



Rushmoor Local Plan

Home Improvements and Extensions



Supplementary Planning Document

February 2020

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1. Introduction

What is a Supplementary Planning Document?

- 1.1 A Supplementary Planning Document (SPD) supports national planning policy guidance and elaborates upon policies in the [Rushmoor Local Plan](#) (adopted February 2019). SPDs are material considerations that [national planning policy](#) allows us to take into account when determining a planning application.
- 1.2 This SPD elaborates upon Local Plan Policy DE1 (Design in the Built Environment). You can read the whole text of the policy in Appendix 1 of this document.
- 1.3 This SPD was subject to six weeks' public consultation between 25th October 2019 and 6th December 2019, and it was adopted on 19th February 2020, in line with the decision taken by the Council's Cabinet on 15th October 2019.
- 1.4 The purpose of this Supplementary Planning Document (SPD) is to provide guidance for householders to assist in the design of their proposals to avoid potential design and amenity issues which may be faced during the planning application process. It also outlines the design and amenity principles that we will follow when we consider planning applications. We must take into account the effect which any proposal may have on neighbouring homes, the property itself and the character and appearance of the area. However, we will always consider each case on its own merits, taking account of all relevant policies of the Local Plan.
- 1.5 By 'amenity', we mean a positive element or elements that contribute to the overall character or enjoyment of an area as well as qualities expected to be enjoyed by residential occupiers, such as daylight, sunlight, privacy, outlook, the absence of overbearing impacts, and nonharmful pollution impacts (noise, smells).
- 1.6 The SPD will also advise on aspects that will enhance the development but which cannot necessarily be considered at the planning application stage, such as designing out crime.

Getting Advice

- 1.7 Many people who are not experienced with the planning process choose to employ a planning agent and/or an architect to design, submit and manage their applications for planning permission, building regulations consent and any other types of permission that may be required. When choosing an architect or planning agent, try not to base your decision on cost alone – look for accreditation of reputable institutions and professional bodies, ask to see examples of their work and talk to their previous customers. If a building is [Listed](#) or within a [Conservation Area](#), you should try to employ someone who has expertise in this area.
- 1.8 You can find out more about employing an architect on the [Royal Institute of British Architects \(RIBA\) website](#), and chartered planning agents on the RTPI's website (<https://www.rtpiconsultants.co.uk/#/>). In addition, you can look for examples of plans by searching for previous planning applications in your area using our [public access online search facility](#).

Pre-application Advice

- 1.9 The Council has a pre-application advice service that enables you to discuss your proposals with an officer prior to submitting an application for planning permission. This includes an assessment of whether planning permission may be required. Please see the following link for further details (<https://www.rushmoor.gov.uk/article/3433/Pre-application-advice>).
- 1.10 Some proposals for extending a house, making minor alterations, or building a new outbuilding may not require planning permission if the development would fall within the limits of Permitted Development, and if there are no Article 4 directions or restrictive conditions placed on your property which take away such rights. There are also additional limits placed on properties located within Conservation Areas, and Listed Buildings.
- 1.11 You can find out if your property is located within an **Article 4 direction** area by looking here (<https://www.rushmoor.gov.uk/article/9838/Article-4-directions-and-planning-permission>). An 'Article 4 direction' essentially removes certain Permitted Development Rights within an area.
- 1.12 You can contact the Planning Department to find out whether your property has any restrictive conditions on it which take away Permitted Development Rights.
- 1.13 If your property is located within a Conservation Area or is a Listed Building, there are additional limitations. You can check on our [interactive map](#) on our website to see if your home is in one of these Conservation Areas or is a Listed Building.
- 1.14 You can find out [whether you need planning permission](#) on the Planning Portal. The government's [Planning Portal and Interactive House Guide](#) explains how permitted development works. The government has also published [technical guidance](#) which helps to explain how Permitted Development Rights apply to the particular circumstances or design of your home.
- 1.15 If you are unsure whether you don't need planning permission, the best thing to do is to contact us. We can give informal advice over the telephone, but there is a charge for more detailed and/or written advice. Find out more about our [pre-application advice](#) service on our website.

Policy Context

- 1.16 If planning permission is required for your development, the Planning Officer will need to determine the application based on the development plan policy (the Rushmoor Local Plan) and other material considerations.
- 1.17 The [Rushmoor Local Plan](#) sets out a range of policies designed to protect and improve the natural and built environment in the borough. Certain criteria set out in [Policy DE1 \(Design in the Built Environment\)](#) are particularly relevant to residential extensions, and the relevant extracts are set out below. These require that:
 - The design of the extension is of high quality and respects the character and appearance of the local area, including materials, building lines and heights, windows and doors, roof lines, open space and trees; and

- The proposed extension will not cause harm to new and existing residents and neighbouring properties, including loss of light, privacy or outlook.
- 1.18 You can read the full text of Policy DE1 in Appendix 1. Other policies from the Council's Local Plan may also be relevant in determining a planning application or in the development of such proposals. For example, if you live in, or near, a Conservation Area, where development could affect a Heritage Asset, we will need to consider your extension or home improvement in the context of Local Plan Policies HE1 (Heritage), HE3 (Development within or next to a Conservation Area) and HE4 (Archaeology).
- 1.19 Other material planning considerations include the National Planning Policy Framework. The [National Planning Policy Framework](#) (NPPF) sets out broad principles, which councils must take into consideration when deciding whether to grant planning permission, including achieving well-designed places.
- 1.20 Chapter 12 of the NPPF (2019) confirms the importance that the government attaches to design and the built environment. Amongst other things, it states that *'permission should be refused for development of poor design that fails to take the opportunities available for improving the character and quality of an area and the way it functions, taking into account any local design standards or style guides in plans or supplementary planning documents'* (Paragraph 130).

Listed Buildings and Listed Building Consent

- 1.21 If your building is a Listed Building or your extension outbuilding falls within a Listed Curtilage, Listed Building Consent would be required. It is advised that pre-application advice is sought to ensure that the proposal is sympathetic.

Other Permissions Required Outside of Planning

- 1.22 The planning process does not cover all the permissions which may be required for your development, for instance Building Regulations, or the Party Wall Act.
- 1.23 In terms of statutory requirements, all building work must comply with current Building Regulations and the Party Wall Act, regardless of whether planning permission is required or not. You can find out more about [Building Regulations](#) on the Council's website and more about the [Party Wall Act](#) on the government's website. You should also be mindful that there may be covenants on your property which restrict how it can be developed. In this case, you should seek independent legal advice.

Other Factors to Consider

Crime prevention

- 1.24 In terms of good design, considering crime and incorporating crime prevention measures into your development at the design stage will reduce your vulnerability to crime in the longer term, give you peace of mind and reduce the need for retrofitting costly security

measures. Home improvements or extensions provide the following opportunities for preventing crime by ensuring:

- That the design of the new structure does not facilitate crime – for example, by enabling access to windows on the first floor from a single storey rear extension;
- That the relative positions of the existing and new structures do not create an opportunity for crime that did not previously exist – for example, by creating a narrow passageway where a person could gain access to a door or window without being seen;
- That any new fixtures (external doors, internal doors between a garage and the dwelling, ground floor windows and boundary treatments) provide a level of security commensurate with the crime risk to the proposal.

1.25 During the construction of your new extension, door or fences may temporarily be removed. You should consider how this affects your security and take steps to mitigate this. You can find out more about crime prevention in residential development in Appendix 2 or on the [Secured by Design](#) website.

2. General Guidance for Householder Developments

Impact upon Character

- 2.1 The starting point is to assess how your proposal would relate to the host dwelling and street scene.
- Your extension should relate well to the host dwelling.
- 2.2 In the assessment of the character of the host dwelling, you should assess the factors which make up the existing character, appearance and setting of your home. For instance, its roof form, its eaves and ridge height, its material and its details.
- 2.3 In general, your extension should relate to the original building. You can achieve an extension which relates well to the original building by:
- a. Using a roof pitch which is the same as that of the existing house;
 - b. Respecting the eaves height and details;
 - c. Respecting the existing design and placement of windows and doors;
 - d. Using building materials and finishes that are similar in colour, appearance and texture to those of the existing building;
 - e. Continuing detailing found in the host dwelling.
- 2.4 The scale and massing of the extension should be subservient to the host building. You can achieve an extension that is subservient to the host dwelling by:
- Positioning the ridge of the extension at a lower height than the ridge (and sometimes also the eaves) of the original building;
 - Setting the extension back from the front elevation.
- 2.5 However, design proposals which are contemporary rather than traditional in style may be acceptable in the right setting.

Your extension should not result in harm to the character of the street scene

- 2.6 The design of the proposal should also not result in harm to the character of the street scene.
- 2.7 In the assessment of the character of the street scene, you should assess the factors which make up its existing character, appearance and setting. For instance, the gaps between buildings and the space about them, the prevailing building lines, and the overall scale and massing of buildings.
- 2.8 The gaps between buildings and the space about them make an important contribution to an area's character, as do building lines, and the scale and massing of buildings. For instance, an extension which extends beyond the building line, is too big or fills the gap between the buildings could result in harm to the character of the area.

Considering your neighbours

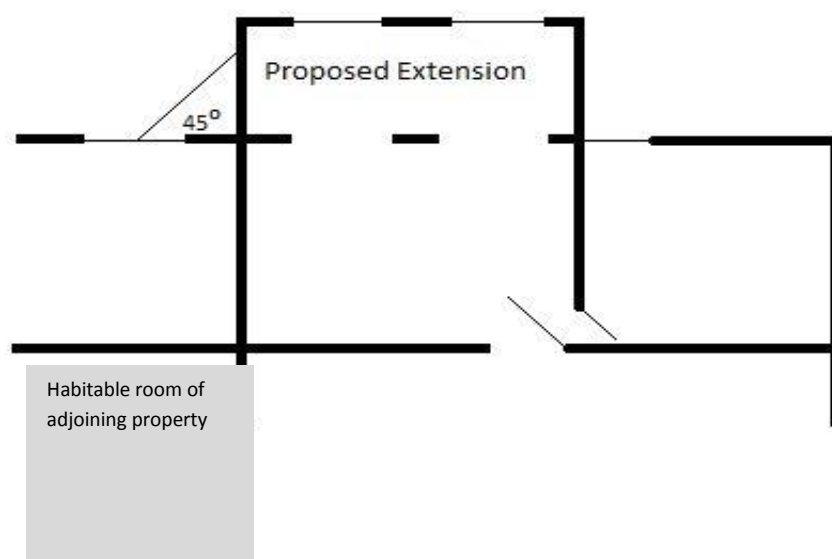
- 2.9 You should consider whether the size of the extension would adversely affect your neighbours. For example:
- Would it result in a harmful loss of daylight and sunlight, overshadowing, or overbearing impact on their gardens or outdoor space, or existing habitable rooms?
 - Would the position of new windows result in a harmful level of overlooking of neighbouring properties?
 - Privacy and overlooking.
- 2.10 The design of any extension should not result in a harmful level of overlooking. To avoid this, the proposal should be designed so that its windows do not look out onto neighbouring properties.
- 2.11 You should not rely on an existing hedge or tree line to screen neighbouring properties from the proposal. The hedge or trees may be reduced in height or even removed by the owners, resulting in overlooking from the development.
- 2.12 Balconies, including Juliet-style balconies, are generally only acceptable if it can be demonstrated that there would be no significant overlooking of nearby properties.

Light considerations

- 2.13 Your proposed development may impact upon the daylight and sunlight of neighbouring properties along with your own.
- 2.14 In assessing such impact, we may apply the BRE's '**45-Degree Test**'. The 45-Degree Test is a 'rule of thumb' test to assess whether the proposal is likely to have a harmful impact or not in terms of daylight and sunlight.
- 2.15 To do this, on a plan and in elevation, draw a line at a 45-degree angle from the centre point of the nearest window serving a habitable¹ room of an adjoining property. This is demonstrated in Figure 1 overleaf. If the 45-degree line is breached by the extension, this indicates that the extension could result in a significant reduction in light. If this occurs, we will also take into consideration the orientation of the property and any shadowing effect from the proposed development. If we consider that there will be an adverse effect on the neighbours' enjoyment of daylight and other amenity, we may ask you to set the extension back from the boundary or ask you to submit a daylight and sunlight assessment which will examine in more detail whether or not there would be a harmful impact.

¹ i.e. living room or bedroom.

Figure 1: Demonstrating the '45-degree rule' in plan form where the 45° angle is breached, suggesting a harmful impact would occur.



Impact upon Trees

- 2.16 You need to consider whether your development may impact upon tree roots within or adjacent to your property. If your development could impact upon the Root Protection Area (RPA) of a tree, you may be asked to provide a Tree Protection Plan and Arboricultural Assessment as part of your planning submission.
- 2.17 In addition, some trees may be legally protected. It is an offence to carry out works to a tree which is subject to a Tree Preservation Order (TPO) or is within a Conservation Area without consent. See our [website](#) for further information.
- 2.18 Wherever possible, you should keep garden trees and landscaping features that make a positive contribution to the character of the area. You should ensure that any trees that are unavoidably lost, are replaced elsewhere. You can find out more about the benefits of trees in residential developments on the [Woodland Trust website](#).
- 2.19 You should also make sure that the species and location of any new planting of trees and shrubs are appropriate for the location, so that damage to underground infrastructure, such as pipes and cables, is avoided.

Impact upon Protected Species

- 2.20 If your proposal is considered to have the potential to impact upon protected species, such as bats, you may be asked to provide a bat survey or ecological survey as part of your submission.

Parking Requirements

- 2.21 If your proposal will add new bedrooms, you may be asked to provide an additional off-street parking space. You should refer to the [Council's adopted vehicle parking standards](#) to ascertain how many parking spaces will be required. Each parking space should be shown on the block plan to the size specified within the Guide.

Other Considerations

Impact upon your own amenity

- 2.22 You should also consider your own amenity when planning your extension or alteration.
- Garden access – where possible, rear gardens should have a separate direct access so that you can take cycles and garden equipment into the garden without having to go through the house;
 - Space around the building – allow sufficient room at the side of your property for access to the rear of the building and to allow future maintenance;
 - Bin storage – leave sufficient space to store your bins, including recycling bins, on your property and out of public view (preferably to the rear of the property);
 - Crime prevention measures – ensure that doors and windows are secure;
 - You should ensure that, once your extension is built, there is sufficient useable private garden space for sitting out, drying clothes and for children to play. The minimum amount of useable private garden space² which is considered acceptable (under Local Plan Policy DE3) is as follows:
 - 15 sq. m for 1-2 person houses;
 - 30 sq. m for family houses (2-bed and above).

Utilities

- 2.23 The layout and positioning of an extension can sometimes affect the operation or maintenance of nearby utilities, such as water mains, sewers or overhead electricity lines. For example, any development or extension within 3 metres of a public sewer or within 1 metre of a public lateral drain will need approval from [Thames Water](#). It is the responsibility of the developer to make proper provision for surface water drainage to the ground, water courses or surface water sewers. Surface water must not be allowed to drain to the foul sewer as this is the major contributor to sewer flooding.
- 2.24 Where your proposals would require nearby utilities to be relocated or where new access arrangements would be needed for maintenance, you should contact the relevant utility owners/operators to discuss costs and re-routing options.

² Useable private garden space excludes garages, driveways, access ways and front gardens that are open to the street.

Opportunities to enhance the sustainability of your home

- 2.25 You may want to consider installing solar panels or solar tiles and slates on your new roof, if appropriate, to reduce energy use. You can find out more on the [Energy Saving Trust](#) website.
- 2.26 Whilst this could be achieved through Permitted Development Rights, it is advised that you check whether your Permitted Development Rights are intact, and whether your proposal would fall within the limits of Permitted Development. Please see section 1 of this Guide for further information.
- 2.27 The South East is a water stressed area and home improvements may provide an opportunity to reduce water consumption in your home by installing water efficient devices. You can find out more from the [South East Water](#) website.

Key points for general advice on extensions:

- Extensions should be subservient to the host building and sympathetic to its appearance;
- Extensions should be in keeping with the street scene and character of the area;
- Extensions must not cause unacceptable overshadowing of, or overbearing impacts on, neighbouring property.

3. Specific Advice for Householder Developments

- 3.1 Each of the following sections provide more specific advice about certain types of residential extension. You should read them in the context of relevant policies in the Local Plan.

Side Extensions

- 3.2 Two-storey side extensions should be designed to ensure that they are subordinate to the existing house. In order to achieve this, the extension should be designed so that it:
- Is set back from the front elevation;
 - Has a ridge level lower than the main ridge;
 - Does not compete with the scale of the host dwelling.
- 3.3 Side extensions should also relate well to the existing house. For instance, they should:
- Have a roof pitch which matches the existing house;
 - Retain existing features such as chimney pots and ridge tiles.
- 3.4 It is advised that two-storey extensions should avoid using flat roofs or ‘false pitch roofs’ (which seek to disguise a flat roof behind), as they rarely relate well to the host building or street scene.
- 3.5 Two-storey side extensions should also not result in a ‘terracing’ effect in streets where the visual gaps between buildings contribute to the character of the area. A gap should be left between it and the boundary to the extent that it retains a visual separation.

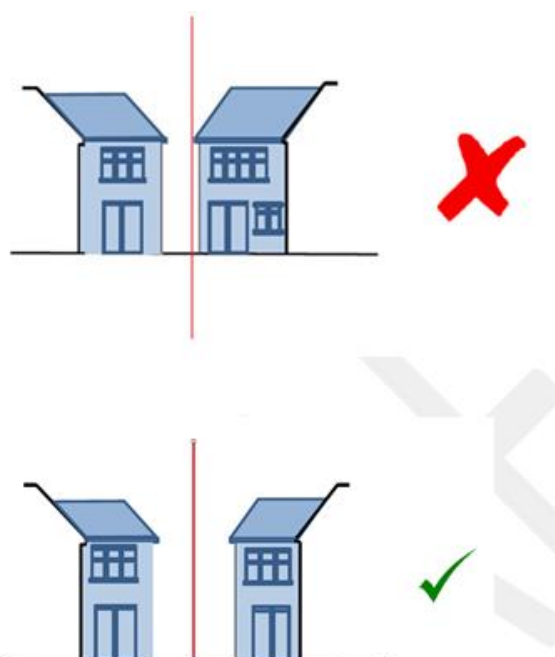


Figure 2: Avoiding a Terracing Effect

The top image illustrates two side extensions that ‘close the gap’ between the adjacent building, which may result in harm to the character of the area. The bottom image illustrates where a gap between the buildings has been maintained.

- 3.6 Side extensions should be designed so that they do not result in a harmful impact to your neighbours. When designing a side extension, you should:
- Avoid any adverse effect on an existing side window in an adjoining property, if it is the only means of light and outlook for any habitable room (including living rooms, bedrooms and kitchen diners);
 - Avoid side-facing windows that may cause loss of privacy for neighbours (obscure glazing to a minimum of Level 3 may be acceptable in stairwells or bathrooms/toilets).
- 3.7 You should avoid designing a two-storey side extension with a new bedroom whose only source of light is a side-facing window, since this may result in overlooking and obscure glazing may be required.

Key points for side extensions:

- Side extensions should avoid creating a ‘terracing effect’ on the street scene;
- Side extensions must not cause unacceptable overshadowing of, or overbearing impacts on, neighbouring property;
- Windows to habitable rooms (e.g. living rooms, bedrooms and kitchens) should not allow unrestricted views into neighbouring windows or private amenity areas, such as gardens or other outdoor space.

Rear Extensions (including conservatories)

- 3.8 Although rear extensions are often less visible from the street, they are generally visible from all properties that back on to the rear garden, and as such, have an impact upon character.
- 3.9 Two-storey rear extensions should be designed to ensure that they are subservient to the host property. In order to achieve this, the extension should be designed so that it:
- Has a ridge height level lower than the main ridge;
 - Does not compete with the scale of the host dwelling.
- 3.10 Two-storey and single-storey rear extensions should also relate well to the existing house. For instance, they should:
- Have a roof pitch which matches the existing house;
 - Retain existing features such as chimney pots and ridge tiles;
 - Respect the existing design and placement of windows and doors;
 - Use building materials and finishes that are similar in colour, appearance and texture to those of the existing building;

- Continue detailing found in the host dwelling.
- 3.11 You will need to take care that your new rear extension does not adversely affect your neighbours' amenity in terms of daylight and sunlight, privacy and overbearing impacts. Please refer to the '45-degree test' in Section 2 of this Guide, which we may use to assess the impact on neighbouring properties. It is particularly important where your neighbour's property is attached to yours (e.g. in semi-detached or terraced properties).
- 3.12 Single-storey rear extensions may have flat roofs, although we encourage pitched roofs where appropriate and where they may fit better with the main building. Conservatories may require solid walls or opaque glass where they face neighbouring properties to avoid loss of privacy.

Key points for rear extensions:

- Rear extensions to semi-detached or terraced properties must be careful not to cause unacceptable impact on neighbours' amenity, including privacy, daylight and sunlight, and increased sense of enclosure;
- Windows to habitable rooms (e.g. living rooms and bedrooms) should not overlook into neighbouring windows or private amenity areas;
- Two-storey rear extensions should follow the roof form of the host property;
- The scale and massing of the extension should be subservient to the host property.

Extensions on Corner Plots

- 3.13 If your property is on a corner plot, or has an angled side boundary, there are some additional matters to consider.
- 3.14 The design of an extension on a corner plot should:
- Take into account two street scenes;
 - Be subservient to the host property;
 - Maintain a sense of space about the dwelling;
 - Retain the character of the area and help the building 'turn the corner';
 - Not result in a harmful loss of daylight, sunlight, or appear overbearing;
 - Not result in a loss of privacy to the adjoining residential occupiers.
 - The extension should also not project forward of the prevailing building line of either building line.

- 3.15 You should also consider how to maintain an active frontage along both streets. This may involve including windows to the flank elevation facing the street. We encourage 'active frontage' because it creates a sense of place and avoids blank walls.

Key points for corner plots:

- Corner extensions are visible from a number of locations, so it is important to assess their impact and produce a high standard of design and detailing;
- Respect the prevailing building line;
- Should avoid blank walls;
- Should not result in harm to residential amenity.

Roof Extensions (including loft conversions, dormers and roof lights)

- 3.16 The design and profile of the roof makes an important contribution to the overall appearance of your home.
- 3.17 Dormer windows should be designed so that:
- They are set down from the ridge and set up from the eaves, and away from the sides of the roof;
 - They should not be over dominant or out of proportion;
 - The materials used should be in keeping with the main building and surrounding area.
- 3.18 In addition:
- Dormer windows on the front roof slope are discouraged, as these can have an adverse effect on the street scene;
 - Side dormers should be subordinate and should be in proportion to the roof and appropriate for the street scene;
 - Rear dormers can be the full width of the original roof plane but should not project onto or over another rear projection;
 - Flat roofs are generally acceptable unless they can be seen from public areas;
 - Significant changes to the profile of the pitch of the roof may result in harm to the character of the building and street scene.
- 3.19 You should carefully position dormers, windows and roof lights to avoid unacceptable overlooking of neighbouring properties and to reflect the alignment, symmetry and design of existing window openings in the building. Windows in side-dormers should generally be obscure glazed to a minimum of Level 3 and fixed to prevent loss of neighbours' privacy.

Key points for roof extensions:

- Roof extensions should not significantly alter the pitch or profile of the existing roof;
- New dormers should not dominate the roof and should complement the proportions, size, arrangement and details of existing windows;
- The design of the dormer should be in keeping with the existing roof, particularly in terms of its materials and roof design;
- New rooflights should also be well related to the existing design and placement of windows and doors, and should not dominate the roof.

Front Extensions and Porches

3.20 Extensions to the front of properties should be appropriately designed to avoid harm to the character of the host building and the street scene. Reference should be had to Section 2 of this Guide.

- The roof line should reflect the design and shape of the existing roof;
- Front extensions should be subservient to the host building;
- Front extensions should respect prevailing building lines;
- Extensions and porches should not conflict with the positions and forms of the existing building, such as bay windows.

3.21 Front extensions/porches should not encroach into or obstruct space required for off-street parking.

Key points for front extensions:

- Front extensions should be subservient to the host building;
- Front extensions should be designed to respect the street scene;
- Front extensions should be designed to respect the forms and proportions of the host dwelling;
- Front extensions should not encroach on off-street parking.

4. Other Household Development

Garages, Outbuildings and Annexes

- 4.1 Garages, outbuildings and annexes may require planning permission. Please refer to Section 1 in this Guide about seeking guidance in this regard.
- 4.2 Garages should be set back from the main building line, and there should remain sufficient space forward of the garage for car parking, including space to open the door (the minimum size of a parking space in front of a garage is 5.5m x 2.5m).
- 4.3 Outbuildings, including annexes, should be of a scale and massing that is clearly subservient to the host property and should not lead to an unacceptable increase in overshadowing, loss of privacy or disturbance to any neighbouring property.
- 4.4 Annexes, such as 'granny annexes', generally require planning permission. They could contain a bedroom and bathroom but are not fully self-contained. Self-contained outbuildings may be considered as dwellings in their own right. It is advised that pre-application advice is sought if you are unsure.

Other considerations

- 4.5 If an outbuilding is to be used as storage or for a hobby, consider the value of the items to be stored within the structure. If they are of substantial value, consider whether the structure is robust enough to withstand a forced entry. You may also consider installing additional security measures, such as an alarm.

Key points for garages, outbuildings and annexes:

- Garages and outbuildings should respect the scale and character of the existing building;
- The siting of any outbuildings should respect any established building line or be set back from the existing building;
- Sufficient space for car parking and turning should remain between any proposed garage and the highway;
- Proposals should not impact upon the amenity of any neighbouring property;
- Have you designed crime prevention measures into your proposals?

Fences, Walls and Hedges

- 4.6 Fences, walls, hedges and other boundaries, whether traditional or modern, contribute to the streetscape and character of an area. They are important for establishing private amenity space and often make positive contributions to the settings of buildings.

- 4.7 Poorly designed fences, walls and hedges can undermine the quality of the built environment and can negatively affect the relationships between buildings.
- 4.8 The style of new boundaries should generally be typical of the immediate area. You should set new boundaries back from the road and avoid using materials that are out of keeping with the area (e.g. a wooden fence when the area is characterised by brick walls).
- 4.9 In most cases, you will not need planning permission for walls and fences that are less than 1 metre high. However, it is advised that you first check whether your Permitted Development Rights are intact. This is detailed in Section 1 of this Guide. You can find out more about Permitted Development on the [Planning Portal](#) website.

Other considerations

- 4.10 You should make sure that fences, walls and hedges are made of high-quality materials or planting and are in keeping with the surroundings, especially when fronting the street. You should also make sure that the species and location of any new hedge planting are appropriate for the location, so that damage to underground infrastructure, such as pipes and cables, is avoided. Gates should be of robust construction and a similar height to the adjacent fence, with secure locks and fittings.

Key points for fences, walls and hedges:

- The removal or substantial alteration of traditional or historic boundaries is unlikely to be acceptable;
- You should consider your own safety and security and design crime prevention measures into your proposals.

Driveways and Electric Vehicle Charging

- 4.11 You may wish to consider installing electric vehicle charging points in your new garage or car parking area, if appropriate. This may be possible under Permitted Development, if certain requirements are met. See Section 1 of this Guide to understand how to find out whether your Permitted Development rights are intact. You can find out more about Permitted Development on the [Planning Portal](#) website. You can find out more about electric vehicle charging points on the [Energy Saving Trust](#) website.
- 4.12 In terms of paving your driveway, in general, you should use porous surfacing (e.g. gravel or permeable paving) which allows water to drain through in order to avoid surface flooding. This may be possible under Permitted Development, if certain requirements are met. See Section 1 of this Guide to understand how to find out whether your Permitted Development Rights are intact. You can find out more about Permitted Development on the [Planning Portal](#) website.
- 4.13 You should also think carefully about the balance of hard and soft landscaping in your front garden and retain enough planting to soften the impact on the environment and the street scene.

Key points for car parking:

- You should avoid the loss of off-street car parking spaces;
- Specific rules apply for householders wanting to pave over their front gardens;
- Different rules apply for patios and driveways that are not part of a front garden;
- Consider installing electric vehicle charging points to reduce energy use.

5. Checklist

You can use this checklist to make sure that you have considered the design and amenity suggestions set out in this document.

- Is my property a nationally or locally listed historic building or is it in or near a [Conservation Area](#)? If so, contact us as planning permission is likely to be needed.
- Are there covenants on my property which may restrict how it can be developed and/or are there party walls involved? If so, you may need to take independent legal advice.
- Do my plans affect trees in my garden or my neighbour's garden? If so, check to see whether they are subject to [Tree Preservation Orders](#), as planning permission is needed for works to protected trees.
- Does my extension include one or more extra bedrooms? If so, you may need to provide an extra parking space.
- Does my design affect my neighbours in terms of overlooking and loss of light? If so, you may need to change it.
- Will my extension have a negative impact on the surrounding street scene (i.e. will it look out of place)? If so, you may need to change your plan.
- Is there sufficient space around my extension to allow for rear access, bin storage, planting and car or cycle parking (where relevant)?
- Have I considered including low carbon and renewable energy features (e.g. solar panels or electric vehicle charging points)?
- Have I considered advice on safety, security and crime prevention?

6. Glossary

Active frontage: a facade or side of a building that includes windows, doors, balconies and design features which add visual interest from the street. It enables people to see into and out from the building, helping to create a sense of place and to provide natural surveillance (see below).

Amenity: this refers to a positive element or elements that contribute to the overall character or enjoyment of an area, as well as qualities expected to be enjoyed by residential occupiers, such as daylight, sunlight, privacy, outlook, the absence of overbearing impacts, and nonharmful pollution impacts (noise, smells).

Boundary treatment: the way in which the borders of a property or space are defined using physical structures or features, such as fences, walls and hedges.

Building line: an imaginary line that describes the physical limit of a row of buildings in relation to a street. It can be uniform, when all buildings are a certain distance from the road, or variable, when buildings are staggered and at varying distances from the road.

Character: the combination of matters, such as land uses, the design and layout of buildings and public spaces, typical views and other distinctive features, such as local topography and natural green space, which come together to make one place feel different and function differently from another.

Context: the setting for a building or a development site, which is influenced by surrounding land uses, any notable landscape features and, more broadly, the character of the surrounding area.

Elevation: a side-view perspective of a building, from the exterior.

Fenestration: the design and placement of openings (windows and doors) in a building.

Habitable rooms: a room that is used for dwelling purposes, but which is not solely a kitchen, utility room, bathroom, cellar or sanitary accommodation.

Mass: the perceived size, shape and form of a building.

Natural surveillance: the informal and incidental observation of people and property in public areas to assist with keeping them safe.

Overbearing: the impact of a building on its surroundings in terms of its scale, massing and general dominating effect.

Overshadowing: the impact of a building on its surroundings in terms of the effect that its scale, mass and height may have on blocking out daylight and sunlight for nearby properties.

Private amenity space: outside space that is associated with a building and is for the enjoyment and benefit of residents and protected from public view by the design of the building/boundary treatments.

Streetscape: the physical features that contribute to the appearance of a street (including the road, external facades of buildings, pavements, street furniture, trees, verges and open spaces).

Street scene: the appearance of a street, including the building frontages where these are visible, from a certain perspective.

Subordinate: when the new structure is less important, smaller, less prominent or less visible than the main building.

Appendix 1 - Policy DE1 - Design in the Built Environment (Rushmoor Local Plan: adopted February 2019)

New development will be required to make a positive contribution towards improving the quality of the built environment. It will, where relevant to the proposal:

- a. Include high-quality design that respects the character and appearance of the local area;*
- b. Promote designs and layouts which take account of the need to adapt to and mitigate against the effects of climate change, including the use of renewable energy;*
- c. Not cause harm to the proposed, existing and/or adjacent users by reason of:*
 - 1. loss of light, privacy or outlook;*
 - 2. noise, light pollution, vibration, smell, or air pollution;*
- d. Respect established building lines;*
- e. Take account of adjacent building heights, fenestration, roof and cornice lines;*
- f. Use materials sympathetic to local character;*
- g. Give consideration to the introduction of contemporary materials that respect or enhance existing built form;*
- h. Include a level of architectural detail that gives the building visual interest for views both near and far;*
- i. Make a positive contribution to the public realm – facing the street, animating it and ensuring that all open space within the curtilage of the site is positively used and managed;*
- j. Ensure that existing landscape features (for example, topography (the surface shape) and trees worthy of retention) are included within the overall design of the scheme from an early stage;*
- k. Give appropriate consideration to the relationship between public and private space;*
- l. Have regard to the relevant character appraisal if proposing development within a conservation area; and*
- m. Demonstrate, through a supporting design and access statement, that the wider, existing context has been factored into the proposals through analysis of the following:*
 - Surrounding uses*
 - Scale*
 - Massing*
 - Layout*
 - Landscape (setting of development)*
 - Materials*
 - Orientation: and*
 - Topography*

n. All development proposals will demonstrate how they incorporate sustainable construction standards and techniques. Major commercial developments over 1,000 sq. m gross floorspace will be required to meet BREEAM 'very good' standard overall (or any future national equivalent) and BREEAM 'excellent' standard for water consumption (or any future national equivalent).

Appendix 2 - Crime Prevention Measures

To reduce the opportunities for crime when designing your development, you should consider the following:

1. *Position the proposed structure so that it does not create a narrow passageway between any existing structure, within which a person might attack a door or window unseen – if this cannot be avoided, consider how it might be mitigated;*
2. *Will the position of the new structure prevent the natural surveillance of other areas and increase their vulnerability to crime – consider the implications of this loss of natural surveillance and how it can be mitigated;*
3. *Avoid positioning doors and windows within deep recesses (recesses should be no more than 600mm deep);*
4. *If a single-storey extension is being built, ensure its features do not facilitate access to the roof and then to windows on the first floor of the existing building – if this cannot be avoided consider how the effects of this might be mitigated;*
5. *To provide for the security of the proposed building, external doors and windows which are third-party certificated to the following standards should be fitted:*
 - a. *External doorsets, and ground-floor windows should be to PAS24:2016*, or an equivalent standard. ***
 - b. *Roof windows, or roof lights (especially in single storey buildings) should be to PAS24:2016*, or an equivalent standard. ***
 - c. *Internal doorsets between a garage and a dwelling should be to PAS24:2016 *, or an equivalent standard. ***
 - d. *Garage vehicle doorsets should be to LPS 1175: Issue 7.2:2014 Security Rating 1+ *, or an equivalent standard. ***
6. *Consider incorporating a pane of laminated glass which meets or exceeds the requirements of BS EB 356:2000 class P1A** into all ground floor windows;*
7. *A light should be provided outside each new door. To save energy this light might be controlled using a photoelectric cell or activated by Passive Infrared (PIR) detection;*
8. *If an outbuilding is to be used as storage or for a hobby etc., consider the value of the items to be stored within the structure and if they are of substantial value consider:*
 - a. *Is the structure itself sufficiently robust to withstand a determined attempt to gain entry;*
 - b. *The installation of additional security measures such as an internal bar set or roller shutters at each window – do not fit such devices over escape windows;*
 - c. *Installing a monitored intruder alarm or a CCTV system within the building.*
9. *Gates within boundary treatments should be of robust construction and a similar height to the adjacent boundary treatment. If they provide access into a rear garden, they should be fitted with a key operated lock that operates from both sides of the gate to Sold Secure Bronze Standard. The fittings should be made of galvanised metal;*

10. *During the construction of the new structure, doors or boundary treatments may be temporarily removed – consider how this affects your security and take steps to mitigate this.*

** Where a later edition of the standard exists, the later edition should be used.*

*** Further details of these and other security standards can be found on the [Secured by Design](#) website.*