

Cardiff Residential Extensions & Alterations

Supplementary Planning Guidance



Consultation Draft
June 2017

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Mae'r ddogfen hon ar gael Gymraeg/This document is available in Welsh

1. Summary

1.1 Before you start

Find out whether Planning Application or Building Regulation approval is required (see section 3).

1.2 Get advice if you need it

If necessary, get skilled technical advice from an experienced architect or surveyor. They can design, prepare drawings and make an application on your behalf.

1.3 Follow the design guide

This guidance will help towards a good design solution and a successful planning and Building Regulation application.

1.4 Look at your surroundings

Ensure your proposal respects the context of your neighbourhood.

1.5 Detailing & use of materials

Ensure that your proposal complements the detailed design and materials of your existing house.

1.6 Be a good neighbour

Consult your neighbour if your proposal may affect their home or privacy, or if you will need to gain access for building work or maintenance. Be aware of the Party Wall etc. Act 1996 which places obligations on you in such circumstances.

2. Introduction

- 2.1 The City of Cardiff Council is committed to raising standards of design in Cardiff. This guidance sets out what you should consider when planning to extend or alter your property, whether it is in use as a single household, a house in multiple occupation (HMO), or subdivided into flats. It is based upon the principles of good design and intended to be applied to all forms of extensions and alterations including those that do not require planning permission.
- 2.2 Welsh Government support the use of SPG to set out detailed guidance on the way in which development plan policies will be applied in particular circumstances or areas. SPG must be consistent with development plan policies and national planning policy guidance. SPG helps to ensure certain policies and proposals are better understood and applied more effectively. They do not have the same status as the adopted development plan but are a material consideration in the determination of planning applications.
- 2.3 This guidance is primarily supplementary to Policy KP5 (Good Quality and Sustainable Design) of the Cardiff Local Development Plan, although other development plan policies may also be relevant.
- 2.4 An alteration to a house or garden may have an impact, not only on its own setting, but also on the wider neighbourhood. It is therefore essential that these types of proposals achieve the highest design quality. Good design can be achieved at comparative cost and can avoid future expenditure associated with problems and maintenance due to poor design. Poorly-designed alterations which detract from the appearance of your property can often reduce its value.
- 2.5 This design guidance does not detail whether planning permission or Building Regulations approval are required or not, but instead sets out broad principles that will be used to guide and assess the most common forms of development. It is not intended to be an exhaustive document; therefore if a particular development type is not covered specifically by this guidance then applicants are advised to contact the council for further advice.
- 2.6 All applications are judged on their individual merits. In situations where unsympathetic alterations are evident in a locality, this will not provide justification for further poor design.
- 2.7 **It is your responsibility to check whether any proposed works require planning permission and/or Building Regulations approval.**
- 2.8 This guidance is intended for use by prospective applicants, agents, architects, members of the public with an interest in an application, elected members of the council, and other decision-making bodies. For applicants, agents and architects it should be read prior to the submission of a planning application, or prior to seeking more formal pre-application advice from the Council. For members of the public with an interest in a planning application, this document provides design guidance on the criteria planning applications will be determined against.
- 2.9 **If you are unclear about how the guidance contained in this document applies to your home or want more detailed advice, please contact Development Management or Building Control.** There may be a fee for this service – visit www.cardiff.gov.uk/planning for more information.

3. Do I need planning permission

- 3.1 Planning permission, Building Regulation approval or other consents may be required for even minor alterations to a dwelling.
- 3.2 The majority of planning applications that the council receives are for permission to extend a residential property. Improvements to the city's housing stock are welcomed in principle. House extensions and alterations can however have significant impact on the appearance of individual properties as well as the form and character of the surrounding environment.
- 3.3 Even in cases where planning permission is not required you are advised to consider the guidance contained in this SPG in order to ensure a high standard of design.
- 3.4 General advice is set out below relating to the main consents you may require.
- 3.5 **Starting building works without the necessary consents can render the owner of the property liable to enforcement action and prosecution.**

Permitted development

- 3.6 Permitted development is granted under the *Town and Country Planning General Permitted (Amendment) (Wales) Order 2013*.
- 3.7 Not all development requires planning permission. For more information as to what development a householder can carry out without planning permission please use the *Planning Portal* interactive house. (Ensure the Welsh flag is at the top of the page as the regulations differ to those in England).
- 3.8 The Welsh Government's *Planning: A Guide for Householders (July 2013)* also provides information on what improvements, alterations and extensions to your home you can make without needing planning permission.
- 3.9 For a formal determination as to whether your proposal requires planning permission you are required to submit an application for a **Lawful Development Certificate**. A fee is charged for this.
- 3.10 In certain circumstances, Permitted Development rights may have been removed. This applies for example to: all flats, development in some Conservation Areas with an Article 4 Direction, alterations to Listed Building or as a result of conditions placed on a property or development by a previous planning consent.

Flats and Houses in Multiple Occupation (HMOs)

- 3.11 The design considerations within this document will also be applied to alterations and extensions involving an existing or proposed HMO or property divided into flats.
- 3.12 To subdivide a house into multiple units, to extend a ground floor flat or to extend or alter the roof space of a top floor flat you must obtain planning permission.
- 3.13 Flats have different permitted development rights to single dwellings. You should check if permission is required for the alteration you are considering using the resources above.

3.14 Since their creation as a planning use class in February 2016, changes of use to smaller (C4) HMOs have required planning permission. The adopted HMO SPG (2016) provides more information.

3.15 Licensing information related to the Housing Act can be found at www.cardiff.gov.uk/licensing.

Pre application advice

3.16 Pre-application advice can be provided by Development Management prior to the submission of a planning application.

3.17 The benefits to you of obtaining this advice are that it:

- Explains which policies/standards are likely to apply to your development.
- Identifies at an early stage any need for specialist input (trees, landscape, noise, transport, contaminated land, ecology, fire safety, conservation areas, listed buildings & archaeology).
- Helps ensure that your application is complete and ready for validation, which avoids rejection at the registration stage or early refusal because of inadequate information.
- Indicates where a proposal is unacceptable, potentially saving you the full cost of an application.

3.18 Note: if you require a formal determination as to whether your proposal falls within permitted development rights or is deemed lawful for other reasons, please submit a *Certificate of Lawful Development* application.

Conservation areas

3.19 **Alterations to buildings within conservation areas must preserve or enhance the character or appearance of the area.**

3.20 If you're not sure whether your home is within a conservation area, you can check the designation boundaries, read more about the special character and controls in place in each area at www.cardiff.gov.uk/conservation.

3.21 If you live in a conservation area, some alterations and extensions may be permissible under Permitted Development rights. However other forms of development normally permitted may require a planning application due to Article 4 Directions. The controls do not prevent occupiers from altering or repairing their homes, rather they require planning permission to be sought before specific works are carried out. Such works can include the changing or replacing of doors or windows, construction of porches, roof alterations and exterior painting. You should check the specific restrictions of your conservation area first.

3.22 **Remember: enforcement action can be taken against unauthorised work to buildings in a conservation area.**

Listed buildings

3.23 **Alterations to listed buildings will only be acceptable where they relate sensitively to the original building and preserve the character of the listed building.**

3.24 Government advice is that there should be a general presumption in favour of the preservation of listed buildings. The council will therefore endeavour to preserve listed buildings, their settings and those features of special architectural and historic interest that they possess.

- 3.25 Works to listed buildings may require Listed Building Consent and/or planning permission, depending on the nature of the proposal. This applies to all parts of the building including objects and structures, interior or exterior, regardless of its grade and whether or not the feature concerned is specifically mentioned in the list description. It may also apply to associated buildings that are within the curtilage of the principal building and can include boundary walls.
- 3.26 **It is a criminal offence to carry out works to a listed building without first acquiring the necessary Listed Building Consent.** Specialist conservation advice should be obtained for proposals affecting listed buildings (See section 5.0)

Archaeology

- 3.27 Alterations or extensions to buildings (whether 'listed' or not) in certain parts of the city may have archaeological implications which could be affected by even minor works. The *Archaeologically Sensitive Areas¹ SPG* provides further advice.

Trees

- 3.28 Consideration should be given at the design stage for adequate distancing between an extension and trees or hedging to avoid structural design problems with the building, problems with drainage systems, and subsequent vegetation loss due to concerns over loss of light and to allow sufficient spacing for future growth to maturity. In circumstances where trees (including canopies and root structures) are likely to be affected by a proposed extension or hardstanding, a tree assessment may be required in accordance with **BS 5837:2012 Trees in Relation to Design, Demolition and Construction - Recommendations**, with the assessment being used to inform design. The adopted SPG *Trees and Development²* (2007) provides more details.
- 3.29 *Trees in Cardiff: A Householder's Guide* offers further advice on trees and legal issues.
- 3.30 If you live in a conservation area, most works to trees require 6 weeks prior written notification to the council.

Tree Preservation Orders

- 3.31 Some trees which are important to a local area are protected by Tree Preservation Orders (TPO). If proposed works affect a tree, you should take advice from the Council's Tree Officer.

Protected species

- 3.32 The adopted *Biodiversity²* SPG explains the actions which should be undertaken if protected species such as bats and nesting birds are present on a site. It is important that no works are undertaken until the necessary investigations have taken place.
- 3.33 Bats and birds such as House Martins, Swifts, Swallows and Barn Owls are all species which regularly use buildings to nest or 'roost' in. Great crested newts are often found in garden ponds. Homeowners can undertake simple compensatory measures such as:

¹ Proposed to be replaced by an overarching Archaeology SPG within the LDP plan period.

² Proposed to be replaced by a *Green Infrastructure* SPG within the LDP plan period.

- Providing bird boxes
- Landscaping your garden to include native hedgerows, trees and wildflower areas
- Erecting bat boxes or a barn owl box
- Creating a pond or bog garden.

4. Other considerations

Building regulations

- 4.1 This is not the same as planning permission. Building regulations deal with technical matters such as structural stability, fire resistance, energy conservation, thermal insulation, accessibility and electrical safety. You are strongly advised to seek advice before carrying out any works. Contact *Building Control* for further advice.
- 4.2 **Important: Obtaining planning permission does NOT mean that you have obtained Building Regulations Approval and any changes sought by building regulations may mean you have to revise your planning application and vice versa.**

Works exempted from building regulations

- 4.3 Certain types of work are considered exempt from the requirements of the Building Regulations (e.g. small detached buildings, garden sheds, greenhouses and some conservatories). These are listed under **Schedule 2 of the Building Regulations 2010** (as amended).

Sewers and services

- 4.4 The effect of any development on sewers, water mains, gas pipes and electricity mains should be considered. An extension must not compromise any rights of access required by service providers.
- 4.5 The position of a sewer can affect the size of the extension that is allowed. Your plans might have to be altered to suit the existing conditions or the sewer has to be diverted. In Cardiff, Dwr Cymru Welsh Water are responsible for the Public Sewer network and Building Control is obliged to consult with them where your proposals have an impact on a public sewer. The advice of *Building Control* should be sought at an early pre-development stage. Failure to do so may jeopardise the viability and implementation of a proposed extension.

The Party Wall Act

- 4.6 If you intend to carry out work on or near to a boundary (including boundary walls and lofts), the Party Wall etc. Act 1996 requires that you notify your neighbours and give them the opportunity to comment, whether or not the work needs planning permission or Building Regulation approval. It is always advisable to check before you start work. For guidance, you should read *The Party Wall etc. Act 1996: Explanatory Booklet*.
- 4.7 If further guidance is required, the advice of a competent professional Party Wall Surveyor should be sought as the council does not control this matter. The Faculty of Party Wall Surveyors (FPWS) and the Royal Institute of Chartered Surveyors (RICS) hold details of competent surveyors. The Citizen's Advice Bureau may also be able to provide some advice.

Flood risk

- 4.8 Careful design principles need to be adopted for development within a flood risk area. To establish whether your property is in a flood zone and which appropriate design measures should be employed

please go to the *Natural Resources Wales website*. Further information on improving the food performance of buildings can be found in the guidance, *Improving the Food Performance of New Buildings*.

Inclusive design

- 4.9 The potential for improving accessibility to a property should be considered when alterations and extensions are proposed. Incorporating level access and providing a ground floor bathroom can be helpful to a wide range of households, including families with push chairs and wheelchair users, and can assist everyone in daily life whilst recognising that needs may change in the future.

Legal restrictions

- 4.10 In addition to planning controls, there may be legal covenants which restrict the use and development of your property.
- 4.11 Details of covenants will be set out in your title deeds. If you require advice or guidance in this matter you should consult a solicitor. It is important to note that covenants are separate and distinct from planning control and from the remit of the council.

Skips, scaffolding & hoardings

- 4.12 Building materials should not be placed on the pavement or highway – please ensure you have enough space on your own property to accommodate any deliveries (pallets of bricks, bags of sand etc.).
- 4.13 *Permits and licences* are issued by the council for skips, scaffolding and hoardings to be placed upon footways, verges and carriageways. Inspections are made by Cardiff Council Highway Inspectors to ensure that the skips, scaffolding and hoardings comply with these conditions.

Deep excavations

- 4.14 Deep excavations for foundations and drainage works should be considered carefully, especially near existing buildings or boundaries. Deep excavations can undermine and destabilise existing buildings or structures and pose a significant risk to personal safety. They should always be guarded. The *Health and Safety Executive (HSE) website* contains some helpful guidance.

5. Preparing your design

Get advice

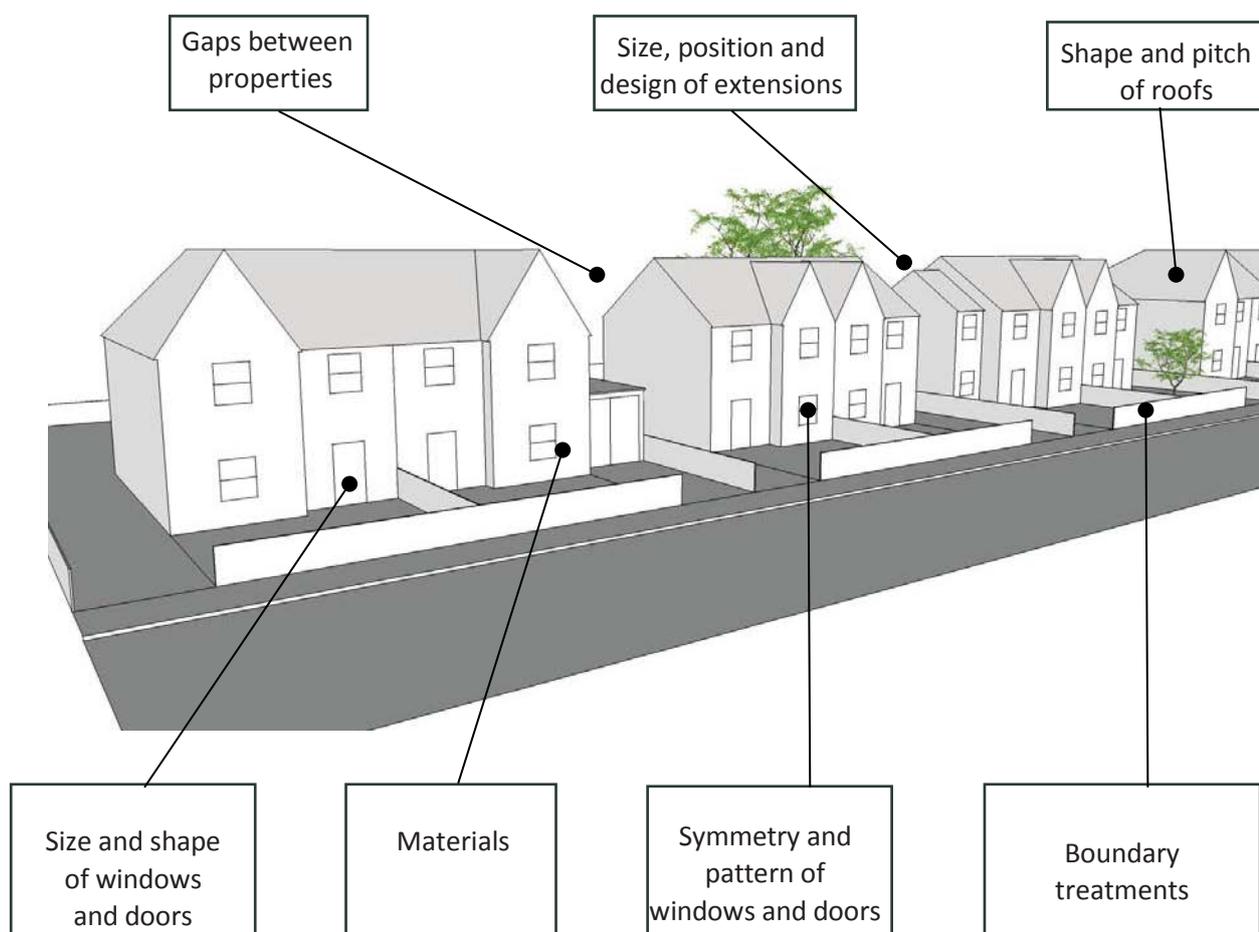
- 5.1 You are advised to use a competent architect or designer to prepare your planning application. They will be familiar with these guidelines and should help you to achieve a well-designed extension/ alteration. The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice. For proposals within a conservation area or affecting a listed building, you should consider using a heritage specialist on a register such as IHBC, AABC or RIBA's Conservation Architect members list. Contact details are provided in Appendix B.
- 5.2 Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible.

Speak to your neighbours

- 5.3 When you have a firm idea of what you want to do it is always good practice to go and see your neighbours. When your planning application is received, we will write to your neighbours to inform them of your proposal and to give them 21 days to formally object to, or support your application in writing. To maintain goodwill, it is therefore a good idea to speak to your neighbours about your plans before submitting your application. Ensuring they are well informed of your proposals may result in a more efficient transition through the planning process.
- 5.4 If your proposal affects a shared wall or boundary, you must comply with the requirements of the *Party Wall etc. Act 1996*, (See page 9).
- 5.5 **Please note that issues that relate to boundary disputes and land ownership are not a planning matter.**

6. Understanding the character of your area

- 6.1 All alterations and additions to a property should relate well to the character and context of the surrounding area.
- 6.2 For smaller schemes, 'context' may relate to the character of the street or estate, while for larger schemes, or those on prominent sites, consideration should be given to the scheme's impact on the wider area.
- 6.3 House alterations and extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance and fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.
- 6.4 Innovative contemporary design solutions may be appropriate where they demonstrate a sound understanding of context, effective use of resources and satisfactorily address issues of layout, density, scale, massing, height and detailing.



Frontage of a typical street with semi-detached houses

7. Extensions

Rear extensions

7.1 A rear extension may have less visual impact on the existing house and the surrounding area than a side or front extension. Rear extensions do however have the potential to impact on the daylight and outlook of your neighbours.

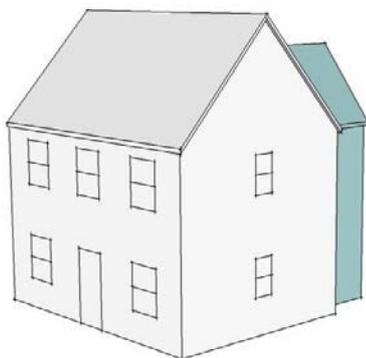
7.2 Design principles:

- **Be subordinate to the original dwelling**
- **Avoid blocking natural light and outlook to habitable rooms in neighbouring properties**
- **Avoid reducing garden space to an unreasonable small size**
- **Consider the impact on trees within or adjacent to the site**

7.3 The extension should preferably be set in from the end gable of the building in order to ensure it is subservient to the existing dwelling.



Rear extensions should not adversely impact on the daylight and outlook of your neighbours or unacceptably overlook their private amenity space

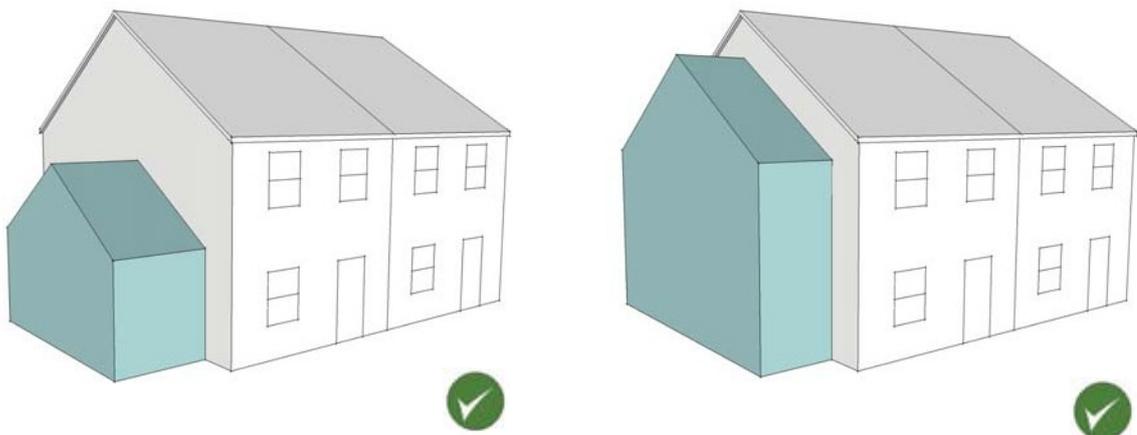


The position, scale and design of extension should be subordinate to the main house.



Side extensions

- 7.4 Side extensions, particularly to semi-detached dwellings, are likely to have a significant impact on the symmetry of the pair of dwellings.
- 7.5 With a semi-detached property it is crucial to make sure that the extension does not detract from the character and appearance of not just your property but also the pair of semis. It is important that they appear as a balanced pair. A two storey side extension to a semi-detached property should be set back from the front of the original property and set down from the existing ridge line. This will make the extension appear more subservient.
- 7.6 **Side extension: Design principles:**
- **Proposals should be appropriate to the existing house in terms of their scale, form and finish**
 - **Should fit comfortably within the street scene**
 - **Materials and window detailing should match or complement the existing house**
 - **Avoid blank elevations where they front the highway**
- 7.7 Side extensions should normally be set in from the neighbouring boundary. This can help to ensure that the street scene does not appear cramped. It will also help to prevent a terracing effect should your neighbours also extend their property. On a practical level it will ensure that sufficient space remains to allow for future maintenance.
- 7.8 The size of any two side extension should be considered in relation to the original dwelling order that it appear appropriately proportionate. Side extensions which place excessive emphasis on the massing of the horizontal plane of a dwelling will likely result in an incongruous form of development which will not be supported.



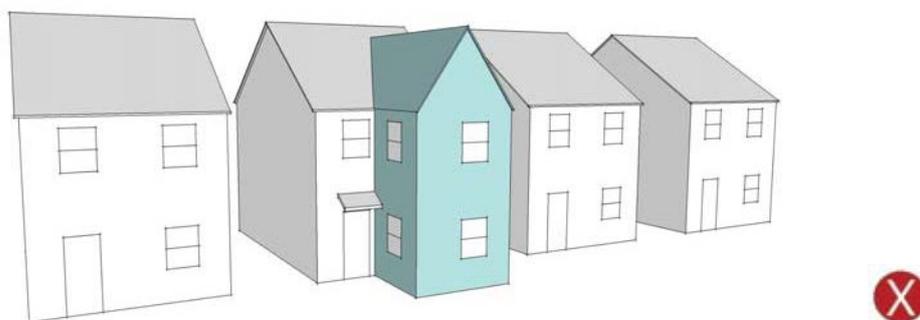
Extensions are subordinate to main property and their roofs compliment the host building.

Front extensions

- 7.9 **Extensions to the front of a property can have a significant impact on the character of the neighbourhood.**
- 7.10 For most properties, (in particular semi-detached and terraced) any form of front extension other than a porch will appear an overly prominent feature within the street scene. Large detached properties set well back from the road usually have more scope for front extensions.
- 7.11 An excessive projection can impact negatively on the rhythm of a row of properties and become the dominant feature in the street scene. It can also be overbearing and result in the loss of light or privacy to neighbouring properties. Proposals for such extensions will be resisted.
- 7.12 Front extensions can also change the overall architectural character and emphasis of a property. They can impact on features such as bay windows or decorative entrances. The loss of these features is detrimental not only to the property, but can also undermine the character of a whole street.
- 7.13 Front extensions should normally be sited behind the building line. The building line is considered a line formed by the fronts or sides of houses along a street. Each case is a matter of judgment. Some areas have a clear building line whereas others are more variable. Any development forward of the building line can have a significant effect on the appearance of the street.



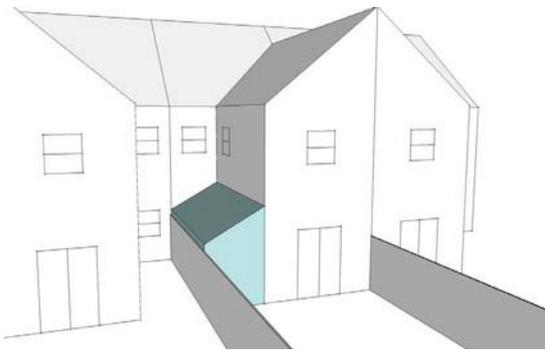
Front extension breaks forward of front building line and does not respect the character of the house



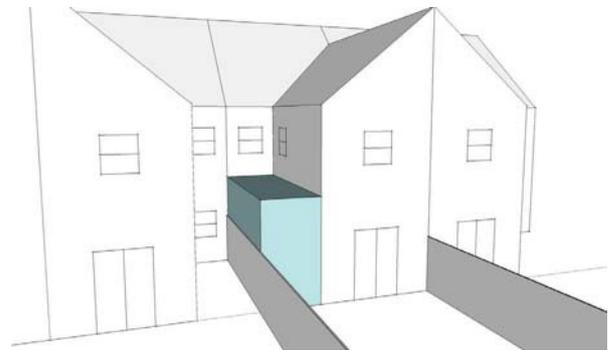
Front extensions that are larger than a porch are usually unacceptable as they are over dominant and significantly change the appearance of the house and street.

Side return extensions

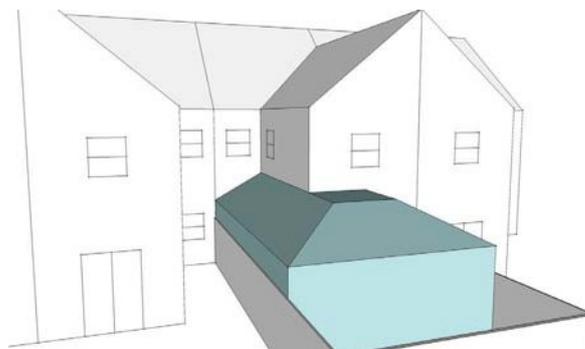
- 7.14 In Cardiff, many areas are characterised by terraced houses that have an original 2 or 3 storey rear annexe. These are usually set in from the boundary on one side, which creates a narrow gap to the boundary wall or passage to the rear of the property, often known as the ‘side-return’.
- 7.15 **A successful extension which infills this space is dependent upon:**
- **The design proposed (scale, form, roof pitch and finish)**
 - **The land levels between properties**
 - **Whether the adjacent property has an existing infill extension.**
- 7.16 Side return extensions can have an overbearing impact on the adjacent property. It is important that careful consideration be given to the height and design of the roof of the extension in order to minimise the impact of extension on your neighbour.
- 7.17 Depending on their height, side return extensions with flat roofs can often be overbearing. You should consider a pitched, ‘lean-to’ design with the eaves set at a level that respects the fact that Permitted Development would allow for the construction of a 2m high wall or fence along the boundary with your neighbour.
- 7.18 The use of glazing as opposed to solid materials may help to reduce the visual impact of any infill extension.



Roof set low relative to retained boundary 



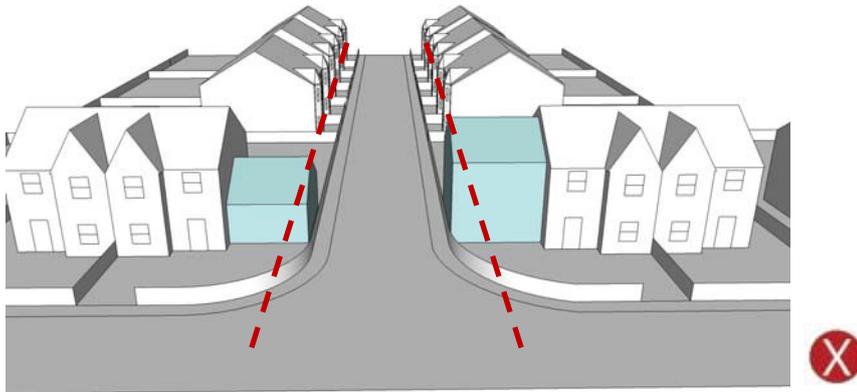
The height of the extension and position on the boundary is overbearing 



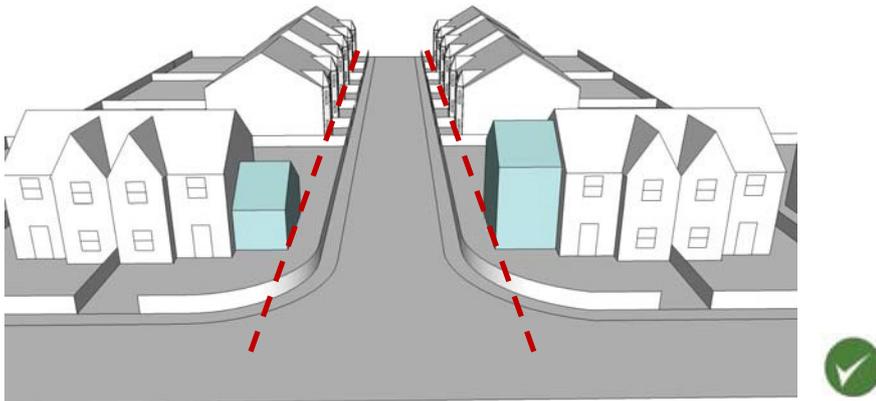
Depth and height of extension is overbearing 

Corner plots

- 7.19 **To avoid creating a 'tunnel' effect, any extension should adhere to the building line along both of the streets to which it relates.**
- 7.20 Corner plots and plots located at junctions are likely to have more than one established building line, each of which should be respected. In most cases there will be two building lines, one to the road facing the property, and one to the side.
- 7.21 There may be circumstances where developments on corner plots contribute to the creation of a 'gateway feature' at the entrance to a housing area. In such instances, extensions which do not conform to the above criteria may be acceptable subject to the site context and character.



Extensions fail to conform to building line and are of an inappropriate scale to the main dwelling



Extensions are subordinate to host dwelling and set off side boundary

Roofs match those of the host buildings

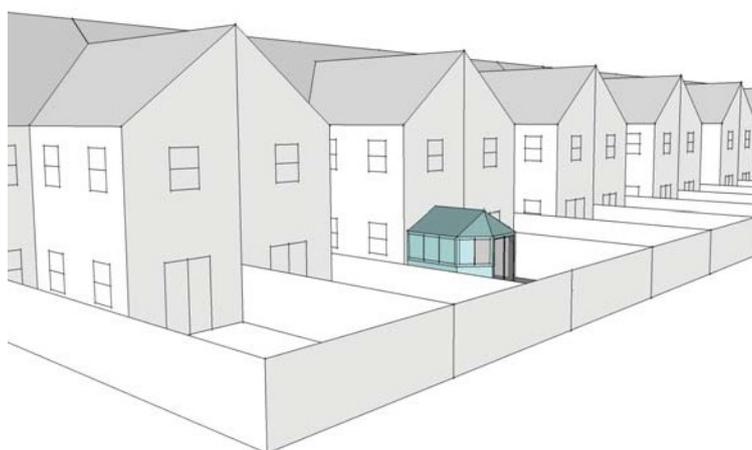
Extension respects building line to street

Conservatories

- 7.22 **Conservatories are treated as an extension to your property and are subject to same considerations as a brick extension.**
- 7.23 Care should be taken to ensure that conservatories do not compromise neighbours’ privacy. This can be achieved by careful siting, or if necessary, incorporating a solid wall or obscured glazing to the side nearest to the boundary of an adjoining dwelling.
- 7.24 Ensure that the conservatory can be fully accommodated within your own property boundary. If you build right up to the boundary it is likely that the guttering will overhang. You will need your neighbour’s permission to do this, and you will also need to serve notice on them when you apply for planning permission. You should also note the requirements of the Party Wall etc. Act 1996 and the possible implications from building regulations requirements.



A conservatory with a solid wall along the neighbouring boundary to protect privacy and prevent overlooking.



A conservatory with an obscurely glazed glass along the neighbouring boundary to protect privacy and prevent overlooking.

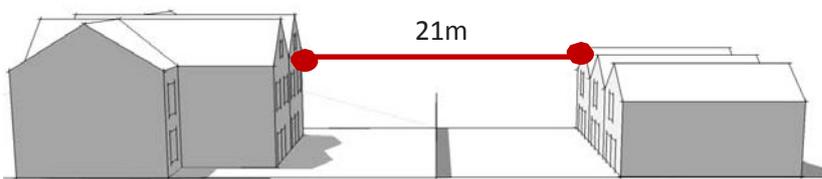


Siting, scale & impact on the street scene

- 7.25 The scale and form of an extension must be in keeping with, and subservient to, the existing building and its setting. Siting is likely to be influenced by a number of factors, including the space available around your home and the prominence and appearance of the extension to the street scene.

Overlooking

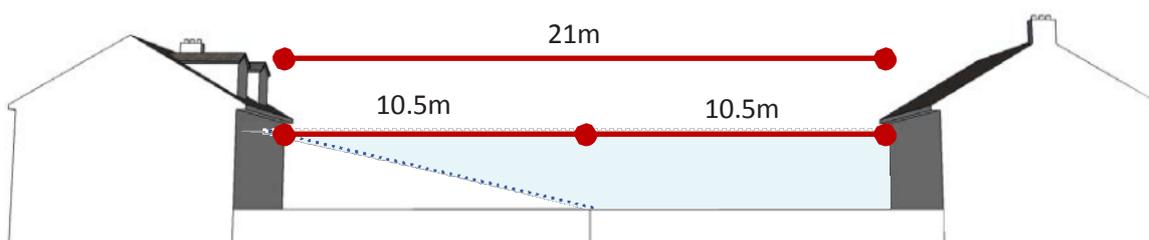
- 7.26 Extensions should not result in adverse loss of privacy to your neighbours. Windows in an extension must therefore be positioned carefully. First floor side windows, which look directly across to your neighbour’s property or garden, should generally be avoided or be obscurely glazed and non-opening. If this is the only window in the room it should only sensibly serve a landing or bathroom.



Allowing 21m where there is direct overlooking of a neighbour’s principal room window (lounge, dining, bedroom and kitchen) will avoid loss of privacy



If the angle of rotation is more than 30 degrees, dwellings could be brought slightly closer together. Account needs to be taken of building heights.



In the case of extensions above single storey, a distance of 10.5m between the rear wall of a property and its rear boundary, and 21m between the rear habitable room windows of dwellings which directly back on to each other, is normally required to avoid overlooking and to protect neighbouring amenity.

Avoid overbearing design

- 7.27 Extensions should not be overbearing to your neighbours or result in an unacceptable loss of daylight or sunlight to neighbouring properties.
- 7.28 As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property. Two storey extensions if appropriate should be subservient to the main dwelling and be limited in depth, width and height so as to avoid an overbearing appearance, significant overshadowing and loss of privacy.



The location and scale of the extension would create an overbearing and oppressive impact upon a neighbouring property.



The location and scale of the extension is appropriate to the existing dwelling and minimises any impact upon the neighbouring property.

25 & 45 degree rules

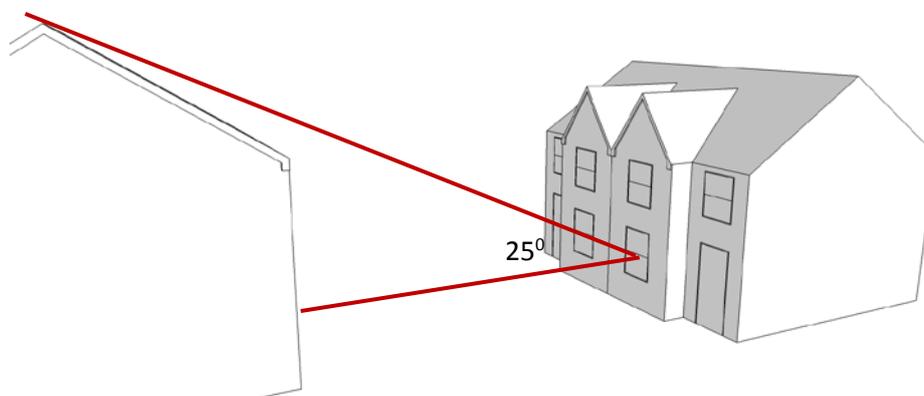
- 7.29 The assessment of sunlight and daylight is based on the BRE guidance presented in Site Planning for Daylight and Sunlight- a guide to good practice.
- 7.30 Although changes to permitted development rights have allowed certain types of infill development which might exceed these standards, where the opportunity to control exists, we will apply the standards in a reasonable manner.
- 7.31 These guidelines will sometimes be used flexibly as we recognise that light can be provided to living spaces via a number of means which might not be evident from the assessment approaches, whilst certain townscape situations might reasonably deserve some flexibility in their use. As such the standards are initially used as a trigger to invite further justification for a design.
- 7.32 Developments which do not meet these standards will be resisted without further justification or other reasonable measures being in place to provide adequate light. The standards apply equally to impacts on both new and existing buildings, and should be assessed accordingly. The standards will not apply to affects resulting from the height of minor gables. Where the standards are not being met, ways to improve the situation to the required standard will be sought.

Affected rooms

- 7.33 This guidance applies to habitable rooms which, according to the layout plan, are the main daytime living spaces of the scheme. Assessments will not relate to small kitchens (where there is no additional space to provide a dining area large enough to accommodate a table and chairs - typically an area of 2m² in addition to kitchen space), toilets, bathrooms, circulation spaces, storerooms or similar spaces. Rooms containing beds will only be included in an assessment if they form part of the daytime living space. Rooms containing more than one effective source of light, such as windows on other facades, light wells or tubes will not be included in any assessment.

The 25 degree rule

- 7.34 The first assessment relates to windows facing other buildings or relevant structures. A significant building or structure will be obstructing reasonable light to a relevant window if it breaks a line projecting up from the centre of the relevant window 25 degrees from the horizontal.

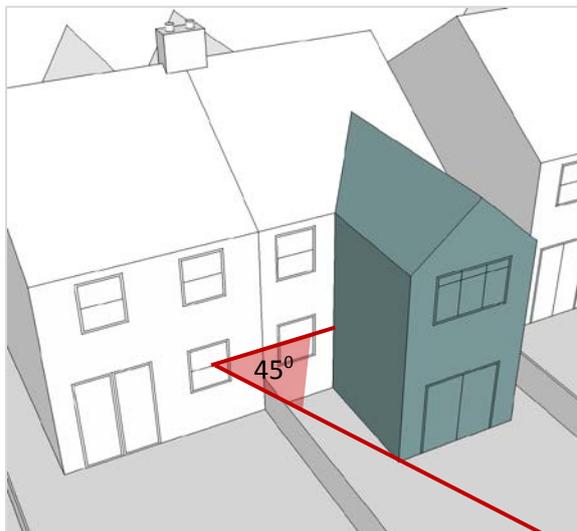


The 25 degree line projecting from the centre of the relevant window. In this case the scheme is acceptable

- 7.35 If obstruction occurs, applicants will be required to provide proof that windows will not be adversely affected by this structure by quantifying the daylight using the Skylight Indicator or Waldram assessments set out in the BRE publication. The measure of daylight reaching a window should not fall below 27%. Software applications exist to help with such an assessment.
- 7.36 If the window is in a glass door, the line can originate from 2 metres above the relevant floor or storey level.
- 7.37 If a new building is improving an existing situation then the standards may be applied flexibly, and before and after studies should be provided.

The 45 degree rule

- 7.38 The second assessment relates to any extensions from an existing building line, and windows affected by this extension.
- 7.39 An extension will be obstructing reasonable light to a relevant window if it breaks a line projecting 45 degrees both horizontally (assessed in a plan) and vertically (assessed in relevant elevations) from the centre of the window.
- 7.40 Extensions with a pitched roof should be assessed from the centre of the pitch. This measure can also be applied to the assessment of relevant windows in a courtyard. Facing windows can be assessed using the 25 degree method.
- 7.41 It is particularly important to avoid the tunnelling effect, where a window is affected by projecting extensions from two directions.



A 45 degree line projecting from the centre of the window in both elevation and plan shouldn't hit the relevant extension. In these cases the scheme is acceptable in both elevation and plan

Sunlight

- 7.42 Windows facing within 90 degrees of due south will gain some direct sunlight for some period of the day, if there is no obstruction.
- 7.43 Sensitive design of living spaces will ensure that each dwelling has a main living room which can receive a reasonable amount of direct sunlight.

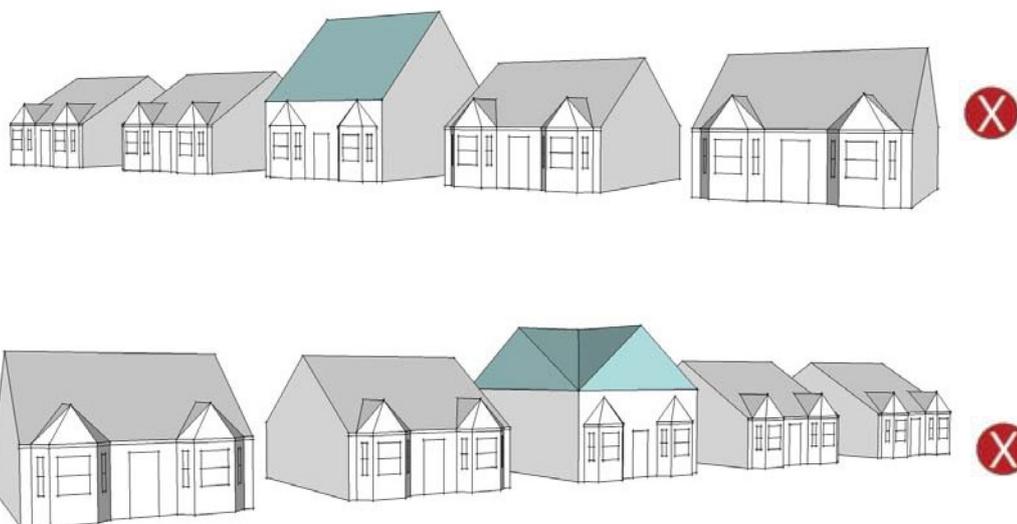
Roof extensions

- 7.44 **Roof extensions can have a significant effect on the appearance of a house and their design needs careful consideration.**
- 7.45 Some roof extensions do not require planning permission, they will however require Building Regulation approval. The *Planning Portal* (Welsh site) provides a comprehensive guide. **Roof extensions in Conservation Areas will always require planning permission for which a fee is applicable.**
- 7.46 A loft conversion or roof extension is an effective way of achieving extra accommodation within the roof space (play room, guest room, or study), subject to the suitability of the existing roof structure. Different roof types mean there cannot be a standard design solution, but often the work will result in the installation of dormer windows. The same care and attention to detail should be taken over size, position, materials and window details as for any other alteration, addition or extension.
- 7.47 Roof extensions should be sympathetic to their context in terms of scale, positioning, detailing and materials to ensure that the development results in a balanced appearance which fits comfortably into the wider street scene, particularly if the neighbourhood has a very strong style or character.

Roof alterations and increased roof height

- 7.48 Roof alterations to bungalows, can lead to a significant change in the character and appearance of an area, and can lead to loss of privacy and amenity to neighbours
- 7.49 As with other types of extensions, the size, location, materials and design should complement those of the existing dwelling. Overlooking should be avoided where possible and the extension should not adversely affect the living conditions of surrounding neighbours.
- 7.50 Proposals for roof extensions to create extra living space should be designed to minimise the effect on neighbouring properties of overshadowing and overlooking. It may be more appropriate to create a dormer bungalow, by increasing the roof pitch and adding dormer windows. You should follow the advice set out in the Dormer Windows section (see page 30 - 31), as in some cases the addition of new loft dormers can overlook previously private areas which could compromise the privacy of neighbours.
- 7.51 Before submitting for roof alterations to a bungalow it is advised to ensure that the existing bungalow can support the extra weight. Any demolition of a bungalow will require planning permission and the appropriate fee.

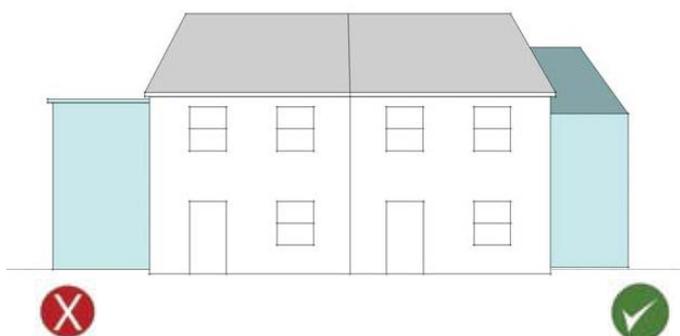
- 7.52 **Where a roof ridge needs to be raised to allow increased headroom in the roof space, careful consideration should be given to its impact on the street scene.**
- 7.53 Some roof spaces may not be suitable for conversion as the roof pitch is too shallow. In such circumstances getting enough headroom may result in an overly large addition to the roof, which may have a detrimental effect on the character and appearance of the house.
- 7.54 Where a roof is raised, its pitch should reflect the original, or the roofs of other nearby buildings, as appropriate. Any such proposal will be considered within the context of the site and associated levels.



In an area where most roofs are the same height, the significant raising of the roof of a house could look over-dominant and out of character with the surrounding area.

Roof form

- 7.55 **The roof of an extension should match the main roof in terms of style, form, pitch and materials to ensure that the extension appears to be part of the original house.**
- 7.56 The ridge height of any extension should usually be lower than the original roof to emphasise the distinction between the original dwelling and its addition, and to ensure the subservience of the addition. Depending on the architectural style of the original building, a pitched, hipped or gabled roof will almost always be more appropriate than a flat roof.



Flat roofs, particularly in prominent positions are best avoided as they can present long-term maintenance problems and rarely appear as though they blend harmoniously with the existing property.

Impact on amenity space, privacy and visual amenity

7.57 Any extensions to the side or rear of your house should maintain a 'reasonable' extension to back garden ratio. This will vary according to the size and location of your house.

7.58 Any dwelling can accommodate only a finite amount of extension. In addition to the visual impact, the over-development of a property will result in an inadequate amount of amenity space within the plot and could have a detrimental impact on neighbouring amenity through overshadowing and loss of light and privacy. Any extension should not result in the overdevelopment of the original garden area.



Extension is modest in scale and retains a sufficient and useable rear garden area.

7.59 Sufficient garden space should be retained to accommodate bin and cycle storage, a washing line and a useable form of private amenity space. A minimum of 25 sq m of an appropriate shape and siting should be retained, although this figure is dependent upon the individual context and size of the house and garden.

7.60 For larger houses, or those in areas where the established character includes good sized private gardens, any extensions or groups of extensions / outbuildings beyond the Permitted Development limit, should ensure the retention of a significant area of garden space. Proposals in this instance will be considered in relation to the character and context of the original house.



Extension is an over-development of the plot

7.61 Trees and established hedges and vegetation provide amenity value and, wherever possible, should be retained. You should site your extension to avoid the removal of significant and healthy trees. Where trees and hedges are retained then the foundations for the development

must be designed to accommodate existing root structures and future growth. Also ensure that if a young tree is to remain close to the extension that it has room for future growth. If the loss of a tree is unavoidable, a replacement should be planted in another location within the site.

Rear access

- 7.62 Many dwellings have a direct access from the front of the property to the rear, other than by passing through the building. If a side extension is set away from the boundary then it can allow for bins to be stored at the rear, easier access to the rear garden without needing to go through the house, and, for easier access to undertake future property maintenance.

Bin storage

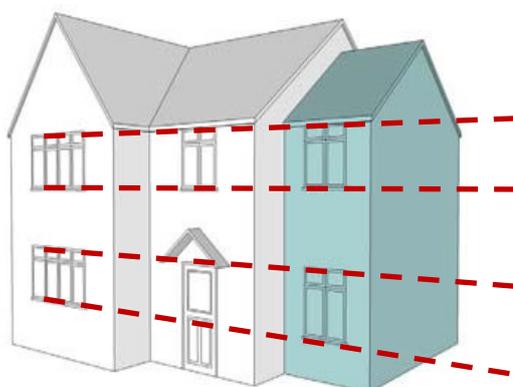
- 7.63 Adequate provision should be made for waste, recycling and composting facilities in accordance with the guidelines of the Councils *Waste Collection and Storage Facilities SPG*.
- 7.64 If planning an extension you should consider where refuse bins are to be located so that they are stored in a visually discrete manner. It is preferable to provide for bin storage to the rear.

Highway safety and parking

- 7.65 An extension should not have an adverse impact on highway safety. The loss of parking provision as a result of an extension, or the conversion of a garage, will be assessed against the guidance contained in the *Council's adopted Access, Circulation and Parking Standards SPG (2010)*.

Detailing and materials

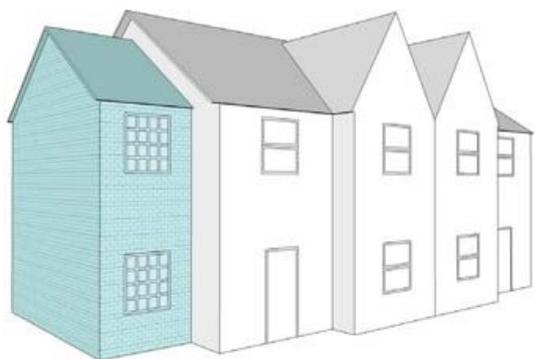
- 7.66 **All materials and detailing should reflect or complement the existing house.**
- 7.67 Matching brickwork and pointing is important. Unless your property is very modern, it is likely that the original bricks have weathered and changed in appearance. When you construct your extension, even if it is from the same type of bricks that were originally used, there will be a distinctive difference in the appearance of the extension compared to the original house. It is therefore appropriate to set the extension back slightly so that there is a neater join in the materials and a more acceptable visual appearance. If necessary, roof tiles from the rear of the original building should be used to ensure a colour match at the front of the property.



The size, positioning, style and materials of new windows and doors should generally match those on the existing dwelling in order to achieve a consistent appearance.



- 7.68 The architectural detailing on the existing property should be repeated, where appropriate, on any extension. This includes the continuation of plinths, stringcourses, decorative brickwork, bargeboards, sills and fascias as they are important elements in the overall design. The repeat of details such as decorative bargeboards, quoins or brick courses can also help to integrate the extension with the original property.



The materials and detailing of the extension fails to complement those used in the existing property. Conflicting materials can lead to an unattractive appearance.

New windows should also reflect those in the original dwelling in terms of design, positioning and size.

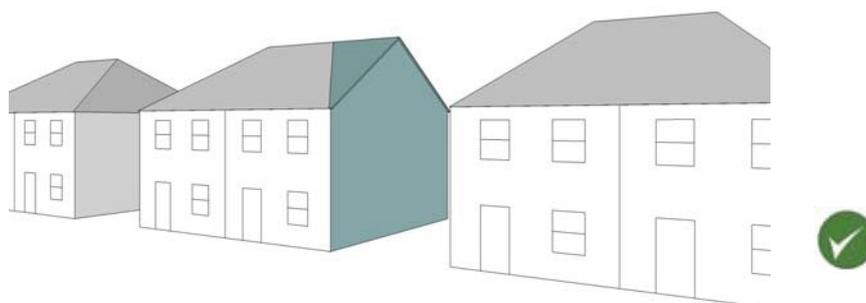


Hip to gable roof extensions

- 7.69 An extension that results in the conversion of a hipped to a gabled roof can unbalance the appearance of a house, pair of semi-detached houses or terrace. This is especially so when the roofscape and spaces between buildings are important features of the character of a street.
- 7.70 **All hip to gable extensions should have roof tiles or slates to exactly match those of the original roof. The extended gable wall should also match the materials of the existing dwelling.**
- 7.71 Often, enough old slates or tiles from the rear of the original property can be salvaged to re-cover the front roof slope to ensure a colour match at the front.



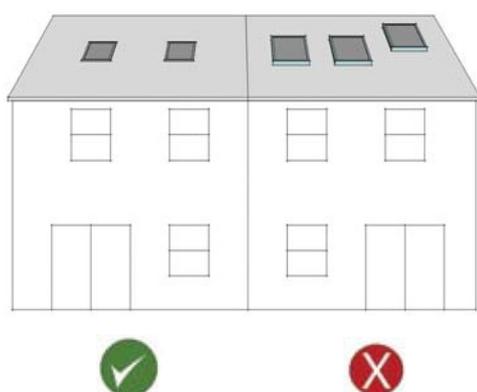
Hip to gable roof extension on a semi-detached property



The extended gable wall should match the existing dwelling

Rooflights

- 7.72 Where a roof light is required to the front or other prominent elevation; care should be taken to ensure that its proportions and positioning reflect the style and character of a dwelling, and that it does not look unduly prominent. Flush-fitting roof lights may help to reduce prominence.
- 7.73 **In conservation areas the installation of roof lights requires planning permission.** Roof lights should be few in number and discreetly positioned so that they are not readily visible from prominent views within the conservation area. They should also be of a ‘conservation type’ which do not protrude above the plane of the roof. Consideration should also be given to the general arrangement of any roof lights in order to reduce their impact, even if this is limited to private views alone.



Roof lights should be evenly spaced, matching and relate to features of the house (diagram above details the rear of a typical pair of semi-detached properties).

Chimneys

- 7.74 Chimneys are an important feature of many properties and contribute to the overall character of the skyline. The rebuilding of stacks and reinstatement of chimney pots where possible will be supported. The Building Regulations Part J places specific requirements on the design of chimneys and flues to ensure that they can discharge the products of combustion safely.
- 7.75 Within conservation areas the installation, alteration, replacement or removal of a chimney will require planning permission.
- 7.76 Where a chimney, or group of chimneys, make a positive contribution to the character and appearance of a conservation area, its removal or unsympathetic alteration will be resisted.

Dormer windows

- 7.77 Where there is inadequate headroom within an existing roof space, it may be possible to create additional space through the insertion of dormer windows.

Design

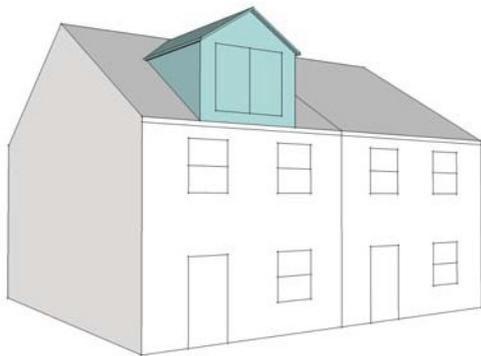
- 7.78 **The design of dormer windows should be considered carefully** as they can have a significant impact on the character and appearance of a house and its surrounding area.

Dormer windows should:

- Relate well to the dwelling on which they are positioned/located
- Relate well to the context of the street or immediate surroundings
- Be avoided on the front elevation of a dwelling, unless they are a local feature
- Be appropriately scaled in order that they appear subservient to the existing roof
- Be set up from the external wall, down from the ridge and in from either side by an appropriate distance
- Be finished in materials which reflect or complement the main dwelling
- Respect any symmetry evident within the existing dwelling
- Positioned to minimise impact upon neighbouring amenity.

Position

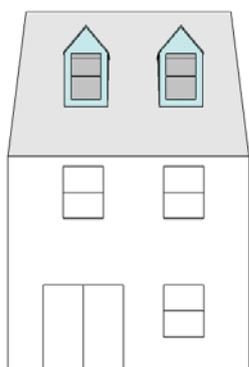
- 7.79 Dormers should normally be positioned on the least prominent elevation – usually the rear. Front-facing dormers have a big impact on the appearance of the house and the street. Dormers positioned to the side of rear annexes, where planning permission is required, can be inappropriate in terms of privacy and visual impact. Where there is a requirement to provide adequate headroom for stairs, the dormer should be set down from the ridge and clear of the hips.



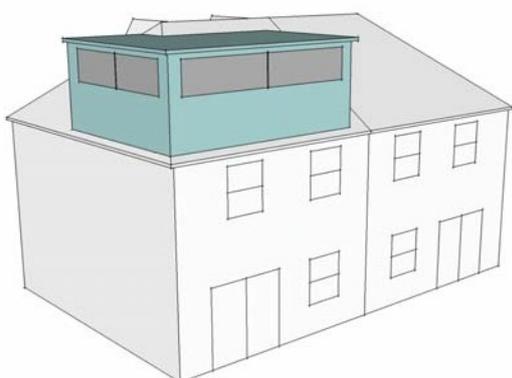
Front dormers can have a big impact on the appearance of a house and street

Scale

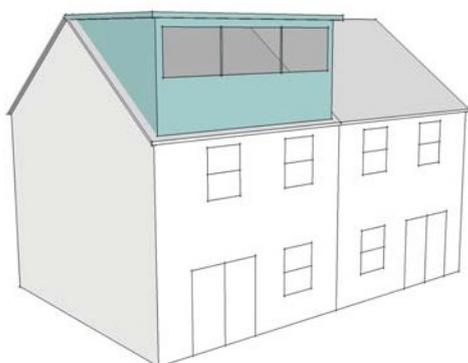
- 7.80 Dormer windows should not dominate the original house and should look as though they were designed as part of the original roof of a dwelling.
- 7.81 The scale of a dormer window should be appropriate to the roof upon which it is located. To achieve this, dormers should be set in from either side of the roof, set down from the ridge and set up from the external wall. It is important that dormers appear well proportioned and therefore subservient to a roof.
- 7.82 The roof of the dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip. Large, flat roofed dormers are over-dominant and can cause the property to appear ‘top-heavy’.



Dormers modestly scaled within roof plane and aligns with windows below



The dormer should not extend to, or beyond the external wall of the existing roof, nor should it breach any hip.



Box dormer is excessively scaled relative to the roof and has poor window alignment with those below.



Materials

- 7.83 Dormer extensions should appear subservient to the original dwelling/roof and relate well to the existing roof through the use of materials. The window(s) should fill the majority of the front of the dormer in order to limit the use of surrounding cladding materials. Finishing materials should respond to those of the original dwelling.

Window style

- 7.84 Avoid mixing window types. The windows of the dormer should match those in the rest of the house in terms of proportions, materials and opening and also reflect any evident symmetry.

8. Other Alterations

Porches

- 8.1 A porch can take many forms from a simple canopy to an enclosed structure. The front entrance of a property is the main focal point and small alterations can have a large impact on the streetscene, with poorly designed porches significantly detracting from the appearance of a property.
- 8.2 Porches should be designed to complement the character of and be subservient to the original house. The roof should reflect the design and pitch of the main property. A porch situated close to a neighbouring property should be designed to have minimal impact on the amenity of the adjacent dwelling.



Scale and design of the porch is out of character within the street scene.



Recessed entrances

- 8.3 **The insertion of a second external door, to bring the entrance flush with the front of the property can detract from the appearance of the dwelling.**
- 8.4 Many Victorian and Edwardian terraced houses in Cardiff have recessed front doors, often with ornate tiled or feature doorways. In conservation areas planning permission may be required for the enclosure of this type of entrance and in general such applications will not be supported.

Garages

- 8.5 A new garage, whether an extension or a detached structure should:
- **Reflect the style, character and proportions of the house and its surroundings**
 - **Be built of the same materials and have consistent detailing to the main house**
 - **Be subservient to the house, in size, scale and location**
 - **Not project forward of the house**
 - **Be capable of being overlooked from the house.**
- 8.6 Consideration should be given to how difficult or easy it will be to manoeuvre a car in and out of the proposed garage. You should design a layout which retains some of the landscaping and planting in the front garden, together with safe pedestrian access to the house.
- 8.7 Separate consent for the construction of a new crossover across the pavement should be obtained from council's highways section. They will provide further information about construction standards and current charges.
- 8.8 Although car ports do not have enclosing walls, the same design issues apply.

Conversion of a garage to living accommodation

- 8.9 The conversion of an existing garage into additional living space can result in changes to the external appearance of the building as well as reducing parking availability. New windows and doors should match the main property in terms of proportions, materials and openings.
- 8.10 Advice should be sought from Development Management as to whether planning permission is required for converting your garage. See also the Planning Portal.
- 8.11 Building Regulation approval will be required.
- 8.12 **The loss of parking provision as a result of the conversion of a garage will be assessed against the guidance contained in the Council's adopted Access, Circulation and Parking Standards SPG (2010).**

Sheds / garden rooms / home offices

- 8.13 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours, and should respond positively to local character and context, as well as the main house.
- 8.14 Large garden buildings if used for purposes other than storage may intensify the use of garden spaces and they may detract from the generally green nature of gardens, contributing to the loss of amenity for existing and future residents of the property.
- **Siting, scale and design should be visually subordinate to the garden**
 - **The development should NOT detract from the amenity of neighbouring gardens**
 - **Suitable landscaping should be used to reduce the impact of development**
 - **Use materials which complement the main property**

8.15 The materials should be similar to the ones used in the rear of the existing house. The proposed roof style should also match that of the roof of the original house.

Family annexes

8.16 If the purpose of an extension is to provide accommodation for a relative, and not a separate dwelling, you should follow the general guidance for extensions outlined in this document.

8.17 **Annexes will only be acceptable where:**

- **The scale and appearance of the building is modest in proportion to the site**
- **The plot is of sufficient size to comfortably accommodate the building**
- **Clear dependency is retained at all times with the main property**

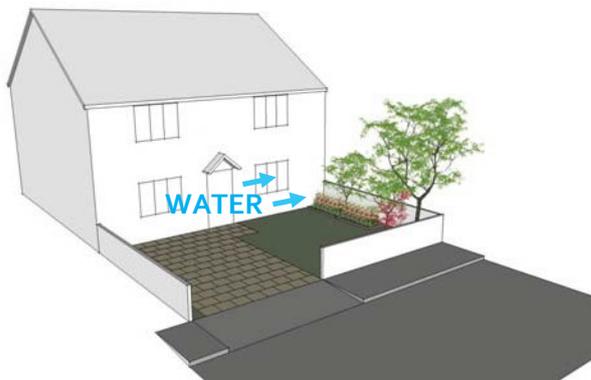
8.18 Dependency can be demonstrated through the sharing of facilities with the main building, such as garden space, kitchen/bathroom facilities, site access and the retention of internal links.

Driveways and hardstandings

8.19 When considering driveways and hardstandings you should use permeable surfacing or only cover a small part of the front garden, allowing water to drain into remaining soft landscaped areas such as flower beds. For further advice please see Guidance on the permeable surfacing of front gardens. Department for Communities and Local Government 2008.

8.20 A standard car parking space is 2.4m (width) x 4.8m (length) and no vehicle must project out from the driveway and over the pavement. If the hardstanding is to be enclosed with gates they should open inwards to prevent obstruction of the pavement/ highway.

8.21 The hardstanding must be connected to the highway via a crossover across the pavement. Separate consent for the construction of a new crossover may be required from the council's highways section.



Non permeable surfacing may cover part of the front garden, providing that surface water is directed onto a porous or permeable surface, such as a grassed area.





Driveway / hardstanding is constructed from porous or permeable material.



Garden decking and platforms

8.22 Any structures within the curtilage of your property should respect the privacy and amenity of neighbours,

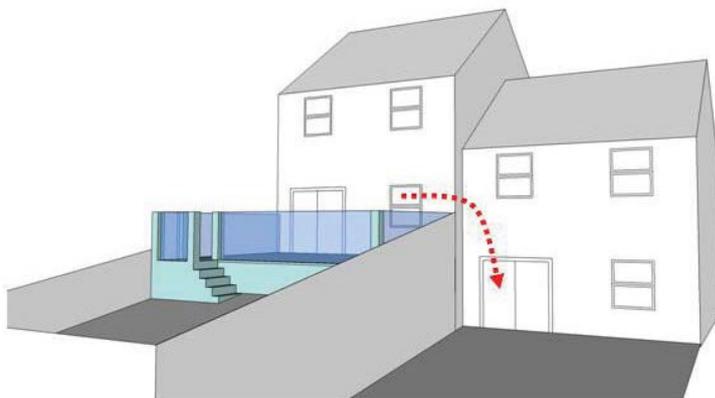
8.23 **Proposals will be assessed in terms of:**

- **Loss of privacy (in neighbouring houses and gardens)**
- **Dominance**
- **Loss of character or amenity of the area**

8.24 Decking should not be prominently located or easily viewed from public vantage points. It should ideally set in from the boundary and where there is sufficient permanent screening, such as a high boundary wall or an outbuilding in an adjacent garden.

8.25 In some circumstances, to reduce overlooking, it may be possible to install screening such as fencing/trellising but any screening should not result in significant overshadowing or loss of outlook from neighbouring dwellings or have a detrimental impact on visual amenity.

8.26 Raised areas of decking and platforms should be provided with suitable edge protection or guarding to prevent the risk of falls. The Building Regulations Part K provides suitable guidance.



The positioning of decking should respect the rights of neighbouring residents to enjoy their gardens without being the subject of intrusive overlooking.



Balconies and roof terraces

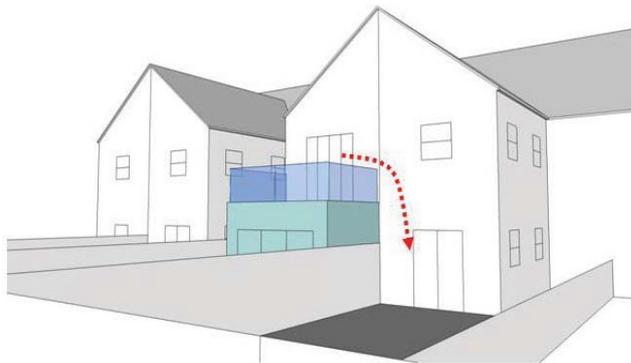
8.27 **When considering a balcony or roof terrace you should take into account the impact on neighbours.**

8.28 Potential problems include overlooking and privacy, structural stability, daylight, noise, light spillage and security. Consideration should therefore be given to the following:

- **Use of setbacks to minimise overlooking (a balcony need not necessarily cover the entire available wall space)**
- **Use of screens or planting to prevent overlooking of habitable rooms or gardens, without reducing daylight and sunlight or outlook**
- **The need to avoid creating climbing opportunities for burglars**
- **Ensuring that the existing flat roof area is designed to accept additional loading as a floor**
- **Balustrades and guarding are designed to prevent the risk of falling**

8.29 A roof terrace should be set back behind the slope of a pitched roof or a parapet. The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property. A Building Regulation application will be required to change an existing flat roof in to a balcony or roof terrace.

- **Any balustrades should be well set back behind the line of the roof slope, and be invisible from the ground**
- **The terrace should not result in overlooking of habitable rooms of adjacent properties**



Roof terraces should not allow for the private amenity of the neighbouring properties to be unacceptably compromised.



Walls, fences, hedges and railings

- 8.30 **Boundary treatments, particularly front boundaries, have a significant impact on the character of an area and the street.**
- 8.31 Original gates, railings and walls should be retained, restored and repaired. Where walls, hedges or railings have been previously removed, consideration should be given to their reinstatement.
- 8.32 Alterations to walls, fences, hedges or railings should be carefully considered in terms of both appearance, siting and security.
- 8.33 Front enclosures will be resisted in areas which have established open plan gardens as they could disrupt the open character of the street and harm the visual amenity of the area.
- 8.34 The Party Wall etc. Act 1996 may impose specific requirements.



High fences or walls to the front or side of a property can be very stark additions which harm the character of an area.

Satellite dishes, TV and radio aerials

- 8.35 In order to minimise the visual impact, such equipment should respect the views from the street and neighbours' properties.
- 8.36 Keep dishes and aerials out of sight as much as possible. Consider placing them:
- Within roof slopes
 - Behind roof parapets
 - On side walls
 - On a rear extension roof
 - On lower roofs or garages
 - In the rear garden
- 8.37 More information is outlined in '*A householders planning guide for the installation of Antennas, including satellite dishes*', Welsh Government 2014.
- 8.38 Within conservation areas, satellite dishes require planning permission where they face on to and are visible from a road.

Cladding, pebble dash, external wall insulation

- 8.39 If you are thinking of carrying out any external wall treatment please consider whether it will have an adverse effect on the structural integrity of the house.
- 8.40 External treatments can bridge damp courses and block air bricks. Rainwater / ice can be trapped behind them. This may result in condensation and timber rot.
- 8.41 Work on the 'thermal envelope' either inside or outside the property is likely to require Building Regulations approval; you should contact Building Control for further advice.
- 8.42 **Cladding of properties in a Conservation Area in any external wall insulation or with stone, artificial stone, pebble dash, render, timber, plastic or tiles will require planning permission.**

Replacement windows and doors

- 8.43 Altering door or window openings, or replacing windows and doors, can radically change the character and appearance of your home and affect the appearance of the area. This is particularly the case where the property forms part of a terrace or is one of a pair of semi-detached houses.
- 8.44 Alterations to windows and door in conservation areas often requires planning permission.
- 8.45 For further advice on window replacement in conservation areas please see the Window Repair & Replacement in Conservation Areas advice note.

9. Sustainable design and renewable energy

Energy efficiency

- 9.1. All proposals for alterations or extensions should take account of opportunities for reducing energy use.
- 9.2. Building Regulations impose minimum standards for energy efficiency. Should you wish to introduce further sustainable design measures, you may wish to consider the following points:
- **Orientation and siting to take account sunlight /other micro-climatic effects**
 - **Internal layout which maximises the conservation of heat and natural ventilation**
 - **Suitability of renewable energy systems (e.g. solar power)**
 - **Grey water recycling and rain water collection systems**
 - **Impact of planting, such as green roofs or use of natural screening**
 - **Sustainable choice of materials, such as natural or locally sourced, recycled and recyclable materials.**
- 9.3. For further guidance please refer to Planning Policy Wales and Tan 12: Design.

Microgeneration

- 9.4. Consideration needs to be given to the visibility of PV/solar water panels or turbines and their likely impact. They should be positioned in an unobtrusive location and integrated with existing features such as on a rear or inner roof-slope.
- 9.5. Installation should be carried out by a trained and experienced contractor who is accredited with the Microgeneration Certification Scheme. Further guidance is available from a series of Welsh Government leaflets entitled 'Generating Your Own Renewable Energy: A Planning Guide'. These leaflets provide details on those installations that fall within permitted development rights. Where installations require planning permission, full details will be required to assess the likely visual impact.

Green roofs and living walls

- 9.6. Green roofs or living walls can create habitats and store / slow down the rate of rain water run-off, helping to reduce the risk of flooding.
- 9.7. Green roofs are specially designed and constructed to be waterproof and covered with material to encourage wildlife and to help plants grow. Green walls are structures attached to walls, where plants have been planted either directly into material within the wall or in the ground or a pot and encouraged to climb up a structure so that the wall is covered with vegetation. They both provide useful habitats and a food source for birds and bats. Dense foliage provides nesting sites for birds, evergreen climbing plants provide insulation and can reduce wind chill during winter months. Climbing plants provide shade which can help to cool a building in summer.
- 9.8. Careful consideration needs to be given to the design of the roof and any blank walls to enable the incorporation of these features and the need to access these areas for maintenance.
- 9.9. **Where green roofs are to be accessible for amenity / sitting out purposes, potential overlooking and loss of privacy to adjoining properties will need to be assessed; additionally the requirements of the Building Regulations will also be relevant.**

10. Design for security

- 10.1. Under S17 of the Crime & Disorder Act, the Council is obliged to encourage design that reduces crime.
- 10.2. All developments must demonstrate how they positively contribute towards safe and secure environments (such as providing natural surveillance together with a sense of ownership), and these measures should be effective, and proportionate to the local crime risk factors.
- 10.3. Alterations should maximise opportunities to provide overlooking of access routes and parking areas and limit the creation of hidden recesses and poor sightlines.
- Front enclosures should be low enough to see over (no higher than 1 metre)
 - High walls and fences of 1.8m provide good security at the rear
 - Side entrances should be lockable
 - Boundary walls, bin and fuel stores, low flat roofs and balconies should be designed so that they do not provide climbing aids to gain access into the property
 - Windows in a new extension should be positioned to maximise views over parking and private areas
 - Consider fitting low energy dusk to dawn lighting to front/rear/side access points
 - Movement sensitive lighting should be located with suitable timing devices to avoid unnecessary light pollution
 - Ensure that all locks are securely fitted and meet British Security Standards
 - Fit laminated glass to side lights of doors and accessible windows which are not overlooked
- 10.4. **Particular care is needed when installing security devices on listed buildings. Listed Building Consent may be required.**
- 10.5. Further advice is available from www.securedbydesign.com

11. Householder design checklist



Have you discussed the proposal with neighbours?	
Is a Design and Access Statement required? (only likely to be required for Listed Buildings)	
Is your property a listed building or in a conservation area requiring specialist advice?	
Are there any implications for Tree Preservation Orders or protected species, requiring specialist advice?	
Does the design address the character of the property and surrounding street?	
Does the design avoid harmful impact on your neighbours in terms of loss of light, overshadowing and privacy?	
Does the proposal result in an adequate provision of amenity space?	
Does the design take account of opportunities for resource efficiency?	
Have measures been taken to reduce crime?	
Have any changes to access and/or parking been agreed with the council?	
Do your proposals also require a separate Building Regulation application to be made?	
Are your proposals affected by the requirements of the Party Wall etc. Act 1996?	

Appendices

Appendix A: Policy Context**Planning Policy Wales**

- 12.1. Planning Policy Wales and Technical Advice Note (TAN) 12: Design acknowledge the role that good design in new development can play in enhancing the environment, delivering sustainable development, attracting inward investment and promoting social inclusion and well-being. Good design is not just about the physical appearance of development, but achieving sustainable forms of development that successfully respond to their local context and character.

Town and Country (General Permitted Development) (Amendment) (Wales) Order 2013

- 12.2. The order introduces a number of changes to permitted development rights including: Greater flexibility to enable householders to make a wider range of improvements and alterations to their homes without the need to apply for planning permission. Useful technical guidance entitled *'Permitted development for householders'* is available from wales.gov.uk.

Cardiff Local Development Plan

- 12.3. This draft guidance supplements Policy KP5 (Good Quality and Sustainable Design) of the Local Development Plan (Adopted January 2016), which states:

To help support the development of Cardiff as a world-class European Capital City, all new development will be required to be of a high quality, sustainable design and make a positive contribution to the creation of distinctive communities, places and spaces by:

- i. Responding to the local character and context of the built and landscape setting so that layout, scale, form, massing, height, density, colour, materials, detailing and impact on the built and natural heritage are all addressed within development proposals;*
- ii. Providing legible development which is easy to get around and which ensures a sense of continuity and enclosure;*
- iii. Providing a diversity of land uses to create balanced communities and add vibrancy throughout the day;*
- iv. Creating interconnected streets, squares and spaces as distinctive places, which are safe, accessible, vibrant and secure and incorporate public art where appropriate;*
- v. Providing a healthy and convenient environment for all users that supports the principles of community safety, encourages walking and cycling, enables employment, essential services and community facilities to be accessible by sustainable transport and maximises the contribution of networks of multi-functional and connected open spaces to encourage healthier lifestyles;*
- vi. Maximising renewable energy solutions;*
- vii. Achieve a resource efficient and climate responsive design that provides sustainable water and waste management solutions and minimise emissions from transport, homes and industry;*
- viii. Achieving an adaptable design that can respond to future social, economic, technological and environmental requirements;*
- ix. Promoting the efficient use of land, developing at highest practicable densities and where appropriate achieving the remediation of land contamination;”*
- x. Ensuring no undue effect on the amenity of neighbouring occupiers and connecting positively to surrounding communities;*
- xi. Fostering inclusive design, ensuring buildings, streets and spaces are accessible to all users and is adaptable to future changes in lifestyle; and*
- xii. Locating tall buildings in locations which are highly accessible through walking and public transport and within an existing or proposed cluster of tall buildings.*

Appendix B: Contacts

City of Cardiff Council

www.cardiff.gov.uk/planning
planning@cardiff.gov.uk 02922 330800

Cadw

Welsh Government's historic environment service
www.cadw.wales.gov.uk
cadw@wales.gsi.gov.uk

CIAT

Chartered Institute of Architectural Technologists
www.ciat.org.uk

DCFW

Design Commission for Wales
www.dcfw.org

Health & Safety Executive

www.HSE.gov.uk

Natural Resources Wales

Floodrisk, protected species etc.
www.naturalresourceswales.gov.uk

Party Walls

Faculty of Party Wall Surveyors provides party wall surveyors by area
www.fpws.org.uk

RICS Wales

Royal Institute of Chartered Surveyors
www.rics.org/wales

RSAW

Royal Society of Architects in Wales

RTPI

Royal Town Planning Institute
www.rtpi.org.uk

Secured by Design

www.securedbydesign.com

Planning Portal

The Government's online planning and building regulations resource. (Please ensure you view the Welsh site - check for the flag in the top right hand corner.)
www.planningportal.gov.uk

IHBC

The Institute of Historic Building Conservation
www.ihbc.org.uk

AABC

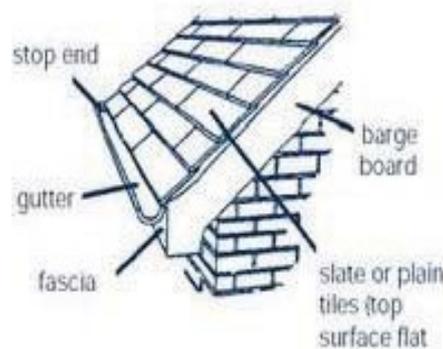
Register of Architects Accredited in Building Conservation
www.aabc-register.co.uk

RIBA

Royal Institute of British Architects
www.architecture.com

Appendix C: Glossary

Arboricultural	Relating to trees.
Amenity	The quality of life enjoyed by occupants. Factors which make a positive contribution to the overall character of the area – trees, landscaping, architecture etc.
Amenity Space	Areas of open space such as gardens, balconies and roof terraces.
Article 4 Direction	A direction under Article 4 of the Town and Country Planning (General Permitted Development) Order 1995, which removes specified permitted development rights to a property within an identified area, usually within a conservation area.
Bargeboard	A timber piece fitted to the outer edge of a gable, sometimes carved for decorative effect.



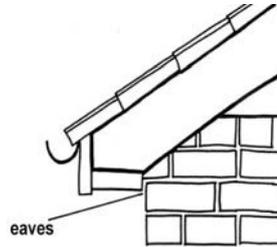
Bay	A protruding element of the main elevation, set forward of the building line.
Building Line	The line formed by the frontages of buildings along a street.
Cill (Sill)	The horizontal ledge at the base of a window or door frame.
Conditions	Requirements or restrictions placed on a property or development, specified in its planning consent.
Conservation Area	An area of special architectural or historic interest designated under the Planning (Listed Buildings & Conservation Areas) Act 1990, whose character and appearance is desirable to preserve and enhance.
Context	The setting or surroundings of a building, usually the area from which a building can be seen (front, rear or side).
Curtilage	The land around, and belonging to, a house. Includes hard standing and garden areas.

Dormer Window

A small window, projecting beyond the plane of the existing roof slope.

Eaves

The point at which the top of the wall meets the roofline.



Elevation

The front, side or back walls of the building and features inserted in them.

Features

In relation to buildings; the aspects of it such as windows, materials used, corner and edge treatments that are distinctive and give the building unique character.

Fenestration

The style and arrangement of the windows on a property.

Gable Roof

The generally triangular section of wall at the end of a ridged roof.



Habitable Room

Any room used for sleeping, cooking, living or eating purpose. Bath or toilet facilities, corridors, hallways, utility rooms or kitchens with no dining facilities are excluded from this definition.

Highway

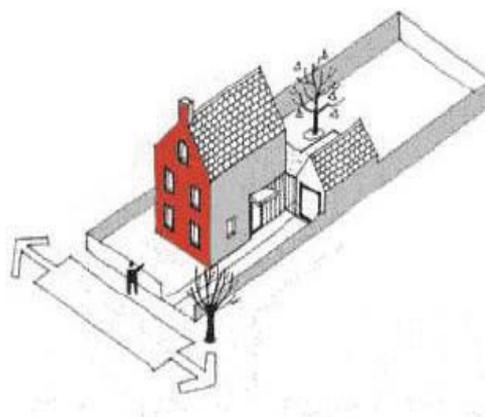
Any road open to vehicles (adopted or not) as well as any footpath (which can be used by the public) and bridleways.

Hipped Roof

A roof that slopes down to each of the eaves of the House.



Main Windows	The primary source of light into main living rooms of a dwelling, including dining and living rooms.
Off-street Parking	Car parking provided on private land which reduces the use of the highway for car parking.
Party Wall	A wall or fence that straddles the boundary between two or more properties or stands entirely on land in one ownership but used to separate two buildings in separate ownership/occupation.
Permitted Development	You can make certain types of minor changes to your property without needing to apply for planning permission. These are called 'Permitted Development' rights. They derive from a general planning permission granted not by the local authority but by the Welsh Assembly Government.
Plan	The plan should show property boundaries and means of access to the site, and nearby structures if they are relevant to the design. Within the site boundary, the plan should show the buildings already existing and those that are proposed.
Plinth	A visible support or base to a wall, pedestal or column.
Pointing	The visible mortar finish to the jointing between bricks or stone blocks in a wall.
'Principal' Elevation	Usually the front of the house which faces (directly or at an angle) the main highway serving the house. It will contain the main architectural features such as main bay windows or a porch serving the main entrance to the house.



Quoins	The junction formed between the front and side wall of a building; also at a window or door opening. In traditional buildings the quoin is often emphasised by larger blocks of stone or different colours of brickwork.
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Render	External wall finish of cement/lime/sand, sometimes textured and often painted.
Ridge Line	Generally the highest point of the roof except for the chimneys, where the slopes meet.
Ridge Tile	Half-round tile fitted to apex of roof.
Roof Lantern	A small dome like structure on top of roof allowing for the admission of light, for ventilation or for ornament.
Roof Light	A window inserted into and aligning with the roof slope.
Roof Pitch	The angle at which the roof slopes from the top of the wall to the ridgeline.
Roughcast	A rough textured render.
Sightlines	Direct lines of vision for a driver of a motor vehicle. Can be taken along a highway or at a road junction or access point.
Street Scene / Streetscape	Everything that can be seen along a street from any given point.
String course	A continuous layer of building material, such as brick or tile, on a wall or roof of a building.
Subordinate / Subservient	Of lesser importance or status
Surveillance	An area which can be easily observed by overlooking windows, doors or other activity such as passing traffic/pedestrians.
Thermal Element	Wall, floor or roof which separates a thermally conditioned part of the building from the external environment or an unconditioned or lesser conditioned space.
Valley	The intersection of two sloping surfaces of a roof towards which water flows.
Visibility Splay	An area of land on which the height of any object is restricted in order that a sightline can be taken across the land.

