



PLANNING SERVICES

HOUSEHOLDERS GUIDE TO SINGLE AND TWO-STOREY EXTENSIONS

INTRODUCTION

This guidance describes council policies and guidelines for single and two-storey extensions. Advice on porches, conservatories and dormer extensions can be found in the council-produced leaflets entitled '**Householders guide to conservatories and porches**' and '**Householders guide to dormer extensions.**'

This leaflet should be read in conjunction with the Kirklees Unitary Development Plan (UDP) which will be used to decide your application. The most relevant UDP policies are included in this leaflet.

Please read the supplementary planning guidance produced by the council entitled '**Design guidance for local distinctiveness: erection of domestic extensions and dormers**' available from Planning Services.

Before making a planning application you need to decide if you need planning permission. More information is available in the booklet '**Planning: a guide for householders**' which is free from the Department for Communities and Local Government at the following address:

DCLG Free Literature
PO Box No 236
Wetherby
LS23 7NB

It can also be downloaded from the DCLG website (www.communities.gov.uk). Alternatively you can complete our [online self assessment](#) and we will tell you if you require planning permission.

If planning permission is needed a planning application must be made to Kirklees Council. Before you do this please discuss the proposal with your neighbours and try to revise it to take account of their comments.

A separate leaflet '**How we deal with planning applications**' describes the planning application process and can be obtained from Planning Services.

MATERIALS AND GENERAL DESIGN

Extensions should be designed to be in keeping with the original property and character of the surrounding area, particularly when the alterations can be seen by the public. Unsympathetic additions can destroy the character of a building and devalue the property. Carefully designed alterations will harmonise with the original house and blend with the surrounding street scene.

Extension design should:

- match the original appearance of the house in terms of materials, scale, roof form and proportion of openings
- not adversely affect the quality and appearance of the surrounding area.
- not have a detrimental impact on the privacy of neighbouring properties or overshadow them.

Both walling and roof materials used should closely match those on the existing property. In many parts of Kirklees the traditional building material is stone and in these areas it would not be appropriate to use other materials without good reasons. The stone should be a similar colour, texture and form to the existing stone buildings in the immediate area.

Windows and doors

Windows and doors are important features of buildings and the type used together with their position will contribute to the outcome of a planning application. The idea is to achieve a balanced relationship between the solid wall and the openings in it as a good design could be spoiled by poor windows and doors. To ensure a balance, copy the window and door locations on the existing building. If the windows and doors in

UDP POLICIES

GENERAL CONSIDERATIONS

POLICY D2:

Planning permission for the development (including change of use) of land and buildings without notation on the proposals map, and not subject to specific in the plan, will be granted provided that proposals do not prejudice:

- I. the implementation of proposals in the plan;**
- II. the avoidance of over-development;**
- III. the conservation of energy;**
- IV. highway safety;**
- V. residential amenity;**
- VI. visual amenity;**
- VII. the character of the surroundings;**
- VIII. wildlife interests; and**
- IX. the efficient operation of existing and planned infrastructure.**

POLICY BE1:

All development should be of good quality design such that it contributes to a built environment which:

- I. creates or retains a sense of local identity;**
- II. is visually attractive;**
- III. promotes safety, including crime prevention and reduction of hazards to highway users;**
- IV. promotes a healthy environment, including space and landscaping about buildings and avoidance of exposure to excessive noise or pollution;**
- V. is energy efficient in terms of building design and orientation and conducive to energy efficient modes of travel, in particular walking, cycling and use of public transport.**

the property are the originals it is a good idea to copy this style in the extension. Care should also be taken to copy any architectural features such as cills, lintels, jambs and mullions.

- Roof design

Copy the style and pitch of the existing house roof to get the right type of roof shape for your extension.

There are three basic pitched roof shapes for houses - hipped, gabled and sloped. Flat roof extensions are often inappropriate and should be avoided if possible.

- **Listed buildings and conservation areas**

Building within the grounds of a listed building or within a conservation area needs special attention and you should seek advice from Planning Services before starting work.

REAR EXTENSIONS

Rear extensions should not overshadow, physically dominate or overlook neighbouring houses. The size and siting of an extension, together with the position of habitable room windows will all determine whether an extension overshadows or dominates an adjacent building. A large extension would be unacceptable if it overshadows large parts of a neighbouring house.

Extensions which include windows that look directly into the habitable rooms of neighbouring houses, or which overlook adjoining private gardens will not be acceptable unless there is sufficient distance between them (this includes windows in side elevations facing other residential properties). High boundary fences or walls can be effective in screening single storey extensions and preventing overlooking from the windows of new

DESIGN AND MATERIALS

POLICY BE11:

New development should be constructed in natural stone of a similar colour and texture to that prevailing in the area where the proposal is located:

- I. in areas within which stone has been the predominant material of construction;**
- II. within conservation areas; and**
- III. within town and local centres.**

Outside such areas, proposed materials of construction should reflect the predominant materials adjacent to and surrounding the site, provided that such materials are not detrimental to visual amenity.

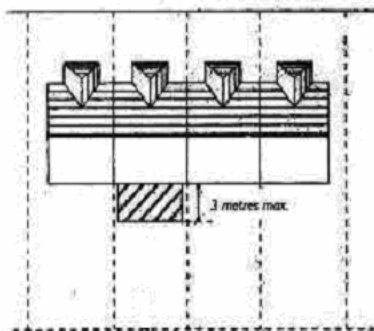
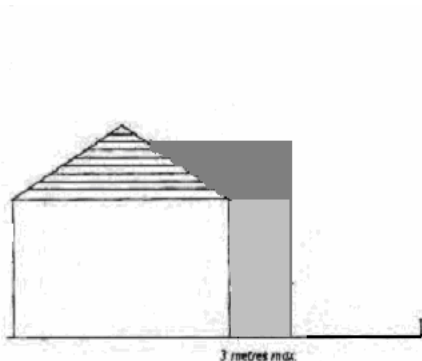
POLICY BE13:

Extensions to dwellings should respect the design features of the existing house and adjacent buildings, including:

- I. materials of construction;**
- II. window openings;**
- III. roof styles; and**
- IV. architectural detailing.**

Extensions to dwellings in conservation areas, or dwellings which are listed as being of architectural or historic interest should, where the proposals already comply with policy BE3 or BE5, be designed so that the intrinsic value of the host building and its surroundings is retained and the original building remains the dominant element.

extensions. This will not apply to extensions of two or more storeys where first or second floor windows will usually have unrestricted views. Where an elevation which directly overlooks a neighbouring property requires light the use of high level windows or roof lights are preferable to obscure glazing.



SIDE EXTENSIONS

- **General principles**

A gap between a side extension and the boundary of the property allows rear access and will make future maintenance easier. If this isn't possible and there is no separate access to the rear garden or yard, a suitably screened refuse bin storage area should be provided at the front of the house.

Side extensions which remove car parking will not normally be acceptable unless other provision can be made within the curtilage of the property. Car parking spaces should be a minimum of 5m long by 2.5m wide. There should be a hard standing between garage and road to allow garage doors to be open whilst the vehicle is parked off the road.

DESIGN AND MATERIALS

POLICY BE14:

Unless the proposal would have a detrimental effect on visual amenity, adjoining dwellings or any occupier of adjacent land, extensions to terraced, semi-detached or closely spaced detached dwellings will normally be permitted where the proposal:

- I. Is to the front or main elevation of the premises and is relatively small in scale;
- II. is to the rear and does not exceed 3.0m in overall projection; or
- III. does not result in an undesirable terracing effect being established in relation to adjoining dwellings.

Though there should be adequate space set aside for car parking large areas of hard surface, such as concrete or Tarmac, are not attractive. Whole areas of existing gardens should not be covered with hard surfaces. Parking areas should be 'softened' by planting trees, shrubs or other greenery around parking bays and turning areas. The use of stone and brick paving in parking bays can be preferable to Tarmac or concrete.



- **Detached and semi-detached houses**

Where an estate or street is made up of detached or semi-detached houses one of the most noticeable features will be the space between them. The gaps give a sense of spaciousness that areas of terraced housing do not have. Where houses are in continuous rows with only narrow gaps between them the addition of large two-storey side extensions will result in a loss of openness between buildings, giving the effect of 'terracing' and the loss of uniformity and character in the street scene. In these locations two-storey extensions should be set well back from the front of the house.



The principal elevations of semi-detached properties are normally designed as a matching pair and are symmetrical in form, size and detail. Poor design can destroy the original design concept. In order to avoid this two-storey side extensions to semi-detached houses should be designed to be subordinate to the original building. This usually means setting the extension back from the frontage. In addition the roof of the extension should be set down from the ridge of the existing house and the angle of the roof slope kept the same as the existing one.

Neighbours should not suffer loss of privacy. The best way to prevent this is to ensure no windows overlook houses next door. Screening can also help in the case of single-storey extensions.

- **Terraced houses**

Two-storey extensions to the side of end-terraced houses should be set back from the front wall of the property so as not to detract from the character of the original terrace. There may be instances where an extension could be added flush with the front main wall and if so, materials should be carefully matched.

Extensions to the sides of houses on corner plots may be acceptable if they are not unduly prominent, nor out of character with the street scene. In those cases where an extension is acceptable in principle it may need to be set back, the depth of which will be assessed in each case.

FRONT EXTENSIONS

The design and appearance of house frontages and the distance between the buildings and the road are important in defining the character of the street scene. Extensions to the front of buildings should be small in scale to ensure they do not damage the character of the area.

Extensions to the front of individually-designed houses which are set back from the road, or are set on a staggered building line, can be acceptable if the design compliments the original building and there is no adverse effect on any adjacent building.

OTHER TYPES OF CONSENT

You may need other types of consent as well as planning permission - such as Building Regulations, The Party Wall Act, private covenants and others. Please note it is your responsibility to ensure you gain all relevant permissions and consents.

GLOSSARY

Habitable rooms – these include lounges, dining rooms, bedrooms, living kitchens and studies.

USEFUL TELEPHONE NUMBERS

Development Control:	01484 414746
Development Control Support (applications and fees):	01484 414746
Building Control and Licensing (Building Regulations):	01484 221550

USEFUL ADDRESSES

Planning & Building Control Services	Yorkshire Planning Aid
P.O. Box B93	RTPI
Civic Centre III	8 Woodhouse Square
Huddersfield	Leeds
HD1 2JR	LS3 1AD

USEFUL WEB SITES

www.planningportal.gov.uk

www.kirklees.gov.uk/planning

www.communities.gov.uk