Angus Local Development Plan

Householder Development
Draft Planning Advice Note

Committee Draft

APRIL 2016

Contents

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 residential property and the character of the surrounding area. In particular, they should:

- make a positive contribution to the design and appearance of the residential property;
- maintain the quality and character of the surrounding area; and
- respect the amenity of adjacent neighbouring properties and their curtilages.

This document 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 advice contained in this document should be followed and applied as good practice by all residents who are considering altering or extending an existing residential property, even in circumstances when the development could be carried out as permitted development.

Policy Context

This document sets out general advice and best practice in support of Policy TC4 Householder/ Domestic Development within the Proposed Angus Local Development Plan (February 2015). 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.

Policy TC4 SEA Implications									
Biodiversity Flora and Fauna	**Population**	**Human Health**	**Soil**	**Water**	**Air**	**Climatic Factors**	**Cultural Heritage**	**Material Assets**	**Landscape**
0	+	0	0	0	0	++	+	++	+

This document supersedes the existing advice relating to Car Parking in Front Gardens (Advice Note 4), Front Extensions (Advice Note 15), House Extensions (Advice Note 19) and Roof Space Extensions (Advice Note 3).

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 Proposed Angus Local Development Plan (February 2015) 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 in assessing planning applications:

1. Alterations and extensions should be architecturally sympathetic to the design of the residential property and surrounding area, which includes 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 a residential property should not reduce or preclude the possibility of on-site parking.
6. Alterations and extensions to a 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 over-development 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, $50m^2$ 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.

It should be noted that 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.

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 following guidance 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.

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 a residential property for the purposes of this guidance.

(an image requires to be inserted to show 2 good examples of front extensions)

The following diagrams of alterations and extensions to existing residential properties that are coloured green are considered to be well designed examples and those coloured in red are considered to be poorly designed examples.

Front Extensions

Other than bay windows and porches, 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 residential property is part of a row of uniformed terraced, semi-detached or detached dwellinghouses.

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.

(an image requires to be inserted to show 2 bad examples of 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 not exceed 3 square metres. Planning permission will not be granted for porches which are designed to allow for additional habitable space e.g. space for seating.

Side Extensions

When designing a side extension, it is important that it should respect and compliment the character and scale of the existing residential property and surrounding area. Side extensions should 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. Side extensions should be subordinate in floor area to the existing residential property and the ridge line of the side extension should be no higher than the ridge line of the existing residential property.

(an image requires to be inserted to show 2 good examples of side extensions)

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 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.

(an image requires to be inserted to show 2 bad examples of side extensions)

It is desirable that the side extension should be capable of being constructed and maintained from within the curtilage of the existing residential property and 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 e.g. incorporation of windows should be used on all road frontages.

(an image requires to be inserted to show a good and bad example of a side extension on a corner plot)

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 compliment the character and scale of the existing residential property and surrounding area. In all cases, rear extensions should be in proportion to the scale of the existing residential property, should be subordinate in floor area to the existing residential property and the ridge line of the rear extension should often be lower but certainly no higher than the ridge line of the existing residential property. Rear extensions should 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 and the retention of spaces between the rear extension and the mutual boundary between the neighbouring properties is encouraged.

(an image requires to be inserted to show a good example of a rear extension)

(an image requires to be inserted to show a good example of a rear extension)

(an image requires to be inserted to show a bad example of a rear extension)

(an image requires to be inserted to show a bad example of a rear extension)

Roof Extensions

All roof extensions have a significant impact on the appearance of an existing residential property and surrounding area. Roof extensions can be an appropriate means of providing additional living space. When designing a roof extension, it is important that it should respect and compliment the character and scale of the existing residential property and surrounding area. In all cases, roof extensions should be in proportion to the scale of the existing residential property, the pitch should match the roof of the existing residential property and it should be subordinate 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. Roof extensions with a ridge height greater than the ridge height of the existing residential property will not be acceptable.

(an image requires to be inserted to show a good example of a roof extension)

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. Generally, side extensions to roofs should normally be pitched to match the ridge or hipped roof of the existing residential property.

Flat and mansard roof extensions will not normally be accepted unless they respect and complement the character of the existing residential property and surrounding area. Flat roof extensions may only be considered acceptable on a modest, single storey extension preferably to the rear of the existing residential property and 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.

(an image requires to be inserted to show a bad example of a roof extension)

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

A dormer window can be an appropriate means of providing additional living space. When designing a dormer extension, it is important that it should respect and compliment the character and scale of the existing residential property and surrounding area. Whether the dormer window will be developed on the front, rear or side elevation of the existing residential property, consideration will require to be given to how it will relate to the streetscene.

(an image requires to be inserted to show a good example of a dormer window)

In all cases, dormer extensions should be in proportion to the scale of the existing residential property, should not dominate or overwhelm the appearance of the roof of the existing residential property and should be lower than the ridge/hip and set well back from the eaves of the roof of the existing residential property. Dormer extensions should 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. The design of the dormer window should also incorporate window openings which are of a similar size and shape and 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. The external cladding of the dormer extension should match that of the roof of the existing residential property but should be kept to a minimum on the face of the dormer window.

(an image requires to be inserted to show a bad example of a 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. Flat roof, box like dormers may only be considered acceptable where they respect and compliment the character of the existing residential property and surrounding area.

A dormer window which directly adjoins the wallhead of an existing residential property is generally not acceptable unless they respect and compliment the character of the existing residential property and surrounding area.

(an image requires to be inserted to show a bad example of a dormer window)

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 streetscence.

When designing a rooflight, it is important that it should respect and compliment the character and scale of the existing residential property and surrounding area. In all cases, rooflights should be in proportion to the scale of the existing residential property, should not dominate or overwhelm the appearance of the roof of the existing residential property and should be lower than the ridge height and set back from the eaves of the roof of the existing residential property. Rooflights should 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. The projection of a rooflight above the plane of the roof of the existing residential property should be kept to a minimum, with particular attention being paid to the type of flashing. Rooflights should 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 really necessary. In a roofspace used only for storage, the smallest rooflight will generally be adequate.

(an image requires to be inserted to show a good example of rooflights)

(an image requires to be inserted to show a bad example of rooflights)

Satellite Dish/TV and Radio Antennae

Residents should give careful consideration to the positioning 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.

In all cases, the scale and appearance of satellite dishes and antennae should be appropriate to their context and should not detract from the character of the streetscene as a result of inappropriate visual impact. To minimise their visual impact, they should not be easily viewed from public vantage points, should be positioned in a concealed location such as to the rear of the existing residential property or to the rear of an existing outbuilding, and should be at, or as close to, ground level as possible (taking account of any level changes in the garden ground).

(an image requires to be inserted to show a good example of a satellite dish/tv and radio antennae)

(an image requires to be inserted to show a bad example of a satellite dish/tv and radio antennae)

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 they should respect and compliment the character and scale of the existing residential property and surrounding area. In all cases, doors and windows should be in proportion to the scale of the existing residential property, have a vertical emphasis particularly to large windows, should generally not be enlarged and original features should not be removed. Replacement windows should generally replicate original windows in terms of the size of the window, the pane size, the opening style and the colour of the frames. This is of particular importance if the existing residential property constitutes a flat, terraced or semi-detached dwellinghouse.

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 in a different wall. Alternatively, obscure glazing (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.

(an image requires to be inserted to show a good and bad example of doors and windows)

Decking, Balconies and Roof Terraces

Decking, balconies and roof terraces, where appropriate, can provide a desirable outdoor amenity space for residential properties. However, it is important that they respect and compliment the character and scale of the residential property and do not adversely affect the amenity and privacy of adjacent neighbouring properties and associated curtilages.

Decking can impact on the amenity of adjacent neighbours and 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.

In all cases, when designing an area of decking it should respect and compliment the character and scale of the existing residential property, should not dominate the existing curtilage or be easily viewed from public vantage points, should be located away from the mutual boundary between adjacent neighbouring properties, should be located where there is sufficient existing, permanent screening such as a high boundary wall or an existing outbuilding within the adjacent neighbours property and should be at, or as close to, ground level as possible (taking account of any level changes in the garden ground).

Balconies and roof terraces, particularly when adjoining first and higher floors or on existing flat roofs of residential properties, can also impact on the amenity of adjacent neighbouring properties and associated curtilages. If located too close to the 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, enclosed balconies and roof terraces with additional screening such as a fence or glass can result in neighbours being faced with excessively tall boundary enclosures. Furthermore, enclosed balconies and roof terraces with additional screening may increase the overbearing impact on neighbouring properties and associated curtilages and in some cases may cause overshadowing.

In all cases, when designing a balcony or roof terrace it should respect and compliment the character and scale of the existing residential property, should not dominate the existing residential property or be easily viewed from public vantage points, should be located away from the mutual boundary between adjacent neighbouring properties and should be located where there is sufficient existing, permanent screening such as a high boundary wall or by insetting the balcony into the building or roof.

(an image requires to be inserted to show a good example of decking, balconies and roof terraces)

(an image requires to be inserted to show a bad example of decking, balconies and roof terraces)

Outbuildings

Outbuildings include a variety of structures such as garages, sheds and greenhouses which are developed within the curtilage of an existing residential property. The development of outbuildings should not have a detrimental impact upon the appearance and amenity of the existing residential property and surrounding area. The development of outbuildings should also not restrict or affect any existing pedestrian or vehicular access, vehicular turning area or vehicular parking space to the detriment of road safety.

When designing a new outbuilding within the curtilage of an existing residential property, it is important that it should respect and compliment the character and scale of the existing residential property and surrounding area. In all cases, outbuildings should be subordinate in scale and floor area to the existing residential property, should not project forward of a wall forming part of the principal elevation of the original residential property or the line of buildings in a street and should not dominate or overwhelm the appearance of the existing residential property and surrounding area.

(an image requires to be inserted to show a good example of an outbuilding)

Wherever possible, any existing features that contribute to the character of the existing residential property and surrounding area in terms of trees, hedges and original stone walls should be retained wherever possible. In addition, sufficient space for soft landscaping should be incorporated wherever possible to screen outbuildings, minimise their visual impact which should in return then enhance the visual 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 the residents to use and enjoy the remaining outside space.

(an image requires to be inserted to show a bad example of an outbuilding)

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. Further advice can be obtained from the Councils Roads Authority (please refer to Contact Details).

Vehicular Driveways, Turning Areas and Parking Spaces

All alterations and extensions to an existing residential property should not restrict or affect any existing vehicular access, turning area or parking space to the detriment of road safety and should not have any effect on the amenity of the existing residential property and surrounding area.

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 the development should respect and compliment the character of the existing residential property and surrounding area in terms of materials and appearance. The construction of large open hard standing areas, particularly when projecting forward of a wall forming part of the principal elevation of the original property or the line of buildings in a street, can cause a detrimental impact upon the setting of an existing residential property and surrounding area. Wherever possible, any existing features that contribute to the character of the existing residential property and surrounding area in terms of trees, hedges and original stone walls should be retained. Furthermore, sufficient space for soft landscaping should be incorporated wherever possible in order to screen vehicles, minimise the visual impact of the hard standing area and enhance the visual appearance of the existing residential property and surrounding area.

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 consideration is given to the safety of pedestrians and road users. If the new vehicular driveway, turning area and/or parking space(s) are to be enclosed with new gates then they should be of an appropriate design and should open inwards to prevent obstruction of the public footway. To ensure vehicles do not block the public footway whilst entering/existing the curtilage of the existing residential property, they should be set back at least 5 metres from the public footway (6 metres may be required when entering/existing an existing or proposed garage which does not have roller shutter doors). The requirement to form a new verge or footway crossing over a public road to form a 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.

Altering or extending an existing residential property where additional bedrooms are created is likely to result in the residential property being capable of accommodating more people. This can have an impact on the level, or potential future level of vehicular ownership within the residential property. In addition, altering or extending a residential property can include the conversion of a garage to residential accommodation which can result in existing vehicular parking spaces being lost from use. Therefore, 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. Furthermore, any loss of off street vehicular parking will also be a consideration for the Council's Roads Authority.

A new vehicular driveway, turning area and/or parking space(s) must also not increase the risk of surface water run-off and possible flooding within the curtilage of the existing residential property and surrounding area. 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 run-off water to a permeable or porous area, such as areas of soft landscaping, gravel and paving within the curtilage of the residential property. Further advice can be obtained from the Councils Roads Authority (please refer to Contact Details).

(an image requires to be inserted to show a good and bad example of vehicular driveways, turning areas and parking spaces)

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. The development of boundary treatments should not have a detrimental impact upon the appearance and amenity of the existing residential property and surrounding area. The development of boundary treatments should also not restrict or affect any existing pedestrian or vehicular access to the detriment of public and/or road safety.

When designing boundary treatments, such as a fence, gate or wall, it is important that it should respect and compliment the character and scale of the boundary treatments of the existing residential property and surrounding area. In all cases, the scale and form of boundary treatments should be appropriate to their context and should not detract from the streetscene as a result of inappropriate visual impact. In addition, boundary treatments should not be of a height which would ensure that they are intimidating or will reduce security overlooking from the existing residential property or other residential properties within the surrounding area.

In all cases, boundary treatments should not cause any adverse overlooking or overshadowing impacts or be overbearing upon adjacent neighbouring properties. Boundary treatments such as hedges should not be of a height which would ensure that they dominate and have an overbearing impact on adjacent neighbouring properties. In this regard the Scottish Government introduced the High Hedges (Scotland) Act in 2013, which is designed to help resolve amenity disputes between neighbours. Further advice can be obtained from the Councils Planning Authority (please refer to Contact Details).

Wherever possible, any existing features that contribute to the character of the existing residential property and surrounding area in terms of railings, fences, gates and original stone walls should be retained. In addition, sufficient space for soft landscaping in terms of hedges should also be retained and/or incorporated wherever possible in order to screen and minimise their visual impact 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 given to the safety of pedestrians and road users. In all cases, new boundary treatments close to road junctions and/or beside vehicular driveways should be kept low and/or set back from the road to avoid obstructing the views of drivers. New boundary treatments such as hedges should also be maintained so that they do not overhang onto the road to avoid obstructing the views of drivers. Where it is proposed to construct a new boundary treatment which may already, or will support the road, the Councils Roads Authority must be consulted. Further advice can be obtained from the Councils Roads Authority (please refer to Contact Details).

Micro-renewables

Micro-renewables refers to all forms of domestic micro-generation utilising a renewable form of energy. These come in a number of forms and are increasingly common as the relevant technology evolves and becomes more widely available, efficient and reliable. 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. In all cases, the scale of micro-renewable technologies should be appropriate to their 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. Micro-renewable technologies should be located and designed to ensure that they do not adversely affect the amenity of existing residential properties within the surrounding area. In all cases, they should not cause any adverse noise, reflected light, shadow flicker and overbearing impacts.

Biomass heating systems, including wood burning stoves, are a common form of micro-renewable technology. 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 are another common form of micro-renewable technology. 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 outbuilding.

Domestic wind turbines are another form of micro-renewable technology. 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 vantage points. They should also be located away from the mutual boundary between adjacent neighbouring properties to help avoid any adverse noise, shadow flicker and overbearing impacts.

Air source heat pumps are another form of micro-renewable technology. 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 vantage points, 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 in the garden ground).

Ground and water source heat pumps are another form of domestic micro-renewable technology. 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.

Conservation Areas and Listed Buildings

In all cases, proposals for alterations and extensions to an existing residential property which is situated within a conservation area or which constitutes a listed building, should take full account of the general design principles which are detailed previously within this document. It is important that all alterations and extensions must be very carefully designed in order to ensure that they have special regard to the desirability of preserving or enhancing the building or its setting, any features of special architectural or historic interest which it possesses and the character or appearance of that particular area.

The special architectural and historic features which an existing residential property may possess includes the original building fabric, such as windows and doors, and other details which were designed in materials appropriate to the age and significance of the existing residential property which all contribute to the character or appearance of the wider area.

However, in certain circumstances, exceptional modern design and material finishes may be considered acceptable but only where it can be demonstrated that the character and scale of the alteration and extension would preserve or enhance the special architectural or historic interest of the existing residential property and the character or appearance of that particular area.

It should also be noted that separate guidance, such as conservation area appraisals/ management plans, may already be available for conservation areas and listed buildings. Where relevant, residents are encouraged to ensure that proposals for alterations and extensions to residential properties demonstrate that they have been taken into consideration. It is also important to be aware that there are fewer permitted development rights for alterations and extensions to an existing residential property which is situated within a conservation area or which is a listed building. Further advice can be obtained from the Councils Planning Authority (please refer to Contact Details).

Materials

The materials and detailing utilised in alterations and extensions should reflect and complement the character of the residential property and surrounding area. The materials and detailing used to construct an alteration and extension in terms of material type, colour, texture, roof materials, window frames and doors etc should be of the highest quality as they are one of the most important elements in helping an alteration and extension to sit harmoniously with the residential property and surrounding area. Materials and detailing which are characteristic of the residential property and surrounding area can provide a sense of quality and identity. In contrast, low quality materials and detailing which are not characteristic of the residential property and surrounding area can detract from a sense of quality and identity.

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

When designing an alteration and extension, the use of sustainable, reclaimed, long-lasting materials which are locally sourced wherever possible, and with the potential for later recycling, will be encouraged. 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.

Other Types of Householder Developments

It should be noted that this document is not exhaustive in the types of householder developments covered. If design guidance is being sought on a type of residential alteration and extension which has not been specifically covered within this document, such as 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).

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 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 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 in assessing the potential impact of an alteration and extension upon an adjacent neighbouring property is the Building Research Establishment Guide on Site Layout Planning for Daylight and Sunlight – A Guide to Good Practice. However, it is important to consider that the techniques outlined within the guidance above should only be applied to 'habitable rooms'. Furthermore, these techniques will not apply to windows on gable ends of an adjacent neighbouring property, or the spaces between the gable ends of adjacent neighbouring properties unless the affected space is of particular amenity value in comparison with the remainder of the curtilage i.e. such as a patio which was designed as an integral part of the plan-form of the adjacent neighbouring property.

The 25° Method for Calculating Levels of Daylight:

The 25° method should be applied in situations where the extension is going to be situated directly opposite a window on an adjacent neighbouring property which is to be assessed. This method involves a section which should be drawn from a view at right angles to the direction faced by the window which is to be assessed. On this section, a line should be drawn from the mid-point 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 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.

(an image requires to be inserted to show the 25° method for calculating levels of daylight)

The 45° Method for Calculating Levels of Daylight:

The 45° method should be applied in situations where the nearest elevation of the extension is at a right angle to a window on an adjacent neighbouring property which is to be assessed. This method involves drawing two separate 45° lines from the corner of an extension on both plan and elevation drawings. If the shape formed by both of these lines would not enclose the centre point of a window on an 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 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.

(an image requires to be inserted to show the 45° method for calculating levels of daylight)

(an image requires to be inserted to show the 45° method for calculating levels of daylight)

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:

(a table requires to be inserted to show the 45° method for calculating levels of sunlight)

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 would be adversely affected. In circumstances where the 45° method is not satisfied, it will be for the 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.

(an image requires to be inserted to show the 45° method for calculating levels of sunlight)

(an image requires to be inserted to show the 45° method for calculating levels of sunlight)

Privacy

Privacy is also important to the health and well-being of residents. Therefore, it is appropriate to expect that all alterations and extensions will not adversely affect the privacy afforded to 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 development site. However, in all cases, the following factors should be taken into consideration when determining the impact of an alteration and extension upon the privacy afforded to 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 i.e. the use of obscure glazing, the use of velux windows, any existing screening between the respective windows or proposed appropriate additional screening between the respective windows;
- respective site levels;
- the nature of the respective rooms i.e. habitable or non-habitable rooms; and
- the orientation of the respective properties and windows.

It should be noted that the 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. Therefore, the guidance below provides the minimum distances which should be achieved between the windows on an alteration and extension and the windows on an adjacent neighbouring property in order to maintain a degree of privacy without becoming unduly restrictive on residents wishing to extend a residential property.

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 and the windows on an adjacent neighbouring property are at an angle to each other e.g. the distance may be halved where the centre point of the two windows are at 45° to each other.

Any extension which proposes a second and potentially overlooking storey, the distance between the main windows of the existing residential property and the relevant boundary between the adjacent neighbouring properties should be at least 12 metres. In circumstances where the existing residential property is situated within a high density area or where the adjacent neighbouring property has a particularly generous curtilage, this distance could be relaxed to a minimum of 9 metres. Further advice can be obtained from the Councils 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.

Certificate of Lawfulness – A certificate of lawfulness should be applied for when building work has been carried out in the past or where, for a number of years, a development or use has existed without planning permission or without meeting a planning condition in the grant of a previous planning permission. A certificate of lawfulness allows the Planning Authority to make a formal decision that the development or use may continue without enforcement action. Certificates of lawful development have legal status and are particularly useful when selling residential properties in the housing market, where the prospective buyer may want proof that the works are lawful and that planning permission was not required.

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.

Conservation Area Consent – Consent granted under Section 66 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 for total or substantial demolition of an unlisted building situated within a conservation area.

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.

Daylight – Diffuse level of background light, distinct from direct 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 – Is the dwellinghouse immediately before carrying out the proposed development e.g. alteration and 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.

Free-Standing Solar – Solar photovoltaics or solar thermal equipment which is not installed on a building.

Free-Standing Wind Turbine – A wind turbine which is not installed on or attached to a building.

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.

Listed Building Consent – Consent granted under Section 7 of the Planning (Listed Buildings and Conservation Areas) (Scotland) Act 1997 for demolition, alteration or extension, either internally or externally, that would affect the character of a listed building.

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.

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

Porch – A covered shelter which would project forward of a wall forming part of the principal elevation of the original residential property or the line of buildings in a street.

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, main public access to the residential property, 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 by 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 or solar thermal equipment which is designed to convert energy from the sun into electricity.

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

Sunlight – The sun's direct rays, as opposed to the background level of daylight.

Television Antenna – A television antenna, or TV 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

Angus Council

Planning Authority

Communities

County Buildings

Market Street

Forfar

DD8 3LG

Tel: 03452 777778

E-mail: planning@angus.gov.uk

Angus Council

Roads Authority

Communities

County Buildings

Market Street

Forfar

DD8 3LG

Tel: 03452 777778

E-mail: roads@angus.gov.uk

Scottish Natural Heritage

Great Glen House

Leachkin Road

Inverness

IV3 8NW

Tel: 01463 725000

E-mail: enquiries@snh.gov.uk