windows and/or any existing or proposed additional screening between the respective windows.
- ▶ Respective site levels.
- ▶ The nature of the respective rooms i.e. habitable or non-habitable rooms.
- ▶ The orientation of the respective properties and windows.

In order to assess the potential impact of an alteration and extension upon the privacy afforded to residents within adjacent neighbouring properties and associated curtilages, supporting information regarding the calculation of the potential privacy impacts, along with any required elevation or plan drawings, should be submitted to the Council's Planning Authority. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

It should be noted that Householder Permitted Development Rights ensure that it is virtually impossible for total privacy to be assured and except in the most isolated rural locations, few existing residential properties can claim not to be overlooked to some degree. To maintain a degree of privacy without becoming unduly restrictive on residents wishing to extend an existing residential property, the minimum distances which should be achieved between the windows on an alteration and extension and the existing windows on an adjacent neighbouring property are demonstrated across the page.

### Main Living Room Window to:

Main Living Room Window	20 metres
Other Habitable Room Window	15 metres
Non-Habitable Room Window	12 metres
Blank Wall	12 metres

### Other Habitable Room Window to:

Other Habitable Room Window	12 metres
Non-Habitable Room Window	10 metres
Blank Wall	10 metres

### Non-Habitable Room Window to:

Non-Habitable Room Window	4 metres
Blank Wall	4 metres

### Blank Wall to Blank Wall

2 metres

The minimum distances identified above can be reduced when the windows on an alteration and extension to an existing residential property and the existing windows on an adjacent neighbouring property are at an angle to each other. Further advice can be obtained from the Council's Planning Authority (please refer to Contact Details).

# Glossary of Terms

**Amenity** – The attributes which create and influence the quality of life of individuals or communities e.g. levels of privacy and noise.

**Amenity Space** – Areas of open space such as curtilages, decking, balconies and roof terraces.

**Architectural Features** – The designed detail on a building or structure e.g. decorative lintel and eave details.

**Balcony** – A platform enclosed by a wall or balustrade, projecting forward of an external wall of a building, with access from an upper floor window or door.

**Bay Window** – A window or series of windows forming a bay in a room and projecting forward of an external wall of a building.

**Boundary Treatments** – A boundary enclosure such as a fence, gate or wall, or other physical feature which demonstrates the edges of a site or otherwise encloses part of that site.

**Building Line** – The line formed by the frontages of buildings along a street. For the purposes of this document, this shall not generally include features such as the front of any porches, canopies, garages or bay windows.

**Character** – The combination of features and structures that distinguish one place/structure from another which provides a distinct and recognisable pattern of features to give a place a sense of identity.

**Conservation Area** – An area of special architectural or historic interest (the character or appearance of which it is desirable to preserve or enhance) designated under Section 61 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997.

**Curtilage** – Land which is used for the comfortable enjoyment of a building and which serves the purpose of that building in some necessary or reasonably useful way. The curtilage need not be marked off or enclosed in any way. Normally the curtilage would relate to the property boundary of the dwellinghouse.

**Daylight** – Combined skylight and sunlight.

**Domestic Microgeneration** – The production of electricity or heat for domestic consumption using microgeneration equipment.

**Dormer Window** – A dormer window is a means of creating useable space in the roof of a building by providing additional headroom.

**Dwellinghouse** – A residential property, not including a building containing one or more flats, or a flat contained within such a building.

**Eaves** – The edge of a roof that projects out over the external walls of a building.

**Existing Dwellinghouse** – The dwellinghouse immediately before carrying out the proposed development e.g. an alteration and/or an extension.

**Flat** – A separate and self-contained set of premises, whether or not on the same floor, forming part of a building from some other part of which it is divided horizontally.

**Gable** – The part of an external wall which encloses the end of a pitched roof.

**Habitable Rooms** – All rooms other than halls, landings, kitchens (unless incorporated into living/dining spaces), bathrooms, toilets and small utility rooms.

**Householder Development** – Includes all alterations and extensions to existing residential flats and dwellinghouses and associated curtilages.

**Listed Building** – A building of special architectural or historic interest included in a list compiled or approved by the Scottish Ministers under Section 1 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997, any object or structure fixed to the building or which, while not fixed, forms part of the land within its curtilage since before 1st July 1948 and still in that curtilage at the date of listing.

**Local Development Plan** – A term used to incorporate both the current Local Development Plan and the current Strategic Development Plan.

**Microgeneration** – Equipment with an output of up to 50 kilowatts of electricity or 45 kilowatts of thermal (heat) energy under Section 82(6) of the Energy Act 2004.

**Original Dwellinghouse** – The dwellinghouse as built or as it was on 1st July 1948 if it was built before then.

**Permitted Development Rights** – Permitted development rights are granted by The Town and Country Planning (General Permitted Development) (Scotland) Order 1992, as amended. The 1992 Order grants planning permission for classes of specific types of developments, but most classes are subject to a set of limitations and conditions.

**Planning Authority** – The term given to the Council in its role exercising statutory functions under planning legislation.

**Porch** – A covered shelter projecting in front of the entrance of a building.

**Principal Elevation** – The elevation of the original dwellinghouse which by virtue of its design or setting, or both, is the principal elevation. Where it is not immediately obvious, a combination of the following factors should be used to identify the principal elevation; location of main door, windows, relationship to road, boundary treatment and architectural ornamentation.

**Radio Antenna** – A radio antenna, or aerial, is an electrical device which converts electric power into radio waves and vice versa.

**Road** – A road is any way over which there is a public right of passage including its verge. A road is therefore not confined to only publicly adopted roads used by motor vehicles as defined under Section 151 of the Roads (Scotland) Act 1984.

**Roads Authority** – The term given to the Council in its role exercising statutory functions under roads legislation. Where trunk roads are concerned, Transport Scotland is the relevant Roads Authority.

**Satellite Dish** – A satellite dish is a dish-shaped type of parabolic antenna designed to receive electromagnetic signals from satellites, which transmit data transmissions or broadcasts. The primary function of a satellite dish is to convert microwave signals into electric signals that can be used by a computer, television and other devices.

**Scale** – The relationship of one thing to its neighbour and its local context. Scale relates to proportions of buildings in a local context and how the observer sees them.

**Solar PV** – Solar photovoltaics is equipment designed to convert energy from the sun into electricity.

**Solar Thermal** – Equipment designed to heat water using energy from the sun.

**Streetscene** – The roadways, pavements, street furniture, trees, signage, building elevations and other elements that comprise the street environment.

**Sunlight** – The sun's direct rays.

**Television Antenna** – A television antenna, or aerial, is an antenna specifically designed for the reception of over-the-air broadcast television signals.

**Useable Garden Ground** – Land which is usually used for the comfortable enjoyment of a residential property. This land is usually to the side and/or rear of the residential property and can include areas of decking. However, this land excludes vehicular driveways, turning areas, parking spaces and garages.

**Wallhead** – The uppermost section of an external wall.

## Contact Details

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