The Draft Brent Residential Extensions Guide Supplementary Planning Document 2017 is published for consultation. You are invited to respond to us with your comments.

Further copies of this document can be downloaded from the Brent Council website at: www.brent.gov.uk/spd2

Make your comments by the following ways:
By email to: planningstrategy@brent.gov.uk
By writing to: Planning Policy & Projects Team, Brent Civic Centre, Engineer’s Way, Wembley, HA9 0FJ

Please reference your comments to the relevant policy or paragraph of the document.

All comments must be received by 17:00 17th August 2017

Comments, along with officer responses and if necessary proposed changes to the document will be reported to the Council’s Cabinet. Cabinet will need to adopt the final version of the Supplementary Planning Document.
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1.0 Introduction

1.1 Background to document

This document is a Supplementary Planning Document (SPD) to Brent Council’s Local Plan, specifically policy DMP 1. Once adopted, this SPD will be a material consideration in the determination of planning applications. Where planning permission is needed to alter or extend your house, proposals should conform to the guidance in this SPD. This guidance may also be useful for permitted development rights.

1.2 Permitted development & planning permission

If you live in a house rather than a flat or maisonette then you may be able to carry out minor changes and extensions to your property without the need for planning permission. This type of work is often referred to as ‘permitted development’. Details of works that can be carried out are set out in the Town & Country Planning (General Permitted Development) Order 2015 (as amended). The Order is periodically updated. The Planning Portal will provide more detailed and up to date guidance on the types of permitted development for householders. If you live in a flat, or a house converted into flats, then you will normally require planning permission for most external changes. If you are in any doubt as to whether a project will require planning permission you should contact the Planning Service for further advice. Formal confirmation of whether planning permission is required can only be obtained from the Planning Service through the submission of an application for a Certificate of Lawful Development. Basements are covered in an additional SPD.

1.3 Conservation Areas & Listed Buildings

Some areas of the Borough have been designated as Conservation Areas due to their architectural quality and historic significance. Some individual buildings have been deemed so important that they have been Statutory Listed. It is recommended that you always check whether your property is within a Conservation Area or is a Listed Building before you start planning any changes. This is particularly important as each Conservation Area or Listed Building will have special planning controls that apply. The advice contained in this guide is not intended for properties in Conservation Areas or Listed Buildings although you may find that some of the principles being applied are useful for developments within a Conservation Area. The Council’s website provides information on which buildings are listed, conservation area boundaries, and relevant conservation appraisals and design guides.

1.4 Building Regulations

All building work is required to comply with current Building Regulations, regardless of whether planning permission is required or not. For more information on Building Regulations and how to make a Building Regulations application please contact the Council’s Building Control Consultancy Service.

Useful guidance & contacts

- Planning Portal - [www.planningportal.gov.uk](http://www.planningportal.gov.uk)
- Development Management and Building Control Teams - 020 8937 5210 or [planandbuild@brent.gov.uk](mailto:planandbuild@brent.gov.uk)
- Basements SPD
- Conservation Areas and Listed Buildings - [www.brent.gov.uk/conservation](http://www.brent.gov.uk/conservation)
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2.1 Single storey side extensions

Width

Single storey side extensions should be modest and complement your house. This means that the size, shape and height should be subservient to the main building. Brent allows side extensions to be no wider than two thirds the width of the original house.

Set in from joint boundary

Single storey side extensions will normally be allowed to be built up to the common boundary. This will ensure that if your neighbour also extends there is not an awkward narrow gap between the two extensions which cannot be maintained. There are exceptions to these rules that include:

- where the light into any existing side window on an adjoining property, which provides the only means of light for any habitable room, is unduly affected;
- where the gap between properties is unusually large and this would provide a dominant addition; and
- for corner properties.

If your corner property is on a road junction with an open character (where the corner houses have a gap of more than 5 metres between their side wall and their garden boundary wall or fence), any single storey side extension must be set in by 2 metres from the boundary (Fig. 1). If you have an angled boundary you must keep a minimum set in of 2 metres from that boundary to the side wall of your new extension (Fig. 2).

Fig. 1 Open character

Fig. 2 Angled boundary

If your extension proposes the loss of a garage, you should refer to Section 2.8.

Building design features

Extension features like doors and windows should have similar proportions and be constructed in the same materials as the other windows of the house. Match the materials used on the main roof of the house. Particular attention should be given to the design of the eaves and the gutter. Other details such as unusual brick bonds, quoins, string courses, plinth, corbelled eaves, stone or tile creased lintels etc. (see glossary) found on the original house should also be considered for inclusion in your design.

Particular consideration should be given to the positioning of windows and doors. There should be internal access from the main building only and no additional doors in the front elevation. The inclusion of windows in the side walls of extensions is not permitted where it would cause loss of privacy for neighbours. Stairwells and bathrooms/toilets may be acceptable but they should also be obscure glazed and can open above 1.7m from floor level.
2.2 Two storey side extensions

Two storey side extensions should be of a size, shape and height that complement rather than dominate your house. As a guide side extensions should be no wider than the internal measurement of the front room of the original house.

Set in and Set back from the front wall of house

A set in and/or set back is required from the main front wall to prevent the in filling of gaps between buildings. If a set back is not provided a row of detached or semi-detached homes may appear to change character and become a row of terraced houses.

As with single storey side extensions the Council will permit development up to the boundary. The exception to this is where the light into any existing side window on an adjoining property, which provides the only means of light for any habitable room, is unduly affected.

Any first floor side extension must be set back by 2.5 metres from the main front wall of the house (Fig. 3).

At ground floor level an extension may be flush with the main wall of the house (not the front bay or porch) if you have an existing side extension or garage which is already flush with the main wall of the house. Any guttering must be within your site boundary. A parapet at first floor eaves is not acceptable.

A reduced set back of 1.5 metres may be permitted if a set in from the joint boundary of at least 1.0 metre can be achieved. Two storey side extensions to corner properties must have a 1.5 metre set back. At ground floor level an extension may be flush with the main wall of the house (not the front bay or porch) if you have an existing side extension or garage which is already flush with the main wall of the house.

Height/roof details

The roof should match the pitch angle and materials used on the main roof of the house. Flat roofed or “False pitch roofs” (see glossary) are unacceptable. The ridgeline of the new extension should be set to a minimum of 0.5m below the ridgeline of the original house to reduce its visual impact. Every effort to retain features like chimney pots, stacks, party walls and ridge tiles should be made.

Fig. 3 Set backs

Building design features and Corner Properties

Similar to 2.1 Single storey extensions. In addition windows will be permitted on corner properties in order to ensure an interesting street frontage.

2.3 Single storey rear extensions

Rear extensions should be designed to respect the character and size of your house. You will have to be particularly careful with the design of your extension if your home is located at the end of a terrace or is corner property as it is likely to be visible from the street. Extensions to extensions may be acceptable if it is well designed to integrate with the existing extension. However, any extension may be required to be set off the boundary.
Depth

**Attached Houses, including Terraces and Semi-detached:** the maximum depth normally permitted is 3.0 metres (Fig. 4). However, under Permitted Development Rights 6m is permissible on condition that for every additional metre beyond 3.0 metres, the extension should be set in from the boundary an additional metre.

If your neighbour’s house is set at a lower level or has a different rear building line this depth may have to be reduced*.

**Detached Houses:** the maximum depth permitted is 4.0 metres. However, under Permitted Development Rights 1 8metres is permissible on condition that for every additional metre beyond 4.0 metres, the extension should be set in from the boundary an additional metre. If your neighbour’s house is set at a lower level or has a different rear building line this depth may have to be reduced*.

*If there is a change in levels, this needs to be shown in plan. If a raised terrace is proposed, there is an expectation that the extension is set in from the boundary, and this will be examined on a case by case basis.

The following rules apply to all properties:

**Width**

Single storey rear extensions can extend to the full width of your house as long as the roofing (including gutting) and foundations are kept within the boundary. However if the adjoining property is set at a lower level the extension may need to be set in from the boundary to reduce loss of light.

**Height**

Height can have a significant impact on the light into your neighbour’s home. Therefore, the maximum height permitted for a flat roof is 3.0 metres on the boundary including parapets. If a pitched roof is proposed the maximum permitted height is an average of 4 metres. In some cases a pitched roof may have an unreasonable impact on your neighbour and will not be permitted.

**Extensions to outriggers**

Extensions which infill between outriggers and the boundary should be no higher than 2.0 metres in height on the boundary, when measured from the neighbour’s side in order to protect amenity. The maximum height of any part of the extension should be 3.0 metres where it meets the main house (Fig. 5).

New single storey extensions should not project further than 3 metres from the rear elevation (face) of a terrace, or semi-detached house, or 4 metres from the rear elevation of a detached house (Fig. 6).

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1. planningportal.co.uk/info/200187/your_responsibilities/37/planning_permission/2

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Fig. 4 Depth & height of single storey rear extensions

Fig. 5 Side extension to outrigger
Fig. 6 Rear extension to outrigger

L shaped extensions are allowed provided they are 3 metres from the rear.

2.4 Two storey rear extensions

Two storey rear extensions to all houses are normally unacceptable due to the adverse impact (loss of light and outlook) on adjoining occupiers. However, in some circumstances two storey rear extensions to end-of-terrace properties may be acceptable if they are able to comply with this guidance, in particular the 1:2 rule (Fig. 7).

Depth

The depth of any two storey rear extension is restricted to half the distance between the side wall and the middle of both your neighbours nearest habitable room window (this includes kitchens but excludes bathrooms, storage cupboards etc). If the habitable room has a bay window, the measurement must be taken from the main wall of the elevation, not any part of the bay window. This rule ensures that the loss of amenity and light to the neighbouring properties is kept within reasonable limits. Where there is a flank wall window which provides sole light to a habitable room (including kitchens) any loss of light to this room will be taken into account.

Height/roof details

The design, shape and materials of the roof must match the original roof. Every effort to retain roof features should be made.

Fig. 7 1:2 guide

Building Design Features

See 2.1 Single storey extensions.

2.5 Roof extensions & alterations

The roof form of your house and other houses in your street is a significant part the area’s character. Alterations to your roof should be designed to complement your home and the original street character.
Front Dormer Windows
Dormer windows will not normally be permitted on the front roof slope. Exception may be made on some areas of the Borough where front dormer windows are a common feature.

Side Dormer Windows
Side dormers will only be allowed if well designed and where the dormer does not compromise the street character or your neighbour’s privacy (Fig. 8).

Rear Dormer Windows
Rear dormers can be the full width of the original roof plane outside conservation areas. They should be set down from the ridge by at least 0.3m and must be set up from the eaves line by at least 0.5 metre (Fig. 9).

L shaped dormers are not normally permitted. Care should be taken with the design of any rear dormer. To ensure that you get the maximum light from your new dormer window the front face should be mainly glazed. The style of windows installed into dormers should be in keeping with the rest of the house. An exception to this would be that if the predominant character has larger dormer windows then a different approach may be considered.

Hips and Gables
The conversion of a hipped roof into a full gable is permitted however conversions should be a gabled roof extension for a gabled main building and a hipped roof extension to a hipped main building. Conversion of a 2 storey side extensions with a hipped roof to full gable end are not generally allowed.

Side or rear dormers are not possible on a 2 storey rear projection or extension however as described above are allowed on the original roof plane.
2.6 Balconies and Roof Terraces

Balconies and roof terraces can be difficult to achieve, but preferably they are designed not to overlook the habitable room windows or gardens of adjoining properties.

2.7 Front Extensions & Porches

Front extensions will not be permitted unless these are the predominant character of the area. This includes porches that are linked to front bays or garages and front extensions to garages. This type of extension detracts from the character of your house and the area.

Porches and Canopies

If you propose to build a porch or canopy the design should take into account the most appropriate position, size, shape and height that will complement the design of your home. In most cases the porch should not project beyond or connect to a bay window or garage. A correctly designed porch or canopy will enhance your house.

2.8 Boundary Walls and Fences

Boundary walls contribute to the character and appearance of your house and your street. You should always keep a boundary wall, fence or hedge line. When building a new boundary wall or fence it is always best to use high quality long lasting materials; it will be cheaper in the long run. The design of your new boundary:

- Should not have a driveway access any wider than 3.0m. In the case of a shared access the opening should be no more than 3.5m
- Should be arranged and constructed to complement the character of the rest of your street
- Should provide suitable visibility splays which comply with the Council's traffic and visibility standards.

Please also refer to Brent Council’s other policy such as domestic vehicle footway crossover, if relevant.

2.9 Parking in Front Gardens

When planning permission is required for a drop kerb, creating a parking space in your front garden is acceptable if the following requirements can be met:

- The hardstanding surface is constructed in high quality materials – to reduce the risk of river/surface water flooding elsewhere water run-off to combined/surface water sewers should be minimised through containment within your property boundary either feed into soft landscaping areas and/or soakaways/water storage tanks.
- A front wall is provided to prevent vehicles crossing the pavement access to any other part of your front garden other than from the driveway.
- Where there is 30% soft landscaping (as mentioned in domestic vehicle footway crossover guidance notes), extra attention needs to be placed on the design of the front garden to ensure that it is high quality incorporating bin storage, etc.
- The distance from the back edge of the public footpath to the front wall of your house is at least 4.8m so that your car does not overhang the pavement.
- The design of your front garden maintains a 50/50 balance between soft and hard landscaping.
- The position of the drive or parking space will not have a significant negative impact on the street, your neighbour, your garden and your house.
2.10 Outbuildings

Building an outbuilding or shed is a good way of creating extra storage space or providing a place to carry out a hobby or pastime. Providing you live in a house you may not need planning permission for an outbuilding used incidentally to the main property and does not contain a bathroom but it is always advisable to check with the Planning Service before starting work. If you live in a flat, or a house converted into flats, you will need planning permission to build any outbuilding or garage.

Where planning permission is required, only one outbuilding will normally be permitted in your garden. The maximum size of your outbuilding will usually be determined by its location and the size of your garden. If the garden is less than 100m$^2$ then 20m$^2$ is acceptable. If the garden is more than 100m$^2$ then normally not more than 30m$^2$ is acceptable. It should generally be located within the final fifth of your garden.

Outbuildings will normally be restricted to a single-storey so that they do not overbear the neighbouring gardens. The maximum permitted height will normally be determined by the proximity of your outbuilding to the neighbouring boundaries, on both sides and to the rear. If any part of your outbuilding would lie within a distance of 2m of the boundary with neighbours’ garden then the maximum height permitted would be 2.5m. If you are able to maintain a gap of at least 2m from all neighbouring boundaries an increased maximum height of 3m may be permitted.

In certain circumstances, when a dual-pitched roof is proposed and the outbuilding would be at least 2m for all neighbouring boundaries, then a ridge height of 4m may be considered acceptable. The eaves of an outbuilding with any type of pitched roof should not exceed 2.5m in height.
3.0
Glossary
Glossary

- **Brick Bond** - Arrangement of bricks in a wall, combining bricks laid lengthways (stretchers) and bricks laid width ways (headers).

- **Casements** - The hinged opening sections of window frames.

- **Console Bracket** - A decorative bracket which supports a bay window or part of a roof.

- **Corbel** - Where one brick is set projecting out from the brick beneath.

- **False Pitched roofs** - Are short single pitched roofs used to hide a flat roof behind.

- **Glazing Bars** - The bars of wood or metal which separate individual panes in a window.

- **Half timber** - Often called ‘timber framing’, this means timbers applied vertically or horizontally to the walls of houses as a decorative feature.

- **Hopper Head** - A cast iron box for collecting rainwater which feeds into a drainpipe.

- **Imperial bricks** - The bricks that were used to build older houses, which are larger than today’s ‘metric’ bricks.

- **Jambs** - The side sections of a door or window frame.

- **Leaded light** - A window made of small pieces of glass joined by strips of lead.

- **Pantile** - A roof tile molded in an ‘S’ curve that interlocks.

- **Quoins** - Decorative corner features usually in stone that bond with brickwork.

- **Roughcast** - Cement Wall finish with small stones added to the mixture.

- **Roughcast elements** - Small areas of roughcast used decoratively.

- **Sill** - The bottom section of a window frame that projects from the wall to allow rain to run away.

- **Spalled bricks** - Bricks that have lost their front faces or outer skins through frost damage.

- **String course** - A projecting band of brickwork or stone, usually between the ground and first floors.

- **Terracotta details** - Specially shaped bricks used as decorative features.