



*Basingstoke
and Deane*

Development Control

DESIGN GUIDE 2

Extending Your Home



June 2001

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Introduction

This leaflet offers guidance on the design of domestic extensions. It shows how to extend your home while improving its appearance, and adding to the character of the area in which you live, without adversely affecting neighbouring properties.

The leaflet has been prepared by officers in the Borough Council's Planning and Transportation Department, and is based upon past experience of giving advice on domestic extensions. The guidance can be applied also to conservatories, particularly with regard to basic shape, size and siting.

It is hoped that home owners will follow the advice offered for all extensions, regardless of whether or not they require planning permission. In some cases an alternative approach may be acceptable. Officers

welcome discussions of sketch proposals with home owners and will confirm whether planning permission, listed building consent, or building regulations approval are required.

It should be noted that more rigorous design criteria will be applied in all conservation areas, and on all listed buildings. Additional advice on conservation areas and listed buildings is available from the conservation officers in the department.

Applicants should be aware of the Police initiative, Secured by Design which gives advice on crime prevention measures in domestic premises. For further advice, contact the Architectural Liaison Officer at Hampshire Constabulary, Tel (01256) 405028.

This design guide was subjected to a six week consultation period as set out in Annex A, and has been approved for adoption as Supplementary Planning Guidance by the Council.

Please refer to the following policies from the Basingstoke and Deane Borough Local Plan - Adopted September 1998 when using this design guide: GS1, C37, CD100, CD101, CD102, CD103, CD107, CD111, CD112.

The Street Scene

Any extension to your home should be designed in relation to the whole street or particular group of surrounding buildings. When extending your property you should consider the effect your

proposal could have on the existing street scene. A good design can enhance the area and the desirability of your property. Factors to consider when deciding how to position your extension are:

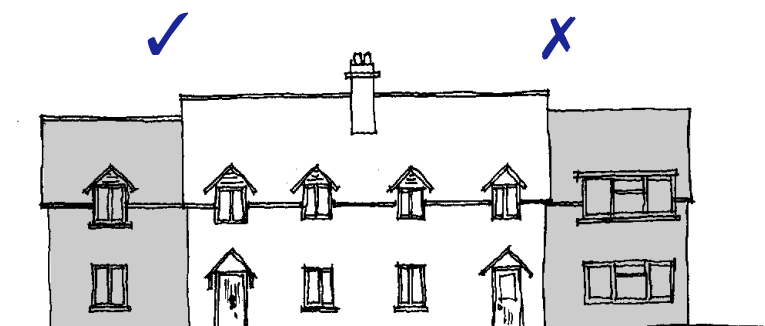
a) Surrounding styles

Some areas may feature particular materials, designs and details which lend them their individual character. An inappropriately designed

extension can spoil the appearance of the area through the introduction of alien features, such as flat roofs or over large dormer windows.



Avoid flat roofs

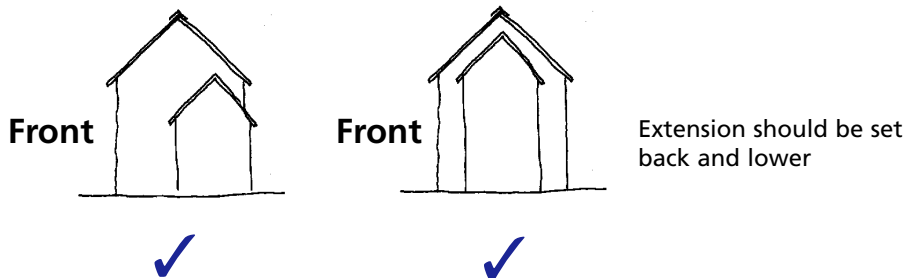


Avoid over large dormers

b) Gaps between buildings

The spaces between buildings often make an important contribution to the character of an area. Extensions which reach a property boundary may contribute towards an inappropriate “terracing effect”.

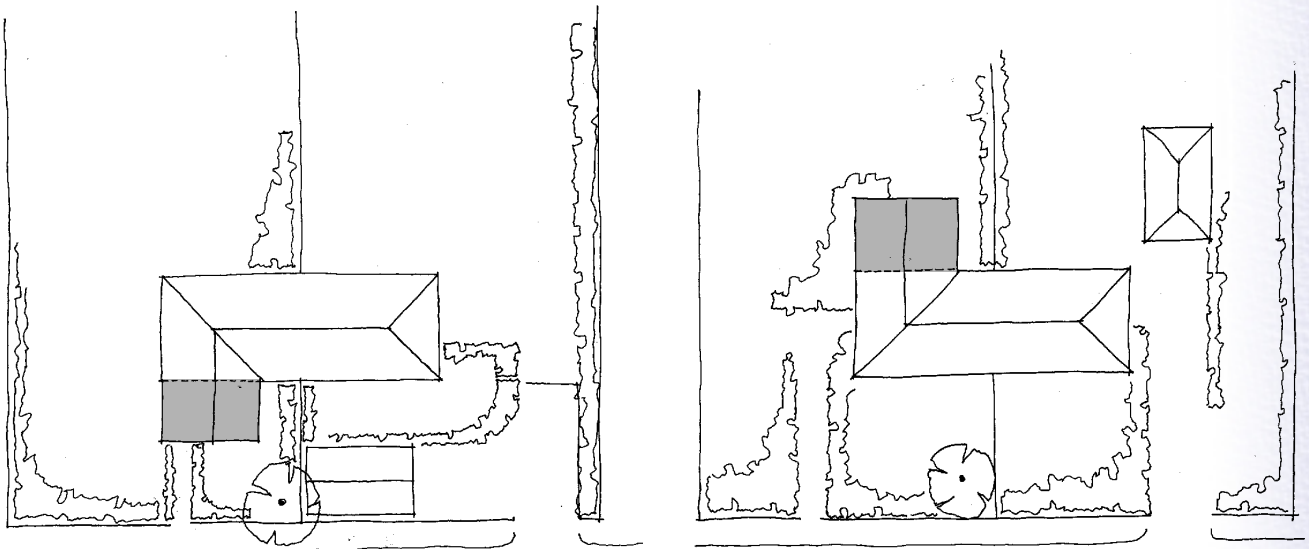
This is particularly noticeable where an extension continues the roof line of the original building and where a neighbouring property could also be extended in a similar manner.



c) Established pattern of development

If the street or group of buildings has a well defined “building line,” an extension or garage which departs from this convention may appear incongruous within the street scene.

Similarly, the layout of an area should be considered and, if there is an established formal character to the area, this should be respected when designing an extension.



X Avoid extending forward of “building line”

✓ Respect the established layout of the area

The Site

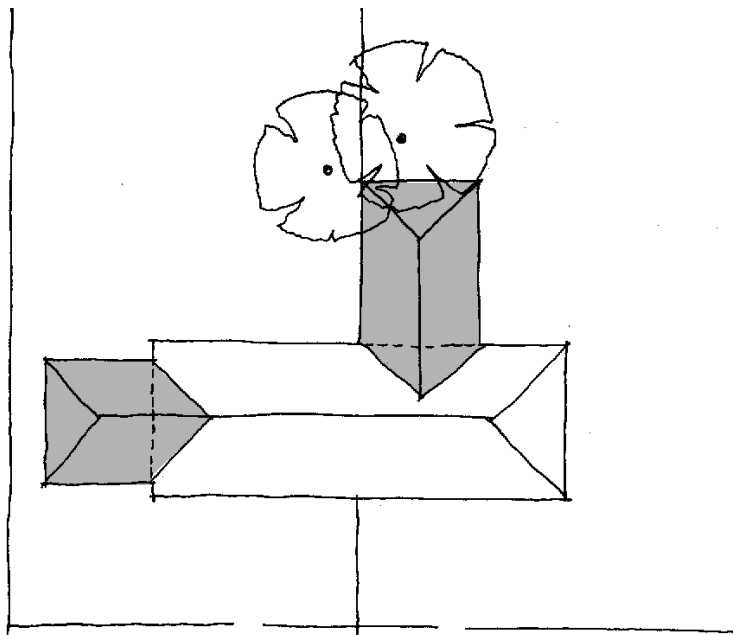
When designing an extension, you should also consider the site within which your home lies. This is generally known as the 'curtilage' of the

dwelling, and usually includes your front and back gardens. Points to consider are:

a) Site characteristics

Consider any variance of ground levels, particularly in relation to neighbouring properties. Also, consider the effect of the extension on existing trees and hedges. These are often important features within the landscape.

Some trees are protected by Tree Preservation Orders, and most trees within conservation areas are protected. For further information and advice on trees, contact the Tree Officers (Environmental Design Team).



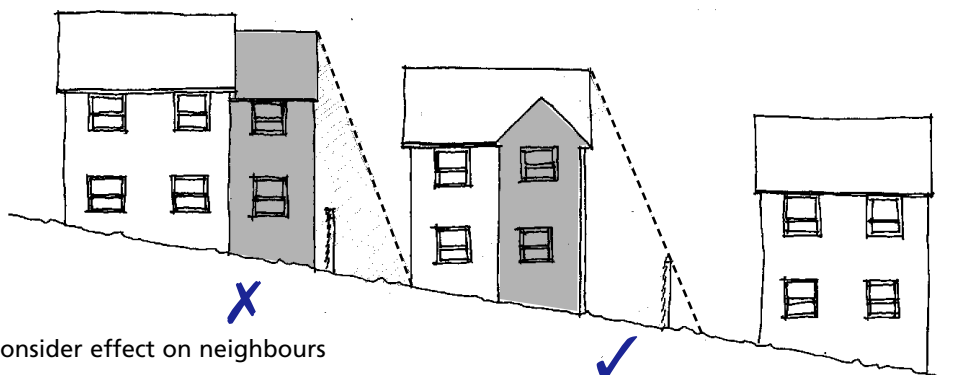
Avoid building too close to trees and consider the effect on neighbours



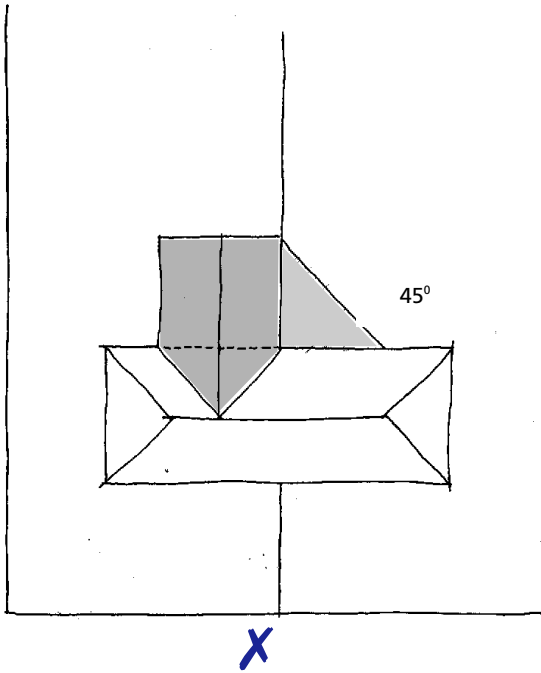
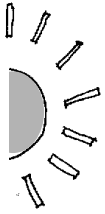
b) Orientation

Avoid designing an extension that overshadows your own or your neighbour's property, thus depriving areas of sunlight. This is especially important if you are to the south of your neighbour. The amount of overshadowing will

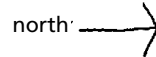
depend on the plan area and the height of your extension, its orientation and variations in ground level. You should be careful not to make your own garden less attractive by creating dark or awkward corners which are unusable.



consider effect on neighbours



Shaded area shows loss of light due to the extension



Special consideration should be given to siting an extension where your property is to the south of your neighbour's



c) Boundaries

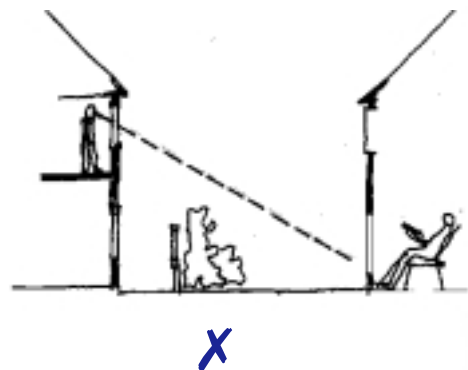
In order to achieve the above requirement, it will be necessary to keep the extension away from boundaries. This becomes more important with

two storey extensions. Leaving space between your extension and the boundary will also allow for easy maintenance.

d) Privacy/overlooking

Avoid designing an extension with windows that directly overlook your neighbour, particularly close to the boundary.

To the rear of a property it is normal practice to require a minimum distance of 20 metres between directly facing windows, where one is at first floor level. However, in each case applications will be determined on their individual merits.



Avoid adding windows which will reduce your neighbour's privacy

Design and Appearance

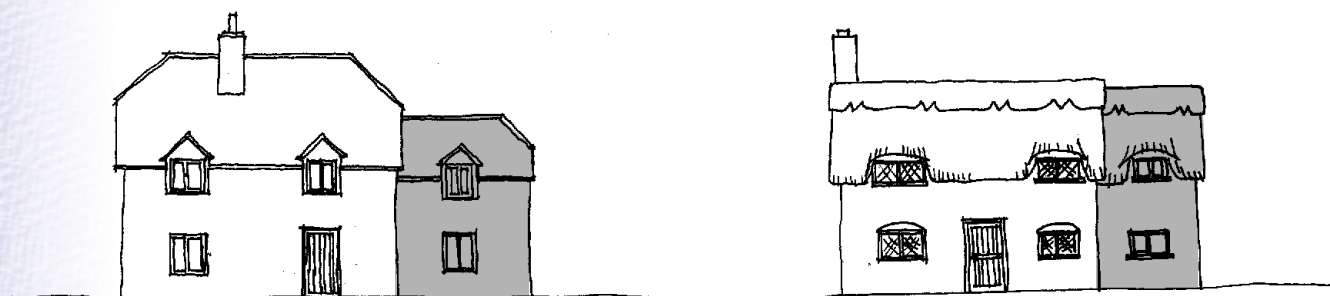
Every area has its own particular character. Look carefully at your area and try to assess what contributes to its character. Look at the house itself and identify the design details which are characteristic. The Borough Council is supporting a number of Parish Councils in the production of

Village Design Statements. These identify the characteristics of the village that should inform any development proposals. Contact your Parish Council for further information. Any extensions to your house should be sympathetic to:

a) Building form

The basic shape and size of the extension should be subservient to the design of the original building. The shape, pitch and style of the roof will be a significant factor in achieving an appropriate design. Certain building features can

be repeated on extensions in order to integrate the new building with the existing. Care should be taken copying features, as the inappropriate use of features may detract from the original building.

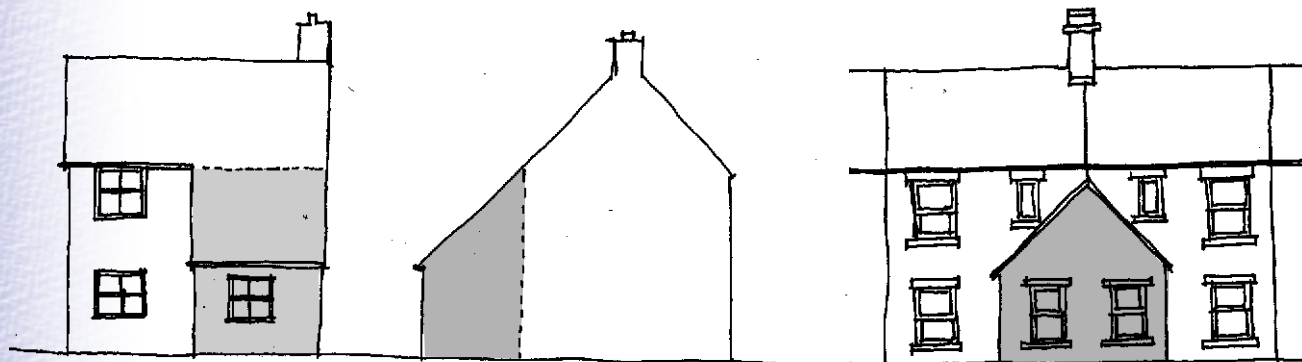


Examples of subservient extensions

Rear extensions

Extensions to the rear of a property are the least likely to have a major impact on the house, the neighbours and the surroundings. When extending a semi-detached or terraced property it is important to follow any established pattern of extension. For example, in terraced houses the rear

outshot is a very traditional form which, when paired with a similar extension on a neighbouring house can appear to be part of the original design. This type of extension can also help to increase privacy to the rear garden.



Sympathetic rear extension

Traditional paired outshot extension to rear of terraced houses

Flat roofed extensions rarely appear to blend harmoniously with the existing dwelling and are likely to present long term maintenance problems. Pitched roofs are preferable and should, if

possible, be to the same pitch as the main roof. Two storey extensions should always have pitched roofs.



Side extensions

In general, side extensions should be sympathetically designed to appear subservient to the main house. The appearance will be improved if the extension is set back from the main building and two storey

extensions should not rise above the existing eaves level. In some instances, it may be appropriate, in terms of the design, to match the roof height of the extension to that of the existing property.



It is particularly important that the design of side extensions takes account of the proximity of

neighbouring properties and the height of the new extension.

b) Materials

The materials for a new extension should be carefully chosen to match the original building. It is important that not only the colours and tones of the materials match but also that the texture and size of materials, such as roof tiles and bricks, are selected to match the existing.

When extending an older property it may be

appropriate to use carefully selected second-hand materials, where the source of these can be verified as being legitimate.

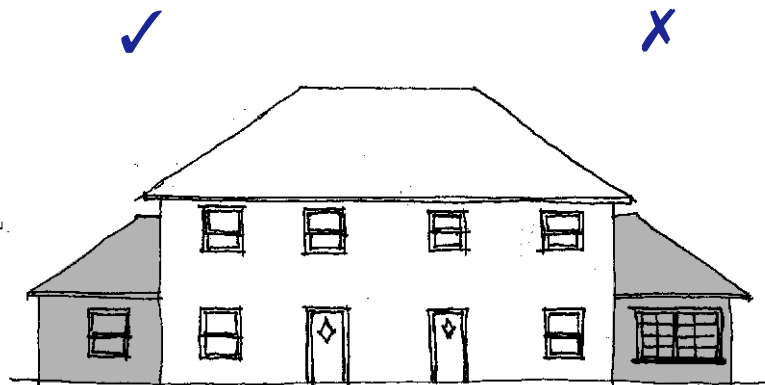
In some circumstances, it may be appropriate to use different materials where they enhance the original buildings and help make the extension appear subservient.

c) Windows and doors

The Secured by Design documentation sets out detailed guidance for window and door security. Contact the Architectural Liaison Officer at Hampshire Constabulary for further information.

When designing an extension it is important to consider the following:

Size



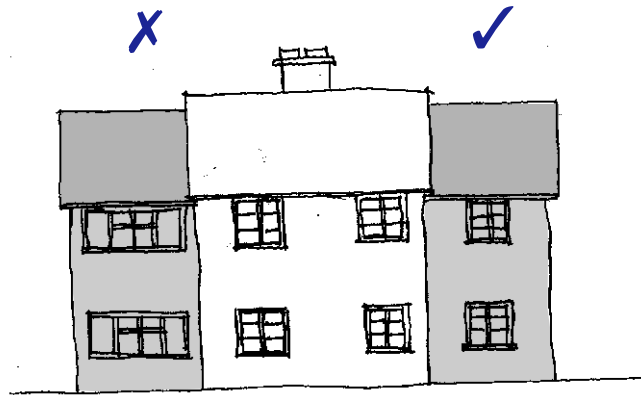
An overlarge window is unsympathetic

Style



Style of windows should match those on original house

Proportion



Proportion of windows should match

Ratio of solid wall to openings



Ratio of wall to openings is important

Dormer windows can present very prominent features, which dominate a building. If headroom allows, rooflights provide a less obtrusive alternative, and conservation rooflights are now available which minimise the effect on the profile of a roof. However, if dormer windows are unavoidable, it is important to keep their size to a

minimum and their position as low as possible on the slope of the roof. The design of dormers should reflect that of the main roof and the dormer windows should match the window style of the house. Flat-roofed dormers should normally be avoided.



New dormer windows should match those on the house

Avoid flat-roof dormers



Dormer windows should match the house

d) Architectural details

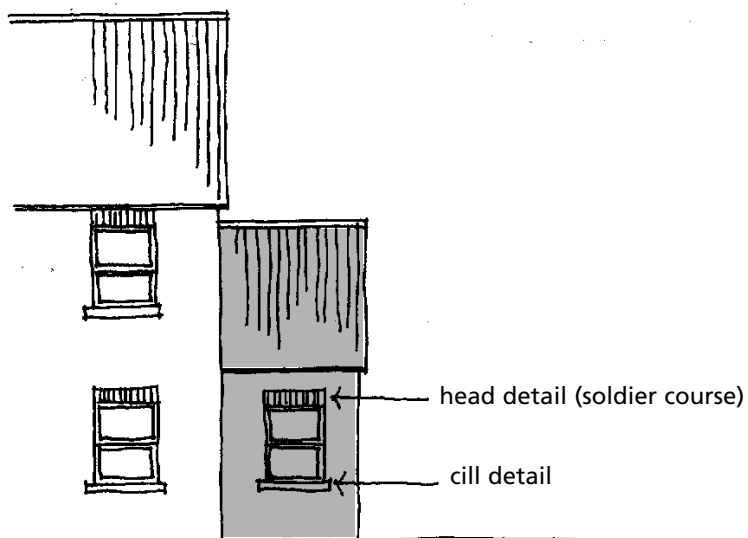
Your extension will be more attractive, and more sympathetic to the original house, if you are able

to use detailing similar to that on the house. Look particularly at the following details:

Openings

The head and cill details to windows or doors are usually easy to replicate and are a very effective way of integrating the old with the new. Simple details, such as soldier courses can make a great

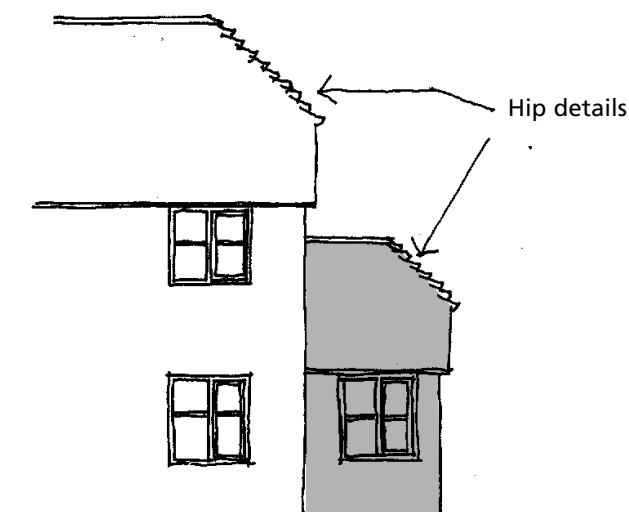
difference to the quality of the final building. More complex details can often be copied by skilled builders.



Roof details

Look at the verge, eaves and ridge of your roof and aim to detail the extension in the same way. These elements are particularly important in achieving a sense of continuity.

Large format tiles can appear to be clumsy and out of scale on single-storey extensions and porches. Some manufacturers produce 'baby' ridge tiles for use in such circumstances.

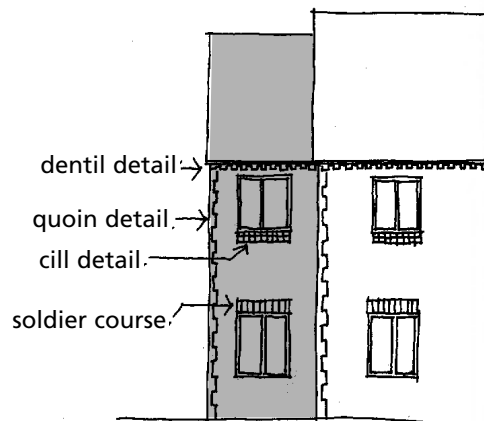
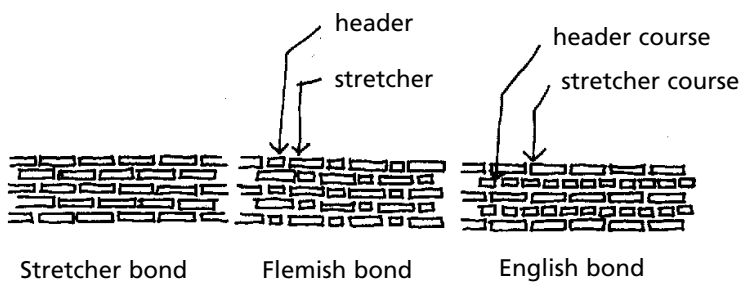


Brickwork details

If your house does not have cavity walls it is unlikely that the brick bonding will be stretcher bond (now the normal way of laying bricks). Having carefully chosen bricks which match the original house, it is especially important to examine the bonding of the original brickwork and match this on the new extension. People are often disappointed when a new extension appears to have a different texture or colour to the original building, despite having taken care to match the bricks. This is invariably caused by using stretcher bond on an extension to an older property. It is also important to match the mortar type and joints, so that the new brickwork blends with the old. In situations where it is difficult to match bricks and / or brickwork, it may be appropriate to use different materials.



Quoins and soldier courses could be carried through onto a new extension in order to integrate the new work. The copying of details should be carefully considered as this may detract from the original building.



Garages and Other Ancillary Buildings

The preferred minimum size for garages is 6 x 3 metres, to accommodate a car and cycle. Garages constructed to the front of a dwelling must be set back from the highway to allow access (5 metres) or parking (6 metres) between the garage and the pavement.

Garages should generally have roofs to match the pitch of the roof of the house. The impact of double garages can be dominant and unsympathetic, unless carefully designed. Their effect should be minimised by ensuring that the eaves are as low as possible and by the use of two single doors rather than one large double door, which can give a dominant horizontal emphasis.

Garages and other buildings should be sited in such a way that any overshadowing of, or disturbance to, a neighbouring property is

minimised. Where garages are provided, the entrances should be orientated towards the street so they can be easily observed.

Where integral garages project forward of the main entrance to a house, care should be taken to ensure that they do not dominate the main elevation. Detached garages should be positioned in order to avoid a sense of overcrowding, particularly where they are located to the front of a property.

Conditions may be attached to the granting of planning permission to ensure that garages are used for parking and not for storage or an extra room. Conditions may also be imposed to restrict on site parking following the construction of an extension.

Annex A: Statement of Consultation

The revised design guide was consulted upon over a six week period between the 13 November 2000 and 12 January 2001. Copies of the guide were sent to Parish Councils, interest groups and local organisations for comment. An advert publicising the revisions and inviting comments on the guide was placed in the Basingstoke Gazette. Posters highlighting the opportunity to comment on the revision of the guide were put up in the Civic Office reception area and local libraries.

Responses were received from:

- Tadley Town Council
- Pamber Parish Council
- Old Basing Parish Council
- Chineham Parish Council
- Hampshire Constabulary
- Members of the North-east Hampshire Architects Panel

The responses indicated broad support for the revised design guide, but some issues were highlighted, the following section details these, and how they were addressed.

The guide emphasises ‘in-keeping’, but what about good modern design?

The guide sets out basic guidance and advice to help improve general standards. The text of the guide welcomes ‘alternative approaches’ but these must still follow the guidance. The guide cannot prescribe what alternative approaches may be acceptable, as this would depend on each individual application.

Secured by design considerations should be included.

Text has been added to encourage applicants to contact the Architectural Liaison Officer at Hampshire Constabulary for further details.

It may be appropriate to use different materials where this makes the extension subservient to the main dwelling and in cases where it is difficult to match bricks, brickwork and details.

New sections have been added to indicate that a change of materials may be appropriate due to the above reasons.

Applicants should be careful when they copy brick details as this may detract from the original dwelling

A new section has been added to encourage applicants to exercise care when copying details.

Ensure that garages are used for parking only

Text has been added to indicate that conditions may be attached to the grant of planning permission to ensure that garages are not used for storage or as an extra room.

Further Advice

For further advice on the points raised in this leaflet, please contact the Planning and Transportation Department who will be pleased to discuss your particular situation in more detail.

The Contact number is: (01256) 844844



...putting people first

Basingstoke and Deane Borough Council

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