LONDON BOROUGH OF RICHMOND UPON THAMES

Supplementary Planning Document

Residential Design Standards

Consultation Draft

LONDON BOROUGH OF
RICHMOND UPON THAMES

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Nese keni veshtersi per te kuptuar kete botim, ju lutemi ejani ne recepcionin ne adresen e shenuar me poshte ku ne mund te organizojme perkthime nepermjet telefonit.

Albanian

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

Arabic

এই প্রকাশনার অর্থ বুঝতে পারায় যদি আপনার কোন সমস্যা হয়, নিচে দেওয়া ঠিকানায় রিসেপ্শন-এ চলে আসুন যেখানে আমরা আপনাকে টেলিফোনে দোভাষীর সেবা প্রদানের ব্যবস্থা করতে পারবো।

Bengali

اگر در فهمیدن این نشریه مشکلی دارید لطفا به میز پذیرش در آدرس قید شده در زیر مراجعه نمایید تا ترتیب ترجمه تلفنی برایتان فراهم آورده شود:

Farsi

જો તમને આ પુસ્તિકાની વિગતો સમજવામાં મુશ્કેલી પડતી હોય તો, કૃપયા નીચે જણાવેલ સ્થળના રિસેપ્શન પર આવો, જ્યાં અમે ટેલિફોન પર ગુજરાતીમાં ઇન્ટરપ્રિટીંગ સેવાની ગોઠવણ કરી આપીશું.

Gujarati

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫ਼ੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Punjabi

پ کو اِس اشاعت کو سمجھنے میں کوئی مشکل ہے تو، براہِ کرم نیچے دیئے ہوئے ایڈریس کے استقبالیے پر جا کر ملیئے، جہاں پ کیلئے ٹیلیفون انٹرپریٹنگ سروس (ٹیلیفون پر ترجمانی کی سروس) کا انتظام کر سکتے ہیں۔

Urdu

Contents

1 Introduction

1.1 This guidance is indicative of the Council's general approach on this subject and is not intended to stifle sensitive and imaginative design. Because of the diversity in residential character, house type and architectural style within the Borough, it is neither possible nor desirable to cover every type of change or eventuality for new residential development.

1.2 With **listed buildings** greater care and attention is required. More restrictive policies will apply and Listed Building Consent may be required so please contact the Council for further advice. Where necessary in this document, additional design guidance is highlighted for **conservation areas** and **historic buildings** (both Listed Buildings and Buildings of Townscape Merit) applies to listed buildings.

Status of document

1.3 This Supplementary Planning Document (SPD) is for homeowners, architects and builders undertaking residential development or works to residential dwellings, and for officers and members of the Council to guide and promote high quality sustainable design, even when planning permission may not required. It is a material consideration when determining planning applications, having been through public consultation, and will be used to refuse proposals on the grounds of poor design.

Planning policy

1.4 The SPD supplements adopted policies within the Local Development Framework. The Core Strategy sets out strategic planning policy requirements for residential development (**CP7**, **CP14**). Development control policies relating to residential amenity (**BLT15**, **BLT16**), space standards, layout and type of housing (**HSG11**, **HSG14**, **HSG18**, **BLT11**) and whether the design, scale and form has an adverse impact on the setting of the historic environment (**BLT2**, **BLT3**, **BLT4**) or views along the street in general (**BLT11**, **BLT12**) are all set out in the Saved Unitary Development Plan (these will eventually be superseded by policies within the Development DPD).

Design guidance for Infill Development and Backland Development

1.5 Design guidance for Infill Development and Backland Development, in addition to the relevant standards in this document, can be found in the Council's 'Small and Medium Housing Sites SPD'. General guidance on good home design is also contained within that document.

2 General Principles

Balancing need and impact

2.1 Councils have to ensure that, on balance, residential permissions:

- Are of a high quality and built to a high standard (paragraph 10 of PPS3**)
- Are not accepted if inappropriate to context or the character of the area (paragraph 13 of PPS3**)
- Complement the surrounding area and public realm and adapt to climate change (paragraph 16 of PPS3**)

2.2 Extensions and conversions can make more effective use of urban land for modern living needs and well considered alterations to dwellings which complement the appearance of a property can often increase their value. However changes can harm the amenity of neighbouring occupiers through increased noise, disturbance and activity due to an intensification of use.

Achieving good design

2.3 The Council will consider issues such as:

- the scale of the proposal;
- how much of the rear garden or yard will be covered;
- the effect on the character and pattern of the surrounding area and whether it can be seen from the street;
- parking levels and the layout of front gardens;
- proposed new living conditions, outlook and privacy and the effect on neighbours' amenity;
- safety and security issues;
- sustainability and environmental issues;
- whether it is subordinate (where necessary) to the main dwelling on the plot, and
- the quality of the detailing and materials proposed.

Careful repair and replacement

2.4 The retention, restoration and repair of architectural features including windows and doors should be considered in the first instance.

2.5 It is preferable to retain original exposed brickwork, particularly on **historic buildings**, and the Council discourages painting or rendering. When repairing or rebuilding, it is best to use bricks, bonding and pointing that match the existing building, preferably with a lime based mortar mix.

2.6 Replacement windows and doors are most appropriate where their style and detail, height and depth of opening, proportions, position and thickness of glazing bars, and materials are traditional or in keeping with the original building. Painted timber is generally the preferred material, particularly in **conservation areas**. There is a presumption, where consent is required, against the use of uPVC (plastic) windows and doors. New windows and doors should line up with existing lintels and openings.

** *The Government's national planning policies on housing is set out in Planning Policy Statement 3 (PPS3)*

RESIDENTIAL AMENITY STANDARDS

3 Neighbourliness

Sunlight and daylight

3.1 If no substantial loss of sunlight or daylight to adjoining dwellings and gardens occurs residential development will generally be acceptable subject to the overall design quality, impact on the character of the area and sustainability of the proposal.

3.2 Extensions should create good living conditions and should not cause any significant loss of daylight or sunlight to habitable rooms or gardens in neighbouring properties. In deciding the acceptability of the extension the council will be guided by the British Research Establishment (BRE) standards.

Sense of enclosure

3.3 New dwellings or residential extensions which create an unacceptable sense of enclosure or appear overbearing when seen from neighbouring gardens or rooms or from the street will not be permitted. This could be due to the height, footprint or proximity of the proposals to the surrounding area.

3.4 Generally it would be advantageous to keep extensions away from the boundary, particularly if more than a single storey. Two storey rear extensions to terraced and semi-detached houses are often problematic because of their adverse effect on daylight and outlook.

3.5 As a general rule, notwithstanding permitted development rights, the effect of a single storey extension is usually acceptable if the projection is no further than 3m for terraced, 3.5m for semi-detached and 4m for detached houses. However the final test of acceptability will depend on the particular circumstances on the site, position of the extension and type of property, which may allow larger rear projections to be granted consent. The distance from the neighbouring properties or the presence of existing buildings or features on adjoining sites which reduces the physical impact of the proposal will be taken into account, particularly for detached houses.

3.6 Conversions or the introduction of new dormers and windows must not adversely compromise the living conditions of adjoining properties.

4 Privacy and space between buildings

4.1 Windows should not overlook a habitable room or garden of a neighbouring dwelling to an unreasonable degree. However public spaces and communal areas can benefit from overlooking from new dwellings due to passive surveillance. The degree of overlooking is affected by distance and the horizontal and vertical angles of view.

4.2 Distances between habitable rooms of different units that directly face each other will be dependent on existing character and built form of the area. To ensure there is no significant loss of rear garden space nor an unacceptable sense of enclosure to the surrounding area is created, proposals that cover the existing garden space of a plot by 50% or more will not normally be permitted.

4.3 Additional guidance on separation distances for new dwellings can be found in chapter 4 of the Council's 'Small and Medium Housing Sites SPD'.

4.4 Design solutions such as the use of angled windows or obscure glazing can often overcome adverse overlooking to existing residential properties. However if these architectural techniques are necessary across a large proportion of a building frontage then a blank facade will be created which could adversely affect the character and appearance of the dwelling and reduce natural surveillance to the street.

4.5 Generally rooms needing less privacy such as kitchens and living rooms can face the street. Frosted windows can be used for bathrooms and smaller windows for bedrooms. Landscape planting can also help screen ground level rooms.

4.6 To prevent adverse overlooking and general unneighbourliness, windows should either be high level or omitted from any wall directly facing a neighbouring house or garden.

4.7 Using the roof of an extension as a terrace and proposals for balconies to roof extensions will normally be unacceptable as it will create overlooking and general unneighbourliness.

4.8 Where houses are terraced or have small gardens the construction of a larger dormer window in the roof can seriously reduce the privacy of neighbours. Minimise overlooking by restricting the size of window and setting the dormer back from the eaves.

Infilling of gaps

4.9 Extensions to the side elevation of a house, which would result in the significant reduction of an existing important space or gap between neighbouring houses, is not normally acceptable. This is particularly important for **conservation areas** and **historic buildings** where such infilling would result in the blocking of existing views of the sky or landscape behind pairs of semi-detached or detached houses within a suburban area. In conjunction with existing extensions to neighbouring buildings this can have a terracing effect on the street.

RESIDENTIAL SPACE STANDARDS

5 Garden and play space

5.1 Sufficient on site outdoor amenity space must be provided in new residential developments. Where play areas are deficient, a planning obligation provision off site may be necessary.

5.2 The type and size of space will vary according to the size and use of the dwelling unit. Accommodation likely to be occupied by families with young children should have direct and easy access to a good sized private garden. The aspect, useability and sense of enclosure will all be taken into account in assessing whether the private garden provided sufficiently good living conditions.

5.3 Ground level family units (of 3 or more bedrooms) within a block of flats should have larger private amenity spaces. Flats at upper levels may share a community garden or have a private balcony area. In subdivided buildings, useable and accessible private outdoor space should be provided for as many new units as possible.

5.4 Balconies should be designed as an integral part of the building's elevation, and not located in a position which results in unacceptable loss of privacy to other units or existing nearby dwellings.

Children's play areas

5.5 All new residential development which may result in ten or more children living in the new units should provide suitable play space as part of the development scheme, based on 10 sqm per child in addition to general amenity space. The Council will use the Mayor of London's 'Providing children's and young people's play and informal recreation SPG' when calculating requirements: http://www.london.gov.uk/mayor/strategies/sds/docs/spg-children-recreation.pdf

5.6 Play areas should contain safe equipment, be easily accessible and overlooked by family houses where possible, enclosed by fencing or railings.

5.7 The Council may also require a financial contribution in line with its Planning Obligations Strategy.

Private and communal gardens

5.8 Communal gardens should, as a minimum:

- Receive sunlight, even in the winter months, and sufficient shade in summer months,
- Be screened from parking areas,
- Be easily accessible to all occupants,
- Be overlooked by habitable rooms to ensure safety, and
- Have a landscape management and maintenance plan.

5.9 The Council will not include driveway or parking areas, or small strips of land which would not provide adequate or useable areas.

5.10 Private and shared gardens should also be sheltered from busy roads by being located to the rear of buildings, back to back, behind perimeter blocks or in courtyards. Back to back is best in providing defensible private spaces.

Front gardens

5.11 Front gardens are important features in the townscape and can contribute to biodiversity. They can give adequate privacy to ground floor windows, improve the setting of a dwelling and mediate between public and private space.

5.12 The demolition of substantial part or all of a front garden boundary, removal of planting and the paving over of front gardens to provide residential car parking should be avoided. Where original front boundaries and gardens have been removed, consideration should be given to the reinstatement of the original pattern, particularly for **conservation areas** and **historic buildings**.

5.13 Where walls, fences or railings are rebuilt care should be taken to reflect the established boundaries on the street in terms of height, design and materials. Where there is no consistent boundary pattern to follow, simple enclosures consisting of iron railings and/or brick are usually preferred. However tall solid front boundaries can result in a defensive and hostile street environment, which is generally not characteristic of the Borough. In most instances, new front boundaries over 1.5m in height are unnecessary.

6 Internal space and layout

Baseline standards

6.1 The footprint and room sizes of all residential proposals should adequately reflect the use and type of accommodation. Where floor areas and room sizes do not meet the following baseline standards, it is up to the applicant to demonstrate the functionality of the rooms by portraying the main furniture items of conventional size in the floor plans.

Flat unit type	**Net internal floor area**	**Kitchen/Dining/Living area**
One-bed (1p or 2pp)	45 sqm	22 sqm
Two-bed	60 sqm	24 sqm
Three-bed	70 sqm	27 sqm
Four +	85 sqm	30 sqm

6.2 For houses: the size of the plot, number of storeys and character of the area will affect dimensions but as a baseline for the internal floor area for two-bed houses should be at least 65 sqm net, and three-bed houses 75 sqm.

6.3 For all types of small units (one-bed) the Kitchen/Dining/Living areas (excluding access and stairs) should be at least 22sqm.

6.4 All types of dwellings suitable for families (3 or more bedrooms), should preferably have a separate kitchen of at least 8sqm, or kitchen dining room of at least 12.5sqm.

6.5 In all dwellings the main bedroom (double) should be 12 sqm, at least 2.6m wide. Any single bedrooms should be at least 7 sqm.

6.6 All rooms should preferably have a head height of at least 2.3m over a large majority of the floor area (over 50%).

6.7 Conversions from single residential dwellings or a non-residential building into two or more units should not result in cramped awkward layouts or access arrangements. Generally buildings of less than 100sqm are unlikely to provide satisfactorily layouts and will result in the loss of versatile housing suitable for families with children who need access to a garden. The subdivision of **historic buildings** or those in **conservation areas** should take account of original internal plan forms, special features and the external character and appearance of the area.

6.8 Additional space standards produced by bodies such as Mayor of London/Greater London Authority or the Homes & Communities Agency will be used by the Council as a benchmark to assess applications.

Access

6.9 Flats must be self contained with their own private entrance door which leads either directly from the street at ground floor or off a common entrance hall. Internal rooms should lead off a hallway or lobby to avoid passing between rooms wherever possible. Ideally access to flats within a converted building should be through the original main entrance, used as a shared hallway or lobby large enough to provide sufficient circulation space for resident's day to day needs including pushchairs, and luggage.

6.10 Larger dwellings, particularly those for families (3 or more bedrooms) should be located on ground floors with private garden spaces, or direct safe access to communal amenity areas. For all flats, access to communal amenity areas should be provided as direct as possible, especially if no private amenity space such as a balcony or terrace is provided from a single aspect unit. In subdivided properties, it would be desirable to provide a larger unit on the ground floor with direct access to a private garden area which can meet the needs of family housing.

Layout and storage

6.11 The layout of flats should be designed so that rooms in different flats on different floors that are intended for similar purposes are in vertical alignment i.e. the stacking of bedrooms above bedrooms and living rooms above living rooms, to avoid noise disturbance to neighbours.

6.12 Over intensification of a site through new residential proposals is illustrated by awkwardly shaped or arranged units and rooms that do not have satisfactory light, including solely north facing single aspects or by a large number of wholly internal kitchen areas with poor ventilation. Internal kitchens serviced by mechanical ventilation are generally not desirable. Kitchens and bathrooms should be located wherever possible to provide an openable window to the space.

6.13 High densities can sometimes have a detrimental effect on the character and amenity of an area where the proliferation of refuse bins, meter boxes, extra cars in front gardens can lead to a cluttered and untidy streetscene. Care is required in the detailed design of such properties.

6.14 Habitable rooms must be able to function for the purpose for which they are intended, in terms of shape, size and height and have both natural lighting and natural ventilation. Habitable rooms within basements should be preferably dual aspect to enhance cross ventilation and good daylight levels to otherwise compromised living conditions. Generally basements should be used for non-habitable or recreational areas rather than bedrooms or living rooms. Single unit flats should not be located solely in full basements.

6.12 Adequate storage should be provided within room sizes utilising recesses and otherwise unusable spaces in conversions or awkward corner areas to rooms in new builds. Bedrooms should be capable of accommodating built-in wardrobes or cupboards on internal walls, and the space planning of secondary bedrooms flexible enough to enable working from home as a small office or workplace.

6.13 All rooms should be of a size and shape that allows adequate access to, and layout of, furniture and equipment. Applicants may be asked to provide possible room furniture layouts to demonstrate the acceptability of small unit sizes.

Lifetime homes and wheelchair housing

6.14 Residential schemes should meet Lifetime Homes standards, while taking account of other legislation for **historic buildings**. A good level of accessibility should be designed into residential proposals from the outset and allow a dwelling to be adapted in the future should the need arise, supporting the changing needs of a family's life cycle, from raising young children to declining mobility in old age. See the Joseph Rowntree Foundation: http://www.jrf.org.uk

6.15 Where required, residential schemes should be designed for, or capable of easy adaptation to, wheelchair housing. A number of units should be of a size and layout that allow wheelchair access and mobility within rooms, and some internal rooms may need to be larger than standard to be wheelchair compliant. This should include a fully wheelchair accessible shower facility or wet room.

6.16 The Council will have regard to guidance on accessibility and wheelchair housing from the Mayor of London/Greater London Authority. http://www.london.gov.uk/mayor/strategies/sds/docs/spg_accessible_london.pdf

7 Parking and other

7.1 Sufficient planting should be provided, or should remain, when off street parking areas are proposed. Permission will not be granted for designs that compromise highway safety or have an adverse impact on the external appearance of the building or area. A number of different parking arrangements can be considered for residential schemes, depending on the scale and form of the development including courtyards behind a street facing development and undercroft or underground garages subject to the visual impact on the street particularly in **conservation areas**.

7.2 To improve the appearance and biodiversity of parking areas, consideration should be given to the following:

- Maintaining a sense of enclosure through the use of boundaries, gates, or planting. Open expanses of hard standing are generally unattractive and are unlikely to gain permission.
- The provision of a separate entrance path to the front door.
- Avoiding car parking spaces immediately adjacent to the windows of habitable rooms, to prevent visual intrusion and fumes.
- Natural drainage by using permeable paving.
- Planting of native species where appropriate.

7.3 Frontage parking is only acceptable in **conservation areas** or to **historic buildings** where it is part of the character of the area and the loss of front gardens will be resisted where this would be detrimental to the setting of the area. Please also check if Article 4 Directions apply as these may restrict parking in front gardens.

7.4 Always consider using traditional surfaces such as natural stone or granite setts. The texture and colour of any new materials should be sympathetic to the setting of the building and wider street scene.

7.5 Extensions and conversions involving the loss of parking will not normally be opposed as long the proposals comply with the Council's 'Front Garden and Other Off Street Parking Standards SPD'.

Cycles

7.6 Safe and secure cycle storage should be provided, designed as integral to the property where possible, in line with the Council's cycle standards.

Refuse and recycling

7.7 Bins and boxes should generally be located behind the building line. Where there is not possible, an area of adequate size to accommodate this storage should be integrated into the front or side of a property or screened appropriately by the front boundary. Bin stores should be flexible enough to cope with any future increases in recycling needs.

7.8 In subdivided properties, additional storage bins and recycling boxes will often be required.

DESIGN GUIDANCE
FOR HOUSEHOLD EXTENSIONS

8 Front and side extensions

The principle of subordination

8.1 To respect and complement the character of the host building an extension should be viewed as a smaller addition. Therefore extensions should generally be of a height one storey lower than the host building. This is to allow space to appreciate the original form of the building between any new addition and the existing eaves or parapet line and is particularly important in relation to buildings which occupy corner locations within the townscape, where two or more elevations are clearly visible in public views.

Design and scale

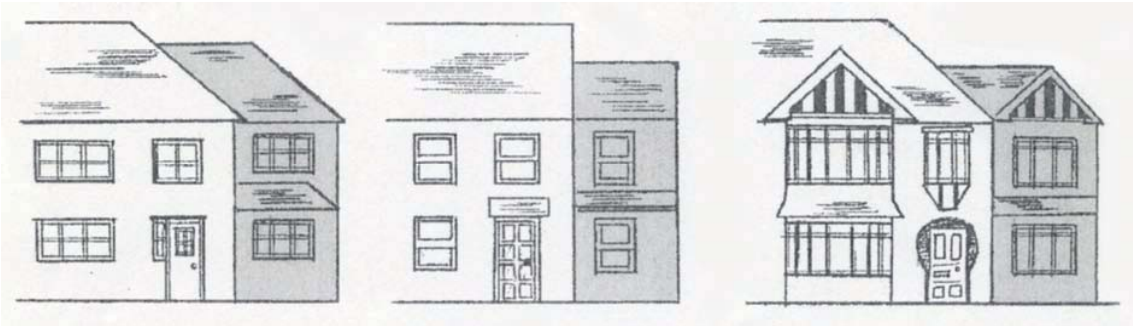
8.2 Side extensions should retain the rhythm, plot width and character of the existing streetscene by being set back from the frontage of a building, usually by 1 metre, and not infill important gaps between buildings.

8.3 With regard to semi-detached pairs, terraces or other groups of houses, extensions which would upset important symmetry, balance or unity of such dwellings will not normally be permitted, particularly in **conservation areas** or on **historic buildings** in their own right.

8.4 The demolition of projecting wings or outbuildings, which are considered to be an integral part of the architecture of the host building or contribute positively to its character, will not normally be acceptable.

8.5 When extending a building two general approaches may be considered. An extension could be designed to follow closely the existing character, materials and detailing of the host building. This straightforward approach is suitable for domestic houses, **historic buildings** and **conservation areas**, and should generally:

- Use a roof form (pitch and profile) which is compatible with the existing roof form of the house. Matching materials are preferable.
- Use matching or complementary materials for walls and match the bonding and pointing of brickwork to the host building.
- Ensure the style and detail, depth of opening reveals, size, proportions, materials, and horizontal alignment of new windows and doors, including the design and detailing of surrounds or arches to openings, echo those of the host building.
- Continue plinths, brick stringcourses, fascias and other such details of the host building where appropriate.



Subject to impact on the amenity of neighbours and the infilling of any important gap between buildings, a traditional approach to side extensions should follow the overall design, proportion and roof profile of the main dwelling, set down and subordinate to the ridge of the roof. Two storey extensions may be acceptable in some locations.

8.6 Alternatively, an extension could be designed in a more contemporary manner adopting a distinctly different character either using contrasting or contextual materials so long as the additional space, form and layout is well designed, discreetly located, and sympathetic to the scale, form, details and proportions of the host building.

8.7 Rainwater pipes and gutters should always be positioned in inconspicuous locations.

Porches

8.8 Adding an extension, such as a porch or canopy, to the front of a house can have a significant impact on the character of the building, and so all front extensions should be sensitively considered as to whether they are really needed even when planning permission is not required. They are not appropriate where:

- the existing frontage is largely unimpaired by extensions and the proposal would dominate the elevation of a house,
- it is considered important to retain the integrity of a group of dwellings as a whole, or
- architectural features, windows or detailing which contribute positively to the character of the house would be lost.

9 Rear extensions and outbuildings

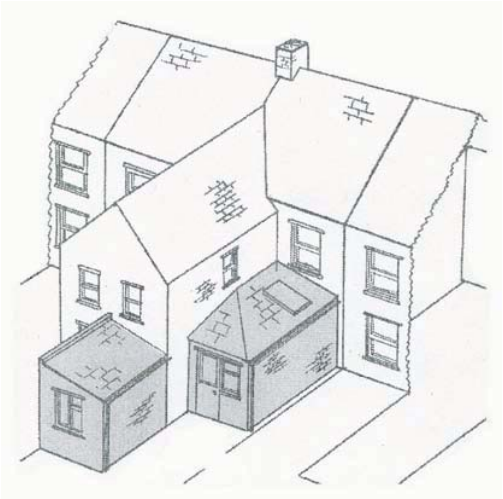
9.1 While extensions to the rear can be modern in architectural detailing, the character and appearance of **historic buildings** and **conservation areas** should inform the design in terms of materials, proportions and the size of window openings in these cases.

9.2 The principle of subordination again applies (see 8.1) and rear extensions should be restricted to a single storey on small scale cottages or terraces, extending no further than original width of building and need not be much higher than 2.5m.

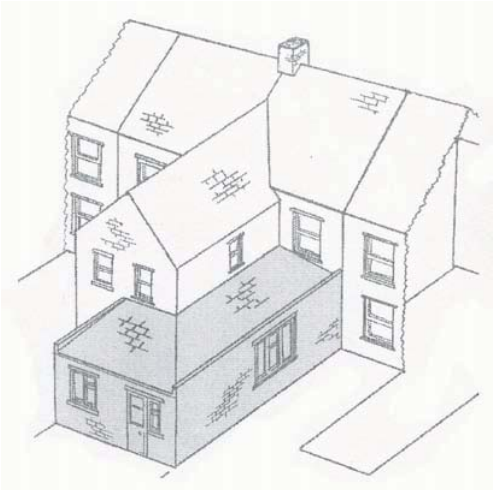
9.3 Extensions above a single storey (if acceptable in terms of impact on neighbourliness and privacy) should be set in from the side boundary unless set against a blank flank boundary wall of 2 or more storeys in height.

9.4 Infilling the remaining gap of a half width rear addition which creates a L-shape plan (often particular to **historic buildings**) with a single storey extension will generally be acceptable if it:

- follows the rear building line and is of lightweight appearance e.g. a conservatory.
- slopes down to the party wall to minimise the impact on neighbouring properties, and
- does not 'wraparound' the whole original addition, unless the scale and volume remain subordinate to the main dwelling.



Appropriate in more sensitive locations



Appropriate in less sensitive situations with no impact on residential amenity

9.5 In **conservation areas** the detailed design of rear extensions and conservatories should be of the highest quality and mass-produced glazed structures should be avoided. Building form and window proportions should harmonise with the character of the main dwelling especially if glimpsed from side views, corners, the public realm or open spaces, or be simple modern additions subservient in design, size and height that do not obscure architectural features or characteristic detailing. Materials and details should complement and be sympathetic to the main dwelling, and timber or metal are preferred for conservatories or joinery generally.

9.6 Garden dwellings such as offices and covered play areas should only be a single storey, set in from the boundary and generally no higher than 2.5m to avoid being a 'poor neighbour', and not infill the majority of the garden area. Lighting should be minimised.

10 Light wells and basements

10.1 Extending an existing lightwell or the formation of a new basement visible within any public views may be acceptable where:

- such features already form part of the prevailing character of a terrace or other building group or the surrounding townscape, or
- their size and design will not detract from the original proportions of the front elevation of a building, nor obscure any architectural feature which contributes positively to the character of the building, and
- horizontal grilles are used to enclose the area rather than railings and or vertical upstands, and
- sufficient front garden area is retained to allow for adequate planting, bin enclosure and boundary treatment, and
- Windows generally reflect the pattern and type of fenestration above, and
- The depth of the lightwell is generally no more than 2m allowing light to basement windows rather than functioning as below ground level amenity areas.

(diagram to be inserted if necessary)

10.2 However such works in **conservation areas** or to **historic buildings** may not be appropriate, depending on the visibility and townscape importance of the building and uniformity of the street. They will not be acceptable if the special fabric or structural integrity of **listed buildings** is affected.

10.3 Flood risk and flood mitigation measures will also be a deciding factor on the acceptability of all proposals.

11 Garages

11.1 Garages that make a positive contribution to the character of an area and are integral to the design of a single dwelling or group of buildings should be retained. Please check if Article 4 Directions apply restricting removal or alteration.

11.2 In all other cases, the reuse of a garage for residential space may be acceptable where:

- the doors or a ‘door like’ frontage is maintained;
- windows match existing, where necessary or are designed to fit within the garage opening;
- there is no impact on neighbouring amenity;
- the proposal improves energy efficiency of the garage; and
- the character of **conservation area** or **historic building** is left unharmed.

12 Roofs

General advice

12.1 Most alterations to the roof form will be acceptable in principle if they:

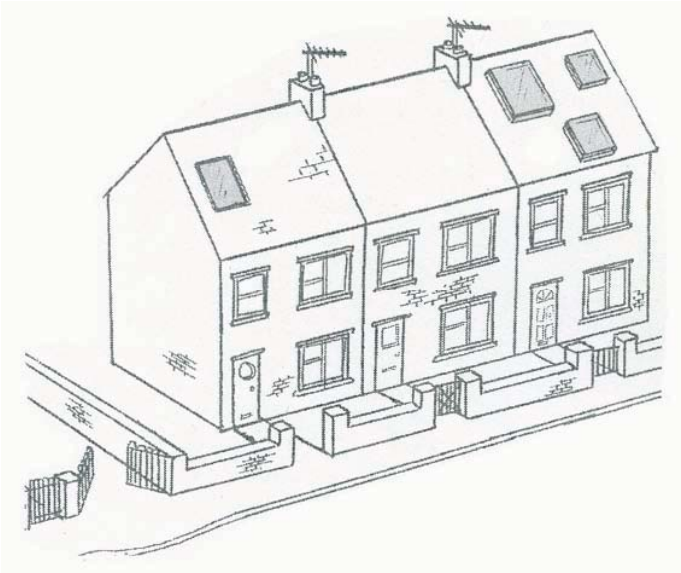
- are not directly visible from the street
- do not occupy a large majority of the roof slope area;
- do not adversely affect the amenity of neighbouring properties, and
- exhibit good design and proportions appropriate to the building and surrounding area.

12.2 However extensions at roof level clearly visible from the street (i.e. on corner sites and front roof slopes) will not be acceptable unless the scale of the main building is respected through good design and high quality materials. Extensions should not dominate the scale and form of the original roof and cohesive groupings and ridge lines should generally be left intact. **Hip to gable alterations will normally be resisted**.

12.3 There should be no overriding visual conflict with front gable features or the architectural unity or rhythm of the street or building, particularly **conservation areas** or **historic buildings**.

Roof lights

12.4 Roof lights are preferable when the scale, form or profile of the existing roof of a house cannot comfortably accommodate a roof extension or result in a bulky, visual awkward proposal. In general no more than two roof lights should be necessary to the front or side roof slope, subject to Building Regulations, and they should generally align with windows below or be set close to the horizontal planes of the roof, or hidden behind gables/chimneys, rather than being positioned in a random manner. It is always desirable that roof lights be set flush with the existing roof slope, using the "heritage style", particularly in **conservation areas** or on **historic buildings.**



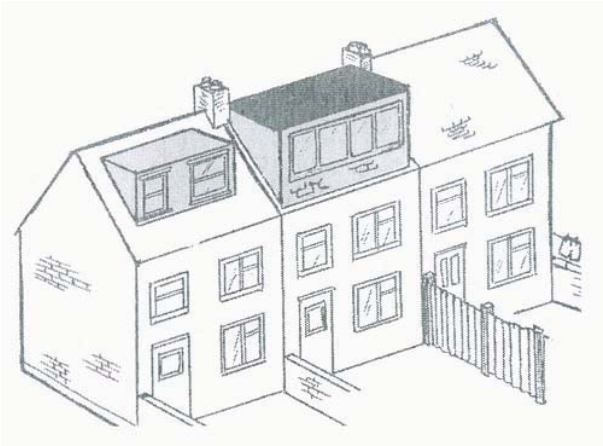
Randomly positioned roof lights that fill the roof area have a detrimental impact on the overall quality of a building.

A single roof light that aligns with the windows on the elevation below, set flush with the roof is preferable.

Dormers

12.5 Dormers should not dominate the existing roof form but relate to the scale of the host building by generally adopting the form of modest individual traditional dormer windows particularly when visible from the street. Normally a significant area (0.5m) of the existing roof should be left above, being set well down from the ridgeline, and left beneath, being set well up from the eaves line, and left to either side of a new dormer window on the roof.

12.6 It is desirable that they align with those windows on the lower storeys and adopt a width and height no larger than that of windows of the floors below, and following the general window style. In some cases a hip or gabled roof to a dormer may be appropriate following the main building roof form and in others, a modest lead dormer window with a flat roof (in a simple modern design) may be preferable to reduce its bulk and scale.



To the rear, a dormer should leave room around so it does not fill the roof space.

Large dormers which create additional floors are examples of poor design and will be refused.

To the front, roof lights are preferred. If a dormer is acceptable it should be small and centrally placed or align with one window to the elevation below. This example would generally not be acceptable.

Mansards and additional floors

12.7 Normally, mansard roof extensions will not fit with the character of the Borough. They may be acceptable if there is a historical precedent and only if there is an existing parapet behind which the mansard will be hidden. The design profile and materials should be traditional in character and appearance and not flat topped.

12.8 Additional floors are only considered appropriate design responses on modern buildings that have a flat roof profile and existing roof level plant structures, otherwise the form and profile of the roof is altered and the original building will appear 'top heavy' and out of character. They are not a feature of **conservation areas** or **historic buildings.**

Roof terraces and balconies at roof level

12.9 Roof terraces or balconies will only be acceptable if there is no adverse effect on upon:

- the overall architectural integrity of the building,
- the character of the area particularly in **conservation areas,**
- the amenity of neighbouring occupiers, and
- the level of skyline clutter.

12.10 Therefore balconies proposed as part of a loft conversion are normally unacceptable.

Chimney stacks and pots

12.11 When permission is needed, the removal of existing chimney stacks and pots will not normally be acceptable when, even if not in use, they make an important contribution to the townscape, particularly on **historic buildings**, on a terrace of buildings or in key views within **conservation areas**. Original brick or terracotta detailing to chimney stacks should be retained.

12.21 It is desirable, if damaged, that chimneys and pots are repaired in a style and material which reflects the original.

Telecomms and plant

12.13 Satellite dishes, other telecommunication apparatus and other roof top structures should not increase skyline clutter (sharing of equipment is welcomed) and be hidden from public view as far as possible, located to the rear of the house or on the rear roof slope, utilising the smallest practical size.

Materials and features

12.14 Traditional materials such as natural slate, clay tile and lead are encouraged, depending on the original design and material of the building or dormer window. Retention and reuse of the following features is desirable, whether planning permission is required or not:

- natural slates or clay tiles
- decorative ridge tiles and roof tile patterns
- cornices, parapets and balustrades at roof level

13 Sustainable design

13.1 Energy efficient measures can be cost effective since the additional cost will be recovered in reduced fuel bills. It is recommended that home owners undertake an energy audit to identify adaptive measures to improve efficiency.

13.2 Modern construction also requires increased ventilation and dual aspect dwellings and flats should be created wherever possible, to allow cross ventilation. New dwellings should aim to meet the highest sustainable ratings, exceeding Building Regulations where possible. See the Council's 'Sustainable Construction Checklist' for more information.

Micro-renewables (solar panels, wind turbines and biomass flues)

13.3 To safeguard residential amenity and facilitate the use of renewable energy (where it is financially viable for the homeowner), the Council expects that:

- Micro-renewables are generally located to the rear of properties and not visible from the street particularly in **conservation areas**.
- The special interest and original fabric of **historic buildings** is not compromised.
- Noise and disturbance to neighbours is kept to a minimum and can be controlled.
- Sufficient space has been designed for maintenance and storage (particularly in the case of biomass).

13.4 If a front or side roof slope is the optimum micro-renewable location, it would be preferable if it was:

- positioned close to existing chimney stacks (especially in the case of flues);
- hidden on or behind other roof level features (such as parapets, dormers or gable roofs), and
- aligned with window positions below, similar to rooflights, or parallel to roof ridges.

13.5 Solar panels or cells should preferably be integrated into the existing tiling systems. Due to the lack of consistency in wind turbulence in low lying built up areas, and the sensitivity of many views from open spaces and **historic buildings** across the borough, the installation of domestic wind turbines is not preferred.

'Green and brown roofs'

13.6 'Green and brown roofs' can reduce surface water run off and encourage biodiversity and will be acceptable to the rear of properties and to garden dwellings. In **conservation areas** and **historic buildings** they should generally be hidden from view from street level so they do not appear out of character. They can be installed on flat roof garages, located behind existing parapet walls.

Energy saving for windows

13.7 New and replacement windows should comply with thermal insulation standards, set out in the Building Regulations and to meet these standards windows will usually need to be double glazed. Refer to Building Control for more information. However uPVC (plastic) should not be used as it cannot be recycled and has an adverse impact on the character and appearance of **conservation areas** and **historic buildings**.

13.8 Other solutions to improve thermal efficiency of single glazed windows in **historic buildings** (especially **listed buildings** where removal is often not permitted) include:

- Draught proofing, which is simple, cheap and effective;
- Internal shutters; and
- Internal secondary glazing, which is removable and comes in different styles.

13.9 In **conservation areas** it is possible to be exempt from the Building Regulation requirement for double glazing if it would harm the character and appearance of the building or the area. Bespoke product designs should be used to provide a close match to historic details in terms of the frame, glazing bars and materials.

14 Checklist for homeowners and applicants

14.1 Regardless of whether planning permission is required the Council offers the following advice to homeowners:

- seek the help of professional design skills, particularly those with green credentials.
- find out if your building is Listed, within a conservation area or has an Article 4 Direction which restricts certain permitted development rights.
- if any structural alterations are involved (e.g. widening of window openings or installation of renewable energy) plans must be deposited for approval under the provisions of the Building Regulations. **This is a separate piece of legislation.**
- reduce energy usage as much as possible and if possible exceed the requirements for higher insulation standards for walls, floors and roofs set out in Building Regulations Part L. See 'Advice for Householders' produced by the Council: http://www.richmond.gov.uk/gogreen/gg_home/go_green_planning.htm

14.2 To avoid unnecessary delays in dealing with planning applications it is important to submit scaled drawings (in metric measurements) of existing and proposed elevations and floor plans, which are clear and accurate. The elevations and outline plans of adjoining properties should also be shown on drawings, accurately scaled (in metric measurements). The submission of photographs will aid the assessment of the application.

14.3 Consider consulting your neighbours prior to submitting an application. The Council normally consults adjoining owners so that if you have previously discussed your scheme with them and taken into account their views it is less likely they will object.

14.4 Householder applications for **listed buildings and conservation areas** may require the submission of a Design & Access Statement. See www.CABE.org.uk for guidance, or Appendix 2 of the Council's 'Design Quality SPD'. Also check the Council's website for planning application requirements: http://www.richmond.gov.uk/home/environment/planning/planning_for_private_houses_flats_and_maisonettes/ways_to_submit_planning_applications/planning_application_forms/householder_planning_application.htm

14.5 Consider the design, colour and positioning of alarm boxes, cameras, fire escapes, lifts, pipework and satellite dishes or other telecommunication apparatus to reduce their visual impact and integrate them with the existing building.

Further information

Planning Policy and Guidance:
http://www.richmond.gov.uk/home/environment/planning/planning_guidance_and_policies.htm

- Design Quality SPD
- Small and Medium Housing Sites SPD
- Sustainable Construction Checklist SPD
- Advice for Householders: Sustainable Development
- Front Garden and Off Street Parking Standards SPD

- Accessible London SPG (Mayor of London)
- Providing children's and young people's play and informal recreation SPG (Mayor of London)

Development Control (Planning application advice)
Email: envprotection@richmond.gov.uk
Tel: 0845 612 2660

Building Control
Tel: 020 8891 7356/7357

Conservation Areas and Listed Buildings
http://www.richmond.gov.uk/home/environment/urban_design.htm
Tel: 020 8891 7941/7335

Address for London Borough of Richmond upon Thames:
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London Borough of Richmond Upon Thames

Environment Directorate

Policy & Design Section

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