

## Guidelines

### Common guidelines for the alteration and extension of domestic property under planning services covenant and development control

Approved 28th January 1993 and amended December 1995

#### Important

Most homes in Harlow have covenants contained in their transfer documents and this means that you will always require Covenant Control Consent even when you do not require Planning (Development Control) approval.

Under the covenant any external alteration to your home will require the Council's approval including replacement windows and conservatories.

#### Further Information

For help and advice telephone the following:

Planning & Building Control Services:

##### Covenant Control

Richard Greaves  
01279 446837

##### Development Control

Ian Sayers (Acting)  
01279 446593

The guidelines are as follows: -

### Extensions And Alterations Generally

Proposals to extend and alter properties will be expected to fully comply with Policy BE1 of the adopted Harlow Local Plan, which requires such proposals to integrate with the original building in respect of scale, proportions, form, materials and detailing, and to their wider setting. Such proposals will also be subject to the Environmental Guidelines appended to the Harlow Local Plan.

### Single Storey Rear Extensions

#### Terraced And Semidetached

Single storey extensions to the rear of terraced and semidetached properties should comply with the 45 degree code in that a line drawn at 45 degrees from the midpoint of the window of a principal room of a neighbouring property will determine the overall depth of the proposed development. In any case, the overall depth should not normally exceed 3.6m (12 ft).

Mid-terraced single storey rear extensions, which comply with the above criteria, will receive favourable consideration when the proposal indicates a flat roof because this type of roof has no detrimental effect on neighbouring homes.

The type of end of terrace and semidetached single storey extension roofs will be determined on merit taking into consideration the overall design and effects on the neighbouring property.

## **Detached**

Single storey rear extensions to detached dwellings will normally be acceptable subject to appropriate design and to there being no detrimental affect on nearby occupiers in terms of the 45-degree code.

## **Two Storey Rear Extensions**

### **Flat Backed Terraced And Semidetached**

Applications to construct two storey extensions to the rear of flat backed terraced and flat backed semidetached houses will normally be refused. Such applications may be acceptable if compliance with the 45-degree code at ground floor and first floor level can be demonstrated. In such instances special attention will also be given to the design and appearance of the proposal and the comments received from neighbouring residents.

### **Detached Dwellings**

Applications to construct two storey rear extensions to detached dwellings will be determined on design, general appearance, the 45-degree code and any neighbour comments.

## **Two Storey Side Extensions**

Applications to construct two storey side extensions will be determined on general design and merit with the following important points being taken into consideration.

No extension will be permitted to close the open design of semidetached dwellings thus forming a terracing effect. The extension should be of a width no greater than two thirds that of the existing dwelling. When considering the possibility of terracing the likelihood of adjoining property also being extended at a later date will be taken into consideration. Again, preference will be given to extensions being set back from the building line.

## **Single Storey Side Extensions**

Applications to be determined on general merit and design with preference being given to the extension being set back from the existing building lines. The total width of the proposed extension should be no greater than two thirds of the existing house and traffic sight lines at corners are to be carefully considered.

## **Side Extensions Generally**

Return building lines are to be taken into account and unduly prominent corner extensions will not normally be acceptable.

### **Roofs To Two Storey Extensions**

Roofs to two storey extensions will need to be sympathetic towards the existing roof of the property and no two-storey extension will be allowed to have a flat roof unless the existing property has a flat roof at the second storey level as part of its original design.

## **Porches And Front Extensions**

### **Porches Generally**

Porches to the front and sides of property can have a dominating effect on the overall design of the dwelling and therefore should be of moderate proportions. As a general guide porches and front extensions to flat fronted terraced properties should be no more than half the width of the front elevation and a maximum of 1.5 metres (5 ft) in overall depth.

### **Terraced And Semidetached**

Porches and front extensions on terraced and semidetached properties should be of dimensions no greater than half the width of the front elevation and should be of sympathetic design and appearance. The 45-degree code will be used to protect neighbouring properties. Roofs should be sympathetic to the main roof.

Larger front porches and extensions will be acceptable only if located within the existing building design such as the prevailing building line formed by pre-existing extensions or canopies.

Porch roofs that continue across the full width of the front of the house to form a canopy are to be avoided on flat fronted terraced property but will be given sympathetic consideration on semidetached properties where such a design may be used for both properties.

### **Detached**

Porches and front extensions should reflect the existing house design and applications would be considered on their individual merits.

## **Roof Extensions And Alterations**

Proposals to alter the front of existing roofs will generally be refused unless there are extreme or very special circumstances such as an isolated detached property. Applications to alter rear roofs by the installation of dormer windows or flat windows level with the general roof plane will be determined on their merits, although excessive extensions will normally be refused.

Particular attention is to be given to proposed alterations to rear roofs that would be obtrusive.

Dormer windows of excessive bulk are to be avoided. The views and comments of neighbours will be taken into consideration when determining applications to alter roofs. End of terrace roof alterations will be refused if the proposal has excessive bulk in relation to neighbouring houses on a different building line.

No alteration to a roof will be allowed to alter the existing ridge unless the property can be viewed in isolation.

## **Garden Structures**

### **Sheds**

Garden sheds below 10 sq. metres (100 sq.ft) do not require any Council consent providing they have flat or very low pitched roofs.

### **Outbuildings And Garages**

General outbuildings such as workshops, games rooms, pet enclosures etc., should be restricted to no larger than the size of a standard double garage, 26 sq. metres (288 sq. ft) and should have a flat or very low pitched roof. Such structures are to be positioned in gardens so as to cause as little disturbance to neighbours as possible.

## **Conservation Areas**

Applications to alter property in areas of the town designated as conservation areas will be determined using the above guidelines with care being taken to ensure that the very special character and appearance of those areas is preserved and maintained. Applicants will therefore be encouraged to contact staff in Planning Services before making an application to ensure that every opportunity is given to fulfilling both the requirements of the applicant and the special needs of the area.

## **Applicants With Disabilities**

Applications received from people with disabilities indicating a departure from the above general guidelines will receive most careful consideration with every attempt being made to satisfy the applicant's requirements where these requirements are related to a disability. All such applications will be dealt with as a priority.