

KNOWSLEY

Householder Development
Supplementary Planning Document
June 2016



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1. Introduction

1.1 The purpose of this Supplementary Planning Document (SPD) is to provide further detail on how policies within the Knowsley Local Plan will be interpreted and applied for householder development proposals¹. The SPD is a key supporting document for the Knowsley Local Plan and will be a material consideration in the determination of planning applications for householder development in the Borough. The SPD should be read in conjunction with adopted Local Plan documents, including the Saved Policies of the Knowsley Unitary Development Plan, the Knowsley Local Plan: Core Strategy and the Merseyside and Halton Joint Waste Local Plan.

1.2 This SPD will provide advice to Knowsley Council Officers and Elected Members to assist in the determination of planning applications, and will support applicants and their agents in bringing forward high quality schemes. The SPD is not intended to restrict contemporary design, but to ensure that Knowsley continues to have a high quality and well-designed housing stock that is appropriate to its location and maintains a high standard of amenity for existing and future occupants.

1.3 The full range of documents comprising the Local Plan and supporting documents are available online at www.knowsley.gov.uk/localplan

1.4 The Town and Country Planning (Local Planning) (England) Regulations 2012 do not require a Sustainability Appraisal (SA) to be carried out on SPDs. However the potential requirement for a Habitats Regulations Assessment (HRA) and / or Strategic Environmental Assessment (SEA) based upon any environmental concerns introduced or influenced by the SPD must be considered. In response, SA (incorporating) SEA and HRA screening documents have been prepared to accompany the SPD, and conclude that a full HRA and / or SEA assessment is not required.

1.5 Public consultation on a draft version of this SPD was completed in February and March 2016. The results of this process are set out within the Report of Consultation which accompanies this SPD.

¹ Householder developments are defined as those within the curtilage of a house (or a single flat) which require an application for planning permission and are not a change of use. Included in householder developments are extensions, conservatories, loft conversions, dormer windows, alterations, garages, car ports or outbuildings, swimming pools, walls. Fences, domestic vehicular accesses including footway crossovers, porches, balconies/terraces and satellite dishes – Planning Portal - 2015

2. Policy Context

National Planning Policy

2.1 The National Planning Policy Framework (NPPF) (CLG, 2012) includes national planning policies that are relevant to householder development. This is supplemented by the Planning Practice Guidance (PPG), which is regularly updated. In terms of decision making the presumption in favour of sustainable development carried within national policy is of particular importance. Development that accords with the adopted development plan, which for Knowsley is the constituent documents of the Knowsley Local Plan, should be approved without undue delay.

2.2 Section 7 of the NPPF states that particular architectural styles and tastes should not be imposed through decision making and that innovation and originality should not be stifled. However, great importance is attached to the design of the built environment with good design being recognised in national policy as a key aspect of sustainable development. In determining applications, great weight should be given to outstanding or innovative designs which help raise the standard of design within an area, whilst permission should be refused for development of a poor design that fails to take the opportunities to improve the character and quality of an area or the way that it functions.

2.3 National policy is clear that heritage assets (such as Listed Buildings, Conservation Areas and non-designated heritage assets) should be recognised as an irreplaceable resource. Their conservation in a manner which is appropriate to their significance is a requirement of the NPPF.

Local Plan: Core Strategy

2.4 The Knowsley Local Plan Core Strategy sets out the Borough's spatial policy framework for delivering development and change over the period 2010-2028. The Core Strategy provides a range of policies against which householder development proposals will be assessed.

2.5 Policy SD1: Sustainable Development is an important consideration in the preparation and determination of all planning applications, including for householder developments, as the policy provides the overall context for sustainable development within Knowsley, throughout the planning process, in-line with national guidance.

2.6 Policy CS2: Development Principles sets out the local principles which will underpin any new development within Knowsley. For householder developments, this policy should also be read with other relevant policies some of which are set out below.

2.7 Policy CS19: Design Quality and Accessibility in New Development is of particular importance with all householder development proposals being expected to

demonstrate a high standard of sustainable design that can contribute towards and sustain the local distinctiveness of the Borough.

2.8 In addition to Policy CS19, there are a range of other policies within the Core Strategy which may also apply to householder developments according to the nature of a proposal and site circumstances. Most commonly this will include:

- Policy CS5: Green Belt for proposals within the Green Belt;
- Policy CS7: Transport Networks in respect of potential highway impact of a proposal;
- Policy CS8: Green Infrastructure in cases where a proposal affects an existing green infrastructure asset or an ecological designation such as a Site of Scientific Interest, etc.;
- Policy CS20: Managing the Borough's Historic Environment where a proposal concerns or has the potential to affect a heritage asset (such as a Listed Building, Conservation Area or non-designated heritage asset)
- Policy CS23: Renewable and Low Carbon Infrastructure where a householder development proposes the use of renewable energy technology. For wind turbine proposals, national policy and guidance applies.

Further detail can be found within the Local Plan Core Strategy document available to view through the link below.

<http://www.knowsley.gov.uk/LocalPlan>

Saved Unitary Development Plan Policies

2.9 The Council's general approach to planning applications for domestic extensions and other "householder" proposals is set out in Saved UDP Policy H8.

2.10 To summarise, the policy requires that all extensions or alterations to residential properties are of a high level of design, not disproportionate in scale, in keeping with the area, respect neighbours' amenity and provide for safe and convenient access and parking without unacceptable loss of amenity.

2.11 Saved UDP Policy H5 provides the Council's guidance on development within Primary Residential Areas and should be considered when determining a development's potential impact on neighbouring occupiers and the local street scene.

2.12 Saved UDP Policy G7 should be considered when considering any alteration, extension or replacement of existing dwellings in the Green Belt.

2.13 Saved UDP Policy DQ5 should be considered for householder applications within Conservation Areas.

Other Relevant Policy

2.14 The Merseyside and Halton Joint Waste Local Plan Policies WM8 and WM9 are also relevant to the proposal in terms of waste prevention and sustainable waste management design / layout of new development.

Protected Species

2.15 Species such as bats, which use roof spaces as roost or hibernation sites, and birds that nest under the eaves of buildings are protected from harm by law. Applications for development that involves alterations to existing roof spaces, listed buildings, barns or other traditional buildings and any work involving demolition and disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development.

2.16 The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may include, for example, avoiding carrying out any work during the bird nesting/breeding season, or the inclusion of artificial nest boxes as part of the development. The Council may refuse permission for developments where inadequate details of survey and mitigation measures are included with an application.

3. Do I Need Planning Permission?

Permitted Development

3.1 Any implementation of 'development' including the building of a garage or extension or the laying of hard surfacing, etc. requires a form of planning permission. Some applications for the above developments could be undertaken through a 'permitted development rights' permission which has been granted by Statute; The Town and Country Planning (General Permitted Development) Order 2015 – available to view through the link below.

<http://www.planningportal.gov.uk/permission/responsibilities/planningpermission/permitted>

3.2 Permitted Development rights allow householders to carry out minor alterations and extensions without the need to seek formal planning permission from the Council. However these permitted development rights are subject to a number of conditions and limitations which **must** be satisfied in order for development to benefit from being permitted development. If the proposal is unable to meet these criteria then a planning application will be required. The Department for Communities and Local Government has produced the Permitted Development for Householders Technical Guidance which provides further detail on the types and extents of domestic alterations covered by permitted development rights. This Technical Guidance can be viewed through the [Planning Portal](#).

3.3 It is **important** that applicants are aware that in some cases permitted development right may have been removed through the attachment of a Planning Condition to a previous planning permission, through a legal agreement or through making an Article 4 Direction. Article 4 Directions are a means of controlling change in conservation areas that would otherwise be permitted development (such as small extensions, changing windows, adding porches). If your property is in a conservation area it is worth checking whether or not an Article 4 Direction is in place and what restrictions this places, this can be done via the Councils website.

<https://www.knowsley.gov.uk/residents/building-and-planning/heritage-conservation>

3.4 Any form of extension, alteration or demolition (in whole or in part) of a listed building will usually require Listed Building Consent even where planning permission is not required. The Listed Building Consent process is different from a planning application in that the only consideration is the impact of the proposal on the building or its setting or any of its features of special architectural or historic interest. Buildings within the curtilage of a Listed Building may also be classed as 'Listed' in which case Listed Building Consent would be required for changes in the same way. **The failure to obtain Listed Building Consent prior to carrying out work to a Listed Building is a criminal offence.**

3.5 In conservation areas demolition of some buildings or structures requires 'planning permission for relevant demolition in a conservation area'. This is a special type of permission whereby consideration is given to the significance of the building being demolished. In conservation areas strong emphasis is placed on the need to retain buildings which contribute to their character or appearance. The onus is therefore on the applicant to ensure that permitted development rights have not been removed or that restrictions apply before carrying out work.

3.6 Where a proposal is covered by permitted development rights, this SPD should be used as a good practice guide to help achieve high quality design and standards of amenity.

Prior Notification of a Proposed Larger Home Extension

3.7 Up until 30 May 2019, the size of single storey rear extensions to which permitted development rights apply has been increased (from four to eight metres for a detached house and from three to six metres for all other houses). In order to benefit from prior approval changes an applicant will need to do the following:

- Notify the Council before starting works and provide the following information:
 - Written description of the proposed development that includes:
 - Distance the enlarged part of the dwellinghouse extends beyond the original dwellinghouse;
 - The maximum height of the enlarged part of the dwellinghouse; and
 - The height of the eaves of the enlarged part of the dwellinghouse;
 - A plan indicating the site and showing the proposed development;
 - The addresses of any adjoining properties;
 - The developer's contact details including email.

3.8 The Council will consult the immediately adjoining properties to whether they object to the proposals. They will have 21 days in which to respond, unless a longer period is agreed.

3.9 If an occupier of an adjoining property objects to the proposed development, the 'prior approval' of the Council is required to assess the impact of the proposed development on the amenity of any adjoining properties. To enable the Council to come to a view on the impact the applicant may be requested to submit additional information regarding the proposal. When assessing the impact the Council is required to:

- Take into account any representations made as a result of the consultation process; and
- Consider the amenity of all adjoining properties, not just adjoining properties which are subject of representations.

3.10 Applicants are advised not to undertake any works until written confirmation of approval is received from the Council. Should prior approval be refused then

there is a right of appeal, details of which will be provided in the decision correspondence.

3.11 If you are advised that prior approval is either not required, or is approved, then the legislation requires that any 3m – 6m or 4m – 8m extension shall be completed on or before 30 May 2019. Applicants may be required to notify the Council of the completion of the development as soon as reasonably practicable after completion. This notification should include:

- The name of the developer;
- The address or location of the development; and
- The date of completion.

3.12 Further information on the prior notification of a proposed larger home extension can be found through the Council's website.

<http://www.knowsley.gov.uk/residents/building-and-planning/planning-permission.aspx>

Lawful Development Certificates / Householder Exemptions

3.13 In addition to coming to your own conclusion over whether planning permission is required, you can also apply for a Lawful Development Certificate (LDC) which is a lawfully binding document. This option may be worth considering even if you are sure that your proposal would qualify as permitted development, as an LDC may help answer any queries by potential buyers or their legal representatives should you come to sell your property.

3.14 You can alternatively obtain a written opinion from the Council as to whether planning permission is required through completing and returning a 'Householder Exemption Form'. You can view information on obtaining an LDC and submitting a Householder Exemption along with the fees on the Council's website.

<http://www.knowsley.gov.uk/residents/building-and-planning/planning-permission.aspx>

4. Planning Application Process

4.1 Having outlined that planning permission would be required (see section 3), or in cases where an applicant wishes to seek planning consent regardless of a proposal being covered by permitted development rights, the process set out below will be followed.

Stage 1 - Submission

4.2 Submit completed planning application form along with as a minimum (to meet validation requirements): your ownership certificates, site location plan, site layout plan, detailed drawings and application fee. Dependent on site circumstances there may be further submission requirements. Please refer to the Council's website for more detail on how to apply and application fees (including the planning application checklist which can also be viewed in Appendix 2):

<http://www.knowsley.gov.uk/residents/building-and-planning/make-a-planning-application/application-forms.aspx>

Stage 2 – Validation

4.3 Once received, a technical officer will check that the application is valid and that all the information required has been submitted (see validation requirements above).

4.4 To help ensure the application process runs smoothly and to avoid unnecessary delays applicants should ensure that all necessary information and the correct fee have been submitted. Should this not be the case then the application will not be valid and further information will be requested from the applicant.

4.5 On receipt of a valid application it will be registered, assigned to a case officer and the process of its determination started.

Stage 3 – Publicity & Consultation

4.6 Various professional officers or bodies may be consulted to obtain their expert input on the proposal; for example if it affects protected species, highway safety or Listed Buildings. Adjoining properties will also be notified to let them know that an application has been submitted. Depending on the type and location of the development proposed a site notice and/ or notice in the local press may also be used to advertise the application. Usually all parties will be given 21 days to make comments.

Stage 4 – Site Visit

4.7 The case officer will carry out a site visit to assess the proposal in situ, with this normally being within four weeks of an application being registered. At the site visit, the case officer will look at the plans, make notes and take photographs of the site as required.

Stage 5 - Consideration

4.8 The application will be assessed by the case officer who will take into account national planning policy and all relevant planning policies in the Council's Local Plan, the content of relevant Supplementary Planning Documents, consultation responses and comments from local residents and businesses received at stage 3.

Stage 6 - Negotiation

4.9 In some circumstances where the application, as submitted, is not acceptable but could become so through the making of amendments, and then these may be requested. If the changes necessary are significant then the re-notification of the application may take place with further comments being sought from stakeholders.

Stage 7 - Decision

4.10 Following any negotiation stage the case officer will make a recommendation as to whether the application should be approved or refused. Following a recommendation a decision will be made on the application either by an authorised officer of the Council under delegated powers or through its referral to Planning Committee, which is composed of Elected Members of the Council.

4.11 The Council's scheme of delegation sets out under what circumstances and application can be decided through the exercising of delegated powers.

4.12 Once a decision has been made, a decision notice will be sent out to the applicant or their agent (or whoever is indicated as the main contact on the application form) with associated planning conditions relevant to the development proposal². One of the planning conditions which are compulsory on all applications is that relating to the time in which the applicant has to implement the permission. Those who have commented on the application will not be directly informed that the decision has been issued; however all decisions will be available to view through the Council's website:

<https://planapp.knowsley.gov.uk/online-applications/search.do?action=simple&searchType=Application>

4.13 If the application has been refused then the decision notice will set out the reasons why. Any applicant who has an application refused has the right of appeal to the Secretary of State. Details of how to appeal will be set out in the decision notice and further guidance can be sought from the planning portal website via the following link:

<http://www.planningportal.gov.uk/planning/appeals/online/makeanappeal>

² A Planning Condition is a caveat applied to the granting of planning permission as an alternative to outright refusal. These restrict what you can do on the premises and require approval for specific aspects of the development (i.e. material to be used) before you can proceed. There have to be reasons attached to conditions.

4.14 Prior to appealing, it is advised that applicants contact the Council as there may be changes which can be made to the development proposal to make it acceptable.

Pre-Application Advice

4.15 Prior to the submission of any type of planning application, pre-application advice can be sought. This has many benefits, most notably being the understanding of how national and Local Plan policies will be applied to your proposal, the resolution of particular issues before submission of an application and establishing the likelihood of planning permission being granted.

4.16 Please note that a fee may be charged for advice. Further details on how to apply for pre-application advice and any fees involved is available through the Council's website:

<http://www.knowsley.gov.uk/residents/building-and-planning/planning-application-advice.aspx>

Building Regulations

4.17 Planning Permission and Building Regulations are two separate permissions. Approval under Building Regulations should not therefore be taken as an indication that planning permission has been or will be granted and planning permission should not be taken as an indication that building control consent has been granted or is not required. The Council's Building Control and Planning Teams have a close working relationship and are available to provide guidance and assistance on potential or current building control or planning applications. Further advice on building control requirements and contact details can be found in Appendix 3.

5. General Advice

Non-planning considerations

5.1 Comments and objections received from neighbours regarding a householder planning application occasionally makes reference to matters that cannot be considered under planning legislation i.e. boundary disputes, covenants, right to light, etc. These issues are covered under separate legislation and a favourable planning decision does not over-ride the obligations of the applicant to satisfy all aspects of other legislation and / or approvals that may be necessary before development commences; and should be addressed with / by the landowner independently of the planning process.

Party Wall Act 1996

5.2 The Party Wall Act provides a framework for preventing and resolving disputes not considered under planning legislation. The Act offers guidance in relation to party walls, boundary walls and excavations near neighbouring buildings. It does not resolve boundary disputes but is intended to manage the process of work up to the party boundary. An explanatory booklet can be viewed online via the Communities and Local Government website.

<https://www.gov.uk/party-wall-etc-act-1996-guidance>

Highways

5.3 Proposed extensions or boundary treatments should avoid encroachment on/over/under the adjacent adopted highways or footways.

5.4 Where new or extended vehicle crossings, including dropped kerbs, are required adjacent to the adopted footway, the permission of the Highways Authority (i.e. the Council) is required (even if planning consent has been granted) for which there are two alternative methods:

1. The Council can carry out the works for the vehicular crossing for a fee in which case the applicant should contact the Council's Contact Centre (tel. 0151 443 2400). Highways officers will then visit the site and provide a price for the works in advance.
2. If the applicant wishes to appoint their own contractor to do the works, then they will need to obtain a Section 50 Licence from the Council to authorise the works on the adopted highway for which there is a fee. The highway specification for the works would need to be agreed in advance as part of the planning condition.

Habitable Rooms

5.5 References in this SPD to main habitable rooms include lounge / living spaces, games rooms, studies, family rooms, morning rooms, kitchens and bedrooms. Non-

habitable or minor habitable rooms include bathrooms, WCs, utility rooms and garages.

6. General Design Guidance

6.1 This section of the SPD sets out general design principles which all householder development proposals should seek to follow. The importance of development meeting high standards of sustainable design is reflected within national planning policy and policies within the Council's adopted Local Plan.

6.2 The guidance in this SPD is intended to aid applicants in designing proposals which will satisfy the policy requirements as set out in Section 2, and to provide guidance to Officers and Elected Members in determining applications.

6.3 Users should read this part of the SPD before moving onto the additional guidance tailored to specific types of proposal.

Design

6.4 The overall scale of the development should not look out of place in the street scene or other immediate environment. Extensions should normally be subordinate to the original dwelling. In Green Belt locations, cumulative extensions should not amount to more than 50% of the volume of the original dwelling excluding any separate outbuildings. See Section 9 for further guidance on extensions in the Green Belt.

Rooflines

6.5 When considering the roof of an extension, the main building and similar nearby dwellings (if any) should be a guide. The design of the roof and the slope of the roof should echo that of the original dwelling, where appropriate. If the existing house is not dominated by dormer windows, then it follows that the extension should not be dominated by dormers. Similarly, large rooflights or numerous rooflights can look out of place if the house and area have plain, simple rooflines. This is particularly important for two storey extensions and for any extensions visible from the highway. Flat roofed extensions will normally not be appropriate. The overriding principle is the selection of design, angle of pitch, external materials, scale/proportion and colour which is sympathetic and appropriate to the host dwelling and the character of the surrounding area.

Form and Massing

6.6 The form and massing of an extension are critical to how it relates to the rest of the dwelling. This means that a bulky, monolithic extension would look out of place attached to a dwelling with a mass that is broken up by features like dormer windows, projecting gables, chimneys, bay windows, and porches. In the same vein, an elaborate or overly-complex extension could look out of place attached to a house that has a simple appearance and otherwise lacks architectural details. The broad, shallow roof of an extension can look jarring when seen in context with the moderate or steeply pitched roof of the main house and rarely look like harmonious

additions. As far as is practical the form, massing, character and appearance of the existing dwelling should guide the design of the extension.

Windows

6.7 The ratio of solid to void on an elevation (i.e. how much of an elevation is covered by windows or openings) is also a key consideration when designing an extension. For example, an extension that is blank or nearly blank walling would look out of place if it were directly alongside the large principal windows of a dwelling.

6.8 The proportions of windows and openings are also of importance. If a house has windows that are taller than they are wide, then the extension should follow this precedent, and the same principle applies if the windows of the existing dwelling are typically wider than they are tall, like modern picture windows.

6.9 The layout of openings should also relate to the existing house. Irregularly spaced and shaped openings on an extension will detract from the formal character of a house that has regularly spaced and proportioned windows. In the same vein an extension with a formal, evenly spaced layout of windows would look out of place attached to a vernacular farmhouse or converted barn where openings are irregular in their spacing, size and shape.

Materials

6.10 Normally the Council would require that materials for an extension should generally be the same or similar as on the main dwelling. Window styles should also generally match those on the main dwelling and echo the proportions of the original building. Any detailing on the original dwelling such as feature brickwork or window sills should be accurately reproduced where possible in the design of the extension.

6.11 Extensions should avoid the problems of bonding new brickwork into old by setting side extensions back at least 1 course of brickwork.

Existing Features

6.12 Attention should be paid to the general architecture and detailing of the existing dwelling; if the existing dwelling has an overhanging roof, the extension should usually follow suit; if the existing house has simple eaves and verge details, so should the extension; if the openings and architectural features of the house give a vertical emphasis, the extension should incorporate similar openings and features to give a vertical emphasis. The aim should be a harmonious appearance between the existing dwelling and the new extension through a design that responds to its context.

6.13 Where architectural quality can be demonstrated, extensions may be acceptable where they are designed to offer a sensitive contrast to the original building through their siting, form, massing, fenestration, materials and details. In such cases, simple and elegant design will be preferred, where the new

development is clearly identifiable from, but an integral part of, the original building. Computer visualisation or contextual drawings may be required to show accurately the architectural treatments for the extension.

Character and Street scene

6.14 The extension should leave adequate room around the dwelling to avoid a cramped appearance within the plot. It should also leave adequate garden areas for sitting out, the storing of refuse bins, etc.

6.15 Extensions should take account of any regular spacing between buildings or in the front line of buildings. In areas of semi-detached dwellings it is important to ensure that side extensions between dwellings do not result in a terracing effect.

Car parking and Highway Safety

6.16 Circumstances vary, depending on the existing level of parking provision and the particular environmental and highway conditions in the locality. In most cases the existing level of provision for car parking should be retained within the curtilage of a dwelling. Where the extension would result in the need for additional or replacement parking, the number of spaces should be in line with the Council's parking standards (See Table A below). Fewer spaces than set out in the parking standards will only be acceptable if the highway and environmental conditions in the locality allow, for example in areas with wider access roads and plots. Proposals that would result in an adverse impact on street parking conditions to the detriment of highway safety or the amenity of local residents would not be acceptable.

Table A: Car parking standards

Dwelling Size	Town Centre	District and Local Centres	Other Areas
1 Bedroom	0.5 to 1	1	1
2 to 3 Bedroom	1.5	2	2
4+ Bedroom	2	3	3

6.17 Where replacement or additional parking will be necessary in front gardens, proposals should clearly indicate landscaping and boundary treatments to soften the appearance of or screen parked cars. Proposals should ensure that at least 50% of the front garden area remains porous or provisions should be made to direct run-off water from the hard surface to permeable or porous area or surface within the curtilage of the dwelling.

6.18 Detached garages or extensions should not be built where they would obstruct views for motorists or pedestrians or otherwise compromise the safety of highway users. Detached garages or extensions incorporating a garage should be set at least 5.5m back from the pavement or service strip to allow a car to be pulled clear of the road whilst opening the garage door.

Impact on neighbours

6.19 Extensions must adequately protect your neighbours' right to enjoy their own home. Extensions must not overshadow or have an overbearing effect on neighbouring dwelling to an unacceptable degree.

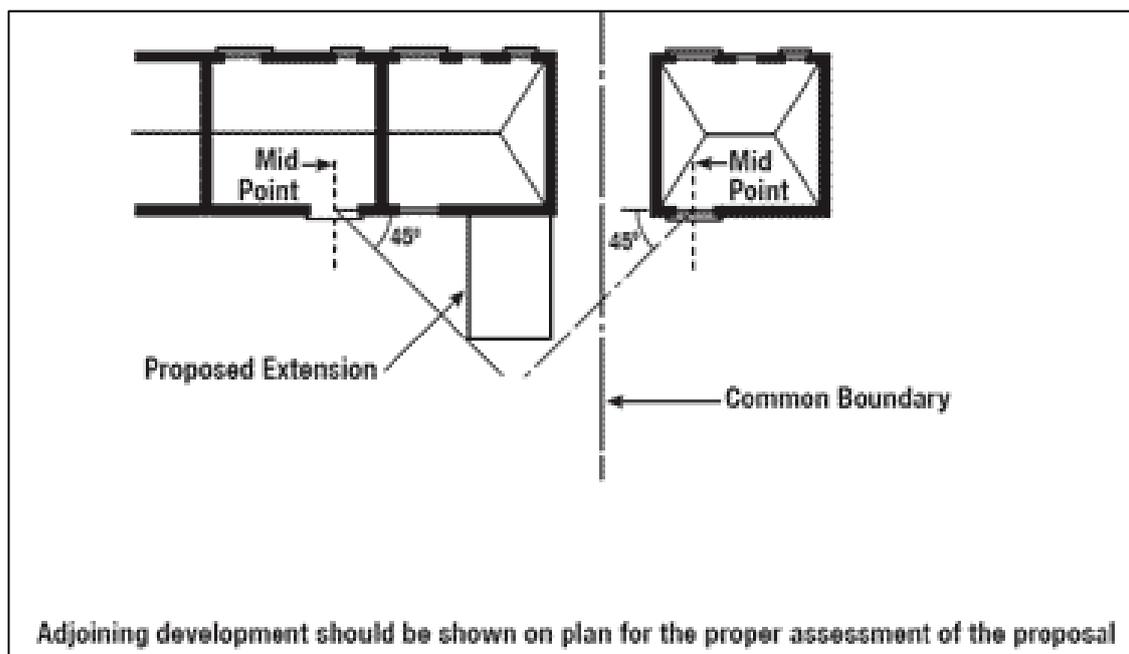
6.20 Windows in extensions should not directly overlook adjacent property in close proximity and should not allow overlooking into neighbours' dwellings.

6.21 Windows abutting a boundary will not be allowed. These can prejudice future development at neighbouring dwellings and are particularly vulnerable to being blocked by fencing and vegetation on a neighbour's land. The only exception to this rule is where a conservatory is being built to about a boundary where obscured glass will be used.

6.22 Where they would result in an unacceptable loss of privacy or unacceptable impact in terms of potential noise and disturbance for neighbours, balconies and roof terraces will not be permitted.

45 Degree Rule

6.23 Extensions need to comply with the 45 degree rule and should be designed so as not to cross the 45 degree line from a neighbour's nearest habitable window. The 45 degree line is drawn in a horizontal plane and taken from the middle of the neighbour's window. The rule is designed to protect the amenities of neighbouring dwellings from overshadowing or obstruction of outlook. It is principally applied to extensions that project beyond the building line either at the front or rear. The below diagram illustrates this.



Sustainability and Energy Efficiency

6.24 Extensions should be constructed in a way that promotes energy efficiency and the use of recycled or recyclable materials. Designs should include measures to minimise heat loss and make efficient use of water, sunlight and natural light. Careful attention should be paid to the internal layout of rooms and the size and siting of windows to make the most of sunlight. For example, larger windows, serving main habitable rooms, are beneficial on the south side of an extension so that it can collect light and heat from the sun. Larger windows should be avoided on the north side of an extension. Wherever possible the re-use of building materials should be considered. Extensions should, where appropriate, be designed to ensure that they are not at (or would cause elsewhere) an unacceptable risk of flooding.

6.25 Proposals should ensure that adequate provision is made / retained for refuse collection and recycling. Ideally a minimum distance of 1m should be retained between the side wall of any side extension and boundary to facilitate collection. This may not always be practicable, particularly in cases where houses have very narrow plots. Extensions which remove access to the rear of a dwelling will normally only be acceptable if a secure bin store or alternative arrangements can be provided to the front of the dwelling, which would not have a detrimental impact on the street scene. In such cases acceptable alternative arrangements for bin collection need to be indicated in the planning submission.

Retention of Important Existing Features

6.26 Extensions should accommodate important existing site features including trees, other natural features such as ponds; retain features of ecological value; preserve any existing buildings, boundary walls or structures which are of intrinsic architectural or historic interest, or that contribute to the character of the area or local distinctiveness.

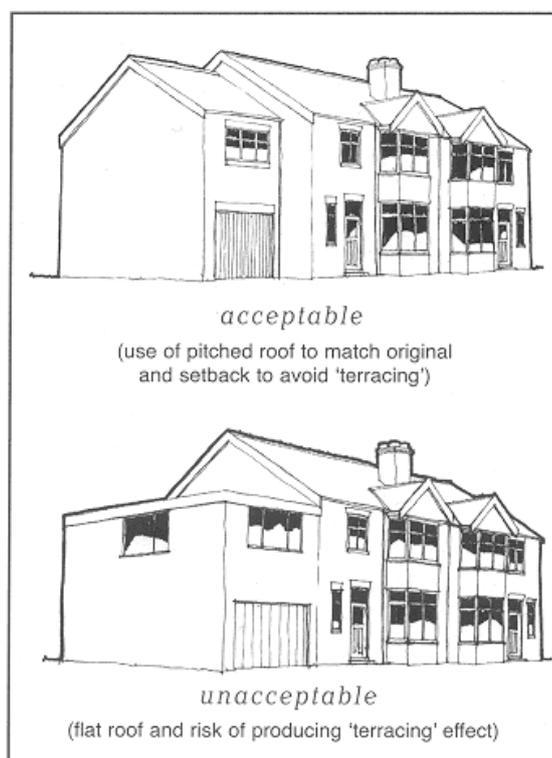
7. Specific Guidelines

7.1 This section of the SPD sets out specific guidance for a range of householder development types and must be read in conjunction with the general design principles outlined earlier in the document (Section 6).

Two Storey Side Extensions

7.2 Two storey side extensions (and provision of first floors over existing single storey side extensions) should be designed to avoid having an overbearing effect or causing unacceptable loss of light or privacy for neighbours. They should also avoid creating a terracing effect, either by themselves or in conjunction with similar extensions which may exist or potentially be proposed for adjacent properties in the future. A terracing effect is considered to be undesirable in areas of primarily detached or semi-detached dwellings as this leads, in the long term, to a significant reduction in the openness, local distinctiveness and spatial quality of these housing areas, as well as an alteration in the architectural style of the areas. In meeting these requirements, the following guidelines should be adhered to:

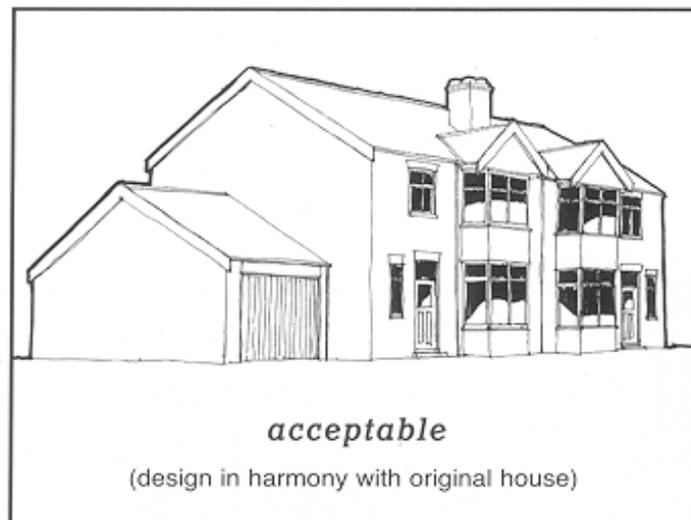
- Either a minimum space of 1m should be preserved between the extension and the party boundary to the side of the property, OR the front wall of the first floor of the extension should be set back at least 1m from the immediately adjoining part of the main front wall of the original dwelling.
- The above requirement may be relaxed if, because of a staggered or irregular arrangement of the dwellings in the street or corner location, the construction of the extension would not create an actual or potential terracing effect. A relaxation may also be made if the existing character of the area is primarily terraced. The roof of the extension should normally be at a lower level than the original. Where the original dwelling has a hipped roof, the roof of the proposed extension should normally also be hipped. Conversely, where the original dwelling has a straight gable, then the extension should (provided the neighbours would not suffer significant loss of light as a result) also have a straight gable. Two storey extensions should not have flat roofs.
- Extensions should preferably be set back at least one course of brick from the front elevation to avoid an unsightly bonding of old and new brickwork. In circumstances where the existing dwelling is rendered at first floor level, this treatment should be carried forward to the adjacent wall of the extension.
- Windows in side elevations that serve main habitable rooms and overlook an adjacent dwelling are rarely acceptable.
- Sufficient car parking spaces should be retained or provided (see separate section on parking and domestic garages).
- Side extensions should be designed to avoid causing direct overlooking or loss of light to main habitable rooms in neighbouring dwellings.
- The diagram below shows clearer guidance on what the Council would expect from this type of development proposal.



Single Storey Side Extensions (Including Conservatories)

7.3 Single storey extensions should be designed so that they preserve the street scene, protect light and privacy of neighbours and provide sufficient parking spaces. The following guidelines apply:

- Extensions should be constructed in materials and style to match the original dwelling.
- Extensions should normally have a pitched roof for aesthetic reasons (pitched roofs are also normally easier to maintain). Wherever possible, the angle of the pitch of the new roof should match that of the original dwelling. However, flat or lower-pitched roofs may be preferable in those circumstances where a matching style of roof would cause loss of light for neighbours or can be justified in design terms.
- Side windows serving main habitable rooms are rarely acceptable where they would overlook an adjoining dwelling.
- Sufficient car parking spaces should be retained or provided (see separate section on parking and domestic garages)
- Any forward projection would only be acceptable if it would be appropriate to the dwelling's design and the wider street scene and setting.
- The diagram below shows clearer guidance on what the Council would expect from this type of development proposal.



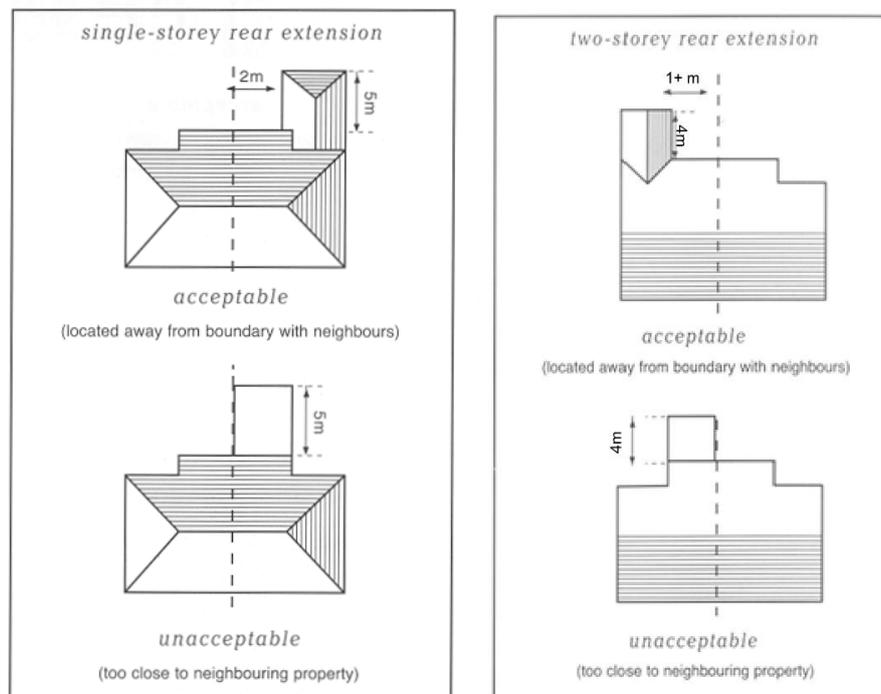
Rear Extensions (Including Conservatories)

7.4 Rear extensions should be designed to avoid causing overshadowing, loss of outlook or loss of privacy to the neighbours, or appear unduly dominant to neighbours. The following guidelines apply:

- A single storey rear extension located on or immediately adjacent to the party boundary with a neighbouring dwelling will normally be acceptable if it does not project more than 4m from the rear elevation of the existing dwelling.
- A single storey extension beyond 4m (or in a situation where the application property has a rear elevation which is set further back than the rear elevation of the neighbouring dwelling) will normally only be permitted if it does not breach the 45 degree rule.
- The above guidelines may, in some circumstances, be relaxed for conservatories although it will often be necessary to provide or retain appropriate boundary fences/walls, etc. to prevent overlooking of neighbours.
- Two storey extensions of up to 3 metres will normally be acceptable.
- Extensions beyond 3 metres will only be acceptable if they do not breach the 45 degree rule (see section 6). In addition, where the properties are attached and the neighbouring dwelling has no extension adjacent to the boundary, any first floor element of an extension beyond 3 metres should be set in from the party boundary by a minimum of 1m.
- Two storey rear extensions would not normally be allowed to come within 7 metres from the rear boundary.
- Two storey extensions should normally have a pitched roof.
- Windows should normally be restricted to rear elevations, to avoid overlooking of neighbouring gardens and dwellings.
- Circumstances vary and there will be situations where the proposed extension does not breach the specific length guideline or the 45 degree rule but, in terms of its siting, scale and massing, would appear unduly obstructive from a

neighbouring dwelling or adversely affect the use and enjoyment of its garden area. Such extensions will not be acceptable.

- The diagram below shows clearer guidance on what the Council would expect from this type of development proposal.



Front Extensions and Porches

7.5 Front extensions and porches can be particularly prominent in the street scene and should be particularly carefully designed to retain the character of residential areas. The following guidelines apply:

- Style, design, materials and scale of front extensions and porches should respect the character of the surrounding residential area.
- Account should be taken of the building line, although, for example, small porches and canopies of a satisfactory design in materials projecting in front of the building line will normally be permitted.
- The size and projection of front extensions and porches that may be permitted depends on the type of dwelling and degree of set-back from the highway. A large detached house, set a substantial distance from the highway, would normally be capable of accommodating a much larger front extension or porch than, for example, a terraced dwelling with minimal set-back from the highway.
- Front extensions should not dominate the existing dwelling or disrupt the uniformity of a group of similarly designed dwellings.
- Front extensions through their siting or fenestration should not generate the need to enclose or screen gardens with high boundary features in order to improve privacy.

- Extensions should not unacceptably obstruct the outlook of neighbouring dwellings or detract from their privacy.
- Sufficient car parking spaces shall be retained or provided (see separate section on parking and domestic garages).

Extensions on corner plots

7.6 Particular attention should be paid to the design of extensions on corner plots. This is because they can encroach over the building line on either highway frontage, and therefore be particularly prominent in the street scene and sometimes create undesirable pinch points at the entrance to side roads. They can also interfere with highway visibility in some solutions. The following general guidelines apply:

- Sufficient distance should be retained to the side boundary to preserve the character of the surrounding area. Extensions should not be sited so close to the boundary that they would adversely impact on the street scene.
- In the case of two storey extensions, established building lines on both street frontages should normally be respected. The presence of existing substantial hedging or fencing / walls, or substantial highway verges would be taken into account in assessing whether a relaxation to the above guidelines can be made.
- In addition two storey side extensions should avoid blank gables and should respect interface distances with neighbouring dwellings (12m between gable and front elevation)
- Single storey extensions on corner plots should normally be set-in 2m from the side boundary and not exceed half the width of the existing dwelling.
- The extension should be designed and sited so as not to interfere with visibility for highway users.
- Sufficient car parking spaces should be retained or provided (see separate section on parking and domestic garages).
- Extensions should have a pitched roof.
- In all cases, irrespective of the distance remaining to the side boundary, the extension should be appropriate in scale to the dwelling.

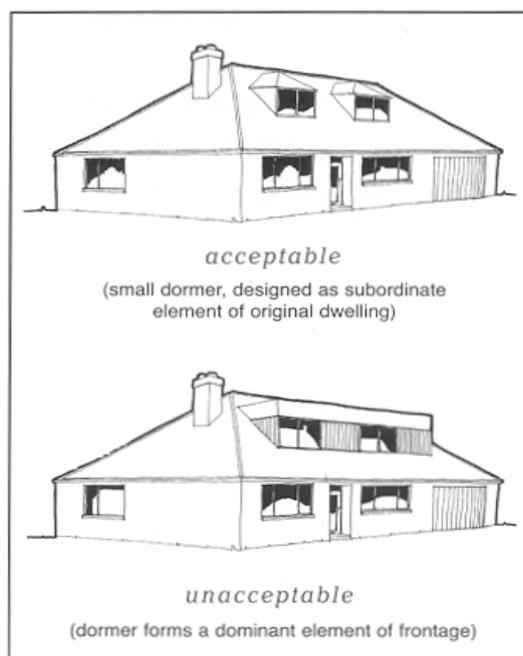
Note: reduced distances may be accepted if:

- Open corner plots are not a feature of the area;
- The site does not hold a prominent position in the street scene (for example, if it is at the end of a cul-de-sac); or
- The site is well screened and so the extension would not have a significant effect on the street scene.

Roof Alterations and Dormer Extensions

7.7 Roof alterations and dormer extensions can prove a convenient method of increasing the living space with a dwelling. However, care should be exercised to ensure that their design is in keeping with the dwelling and that they do not overlook neighbouring dwellings. Dormers should not be so large as to dominate the roof slope resulting in a dwelling which appears unbalanced. There is great scope to extend dwellings by adding rear dormers under permitted development but where this is not permitted the following points apply. The following general guidelines apply:

- Front dormers should be avoided unless they are characteristic of the building or locality. Where front dormers are proposed, particular attention needs to be given to design. Stricter criteria (to those set out below) may be required.
- Attention needs to be given to design to ensure a sensitive and appropriate approach which conserves the character of the original building and roofscape.
- Raising the ridge height to create sufficient internal space e.g. for a loft conversion will generally be unacceptable.
- A dormer extension must not project above the ridgeline of the dwelling.
- A dormer should normally be set back at least 1m from the main elevation it relates to, when measured on the horizontal line and 0.5m from the roof edge on either side (including the roof boundary line of terraced properties and semi-detached properties), to prevent it having an overbearing effect on the street scene and adjoining dwellings.
- A number of smaller dormers, as appropriate to the scale of the building, may be more successful than one large dormer, but conversely a simple roofline or roof slope should not be cluttered by a proliferation of dormers
- Dormers should not extend around the corner of a hipped roof or cover more than one third of the roof area to the street frontage.
- Dormers on side elevations are normally not acceptable if they overlook adjacent dwelling.
- Dormers should be faced in materials which match the original roof coverings. Flat roof dormers will not be acceptable on front elevations or any elevation clearly visible from a public vantage point.
- The openings on dormers should generally be noticeably smaller than the windows on the storeys below, but should echo the general proportions and shape of the openings below.
- The diagram below shows clearer guidance on what the Council would expect from this type of development proposal.



Detached buildings and structures, parking and domestic garages

7.8 A common factor with all types of extension is the need to preserve a satisfactory amount of off-street parking provision within the boundaries of the dwelling. This factor is particularly common when proposals are submitted for side or front extensions, which very frequently affect the available parking space within a dwelling. Failure to provide satisfactory parking provision can lead to on-street parking which is both unsightly and hazardous (e.g. for children or persons crossing the road).

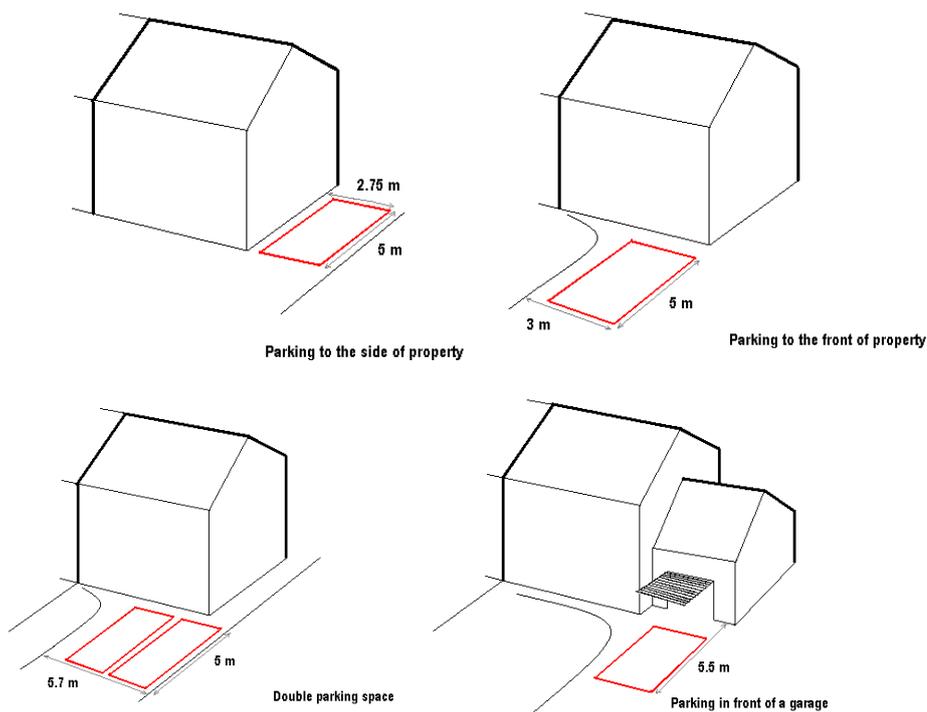
7.9 Circumstances vary, depending on the existing level of provision and the particular environmental and highway conditions in the locality. In most cases the existing level of provision should be retained within the curtilage of a dwelling. If the proposed extension includes extra bedrooms additional parking spaces may be required in line with the Council's parking standards (As set out within the Council's 'Ensuring a Choice of Travel' SPD). Proposals that would result in an adverse impact on street parking conditions to the detriment of highway safety or the amenity of local residents will not be acceptable.

7.10 In operating this policy, the following notes apply:

- Car spaces provided at the side of dwellings should have a minimum dimension of 5m x 2.75m (this width is necessary to enable a car door to be opened and use satisfactorily).
- Car spaces provided on front drives should have dimensions of at least 5.0m x 3m (this width is considered necessary to allow pedestrian path to the dwelling).
- Two side by side parking spaces will require an area of 5m x 5.7m.
- Car spaces in front of a garage should have a minimum depth of 5.5m to avoid vehicles obstructing the highway whilst gaining access to the garage.

- Garages will normally count as contributing to the car parking provision where their internal dimensions are sufficient to allow them to be satisfactorily used as such. Minimum internal dimensions of 5.5m x 2.75m.
- Extensions which would result in the loss of an existing car parking space to an unacceptable level or demand for additional spaces may be permitted if alternative parking is provided e.g. in front gardens if the replacement spaces would have satisfactory dimensions and the garden would be well landscaped.
- In operating the guidelines, the Council will have regard to existing prevailing parking provision in the area.
- Garages, sheds and other detached buildings should normally be behind the building line or be well screened by hedging or similar landscape treatment.
- Where replacement parking will be necessary in front gardens, to soften / screen parked cars, proposals should ensure that at least 50% of the front garden area remains porous.
- Garden structures such as raised decking, swimming pools etc. will only be permitted where they would not result in an unacceptable impact on neighbours in terms of loss of privacy or noise and disturbance.
- The diagram below shows clearer guidance on what the Council would expect from this type of development proposal.

Parking Dimensions



Gates, Walls and Fences

7.11 The design and detailing of boundary gates, walls and fences, particularly on highway frontages, plays an important role in defining the character of places. Residential estates that were designed on 'open plan' principles should retain this characteristic unless a suitable justification can be put forward for enclosing the front of a particular dwelling. In more traditional areas, the character of the townscape, village, rural landscape or estate is often determined by existing attractive hedging, sandstone walls or brick walls, where the existing character of the boundaries should be preserved. Certain gates, walls or fences can be erected under permitted development. However it should be noted that permitted development rights for gates, fences or walls may have been removed for certain dwellings, in particular those on 'open plan' estates.

7.12 The following principles apply:

- The style and materials of all gates, walls and fences should match or be in harmony with the existing style of the boundary treatment in the surrounding area or, when this more appropriate the dwelling itself.
- Gates, walls or fences will not normally be permitted on open plan estates.
- Highway visibility should be preserved and solid walls or fences above 0.6m adjacent to vehicular access should be avoided.
- In the case of housing areas where service strips are provided alongside roads, rather than pavements:
 - i. Any front boundary treatment should avoid divorcing the service strip from the front garden of the dwelling; and
 - ii. No front boundary treatment should cross the service strip.
- Means of enclosure on highway boundaries would normally be expected to be constructed from bricks or stonework in keeping with the host dwelling or area. . Timber fencing should be avoided and should only be used to rear and on less sensitive or prominent boundaries.
- Where the curtilage of a house adjoins the highway it should usually be expressed as 'semi-public space'. In other words it is clearly separated from the public highway by a boundary feature or landscaping and readable as a private garden, but it should not be enclosed by high boundary features or screening that conceals the house from the street and vice versa.

8 Development affecting Conservation Areas, Listed Buildings or Registered Historic Parks

8.1 This section of the SPD sets out specific guidance on heritage issues as part of householder development proposals. This section should be read in conjunction with Section 6 which provides general design guidance and also with relevant parts of Section 7 where further detail for specific development types is set out.

8.2 Knowsley contains a wide range of historic buildings, structures and spaces which individually and collectively help to shape the Borough's distinctive identity and sense of place. The Borough's heritage is reflected in its formally designated heritage which includes over 100 Listed Buildings, 15 designated Conservation Areas and elements of two Registered Parks and Gardens. These formally designated sites are all referred to as 'Designated Heritage Assets' within the National Planning Policy Framework (NPPF). See below for a link to the relevant webpage.

<https://www.knowsley.gov.uk/residents/building-and-planning/heritage-conservation>

8.3 The NPPF states that in considering the impact of a proposed development on the significance³ of a designated heritage asset⁴, great weight should be given to the asset's conservation, with the level of weight increasing in line with the importance of the asset. Harm to heritage assets should be avoided in the first instance, however if this is not possible impacts should be minimised and to be considered acceptable the proposals must offer public benefits (e.g. heritage benefits) of sufficient scale to outweigh the harm. Records detailing information about designated and non-designated assets for Merseyside can be found in the Historic Environment Record (HER) and should be considered in line with Para. 128 of NPPF.

8.4 Before designing extensions or alterations to designated heritage assets (or which would affect their settings) you should seek to understand what their historic significance is and then take this into account in the design process. Extensions or alterations can cause harm to their heritage significance, however through careful design and use of appropriate materials harmful impacts can sometimes be reduced or avoided altogether. In the case of most household extensions, the benefits of the development will be private (e.g. more living space, a higher property value) rather than public, so it is particularly important that changes and additions to these are sited and designed to avoid harm.

8.5 In addition to formally designated assets as described above there are buildings, structures, spaces and places that are of local heritage interest but which fall short

³ the value of a heritage asset to this and future generations by virtue of its heritage interest. This interest may be archaeological, architectural, historic or artistic.

⁴ includes listed buildings, conservation areas, registered park, scheduled monument, historic battlefield, or any combination of these.

of meeting the national criteria for designation. These are called non-designated heritage assets, and the NPPF requires planning authorities like Knowsley Council to consider the impact of applications on the significance of non-designated heritage assets. The Council is committed to the production of a 'local list', when this is completed the list will help to identify these, however it may be that the interest of a particular building, structure or site may only come to light during the planning application or pre-application process.

8.6 Any application for works affecting a heritage asset must be accompanied by a Heritage Statement which describes the significance of the asset including the contribution made by its setting. The level of detail within the Heritage Statement should be proportionate to the asset's importance and sufficient to understand the potential impact(s) of the proposal on its significance.

Listed Buildings

8.7 Where a householder development proposal directly concerns a listed building, then Listed Building Consent will likely also be required for any partial or total demolition, extensions and many alterations. This includes work of a minor nature that does not usually require planning permission such as internal reconfigurations and altering windows.

8.8 Any outbuildings or structures which date from before July 1948 and are within a listed buildings' curtilage, or were within it at the time the building was listed, are usually also treated as listed in line with statutory requirements. Partial or total demolition, alterations or extensions to these types of buildings will therefore usually also require applications for Listed Building Consent. Applicants who are proposing work to a listed building should seek specialist advice from a consultant or designer with experience of successfully integrating new development within the historic environment.

8.9 Detailed scaled drawings and information will be required to support an application for Listed Building Consent. The nature of the information required will vary depending on your proposals however it should be sufficient to accurately describe the changes or work which is proposed. The following checklist is available:

http://www.knowsley.gov.uk/pdf/1app_listed_building_consent_checklist.pdf

8.10 In determining an application for Listed Building Consent or planning permission where the works affect a listed building, the Council has a statutory duty to have special regard to the desirability of preserving the affected listed building or its setting or any features of special architectural or historic interest which it possesses.

8.11 Any alterations or extensions to a Listed Building should avoid harm to its historic features and its setting. If harm cannot be avoided the work would require clear and convincing justification including demonstrating that the benefits of the

scheme are public benefits (i.e. are wider than private benefits). The strictest standards will be applied to design and construction.

8.12 The specific significance and character of each Listed Building varies from building to building. Similarly, the contribution that the setting makes to the overall significance of a Listed Building varies from building to building. This SPD cannot therefore offer general principles or detailed guidance with regard to designing extensions or alterations to Listed Buildings. This therefore places particular importance on the ability of the designer to understand the significance of the Listed Building and propose an extension or alteration that maintains or enhances this significance. Pre-application consultation is recommended as a means of gaining the Council's understanding of the significance of a particular Listed Building and what constraints or opportunities this presents for extension or alteration.

Conservation Areas

8.13 Permitted development rights are more restricted within conservation areas, particularly those with 'Article 4 Directions' in place, meaning that a greater range of householder development requires planning permission. Demolition of buildings in conservation areas will usually require 'Planning Permission for relevant demolition in a conservation area'. Applications must include a heritage statement, this can form part of the design and access statement where required.

8.14 In determining planning applications within conservation areas the Council has a duty to pay special attention to the desirability of preserving or enhancing the character or appearance of that area.

8.15 In accordance with national policy, Knowsley Local Plan Core Strategy Policy CS20: Managing the Borough's Historic Environment and Saved UDP Policy DQ5: Development in Conservation Areas provide guidance on the expectations of the Council for all householder development proposals in conservation areas to secure their continued protection or enhancement, contribute to the wider vitality, viability and regeneration of the conservation areas in which they are located and reinforce their strong sense of place.

8.16 Conservation areas are areas which the Council has declared as having special architectural or historic interest. UDP Policy DQ5 requires that any extensions to houses sited within Conservation Areas must preserve or enhance the character or appearance of the conservation area. This places a greater emphasis on respect for the context of the extension and maintaining or enhancing local distinctiveness than those parts of the Borough that are not designated as conservation areas or fall under other heritage designations. All the general advice set out in the sections dealing with General Principles (section 6) and Specific Guidelines (section 7) will apply but in addition other considerations such as those below will be taken into account.

1. The Conservation Area Appraisal and Management Plan (where adopted) will help an applicant or designer to understand the significance of a conservation area, and the features or characteristics that make a positive or negative

contribution to its character and appearance. The appraisals and management plans are available from the Council's website:

<https://www.knowsley.gov.uk/residents/building-and-planning/heritage-conservation>

2. Plot layout, building density, building footprint, building form and the space around and between buildings are often very important in defining the character of conservation areas. The existing relationship between buildings and spaces should be upheld by the siting, scale, footprint, height, form and massing of an extension.
3. Open spaces, green spaces, individual trees and tree cover can be extremely important in defining the character of a conservation area and this should be considered before putting forward proposals for extensions or new outbuildings, etc. The Council must be notified prior to any works being undertaken to trees in conservation areas. Advice can be sought by contacting the Council's Greenspaces Team on 0151 489 6000.
4. Particular care should be taken with respect to the visual impact of parking and refuse storage areas.
5. Important views must be protected as well as the general street scene. Conservation areas are the sum of their parts, with private and public buildings and spaces, natural and manmade features combining to give a distinct sense of place. Extensions must sit harmoniously within this wider scene if they are to maintain the area's character and appearance.
6. The relationship between the extension and the existing building will be of particular importance, as buildings within conservation areas are likely to be of local interest in their own right.

Registered Historic Parks or Gardens

8.17 The register of Historic Parks and Gardens is compiled and maintained by Historic England. The NPPF and Knowsley Local Plan Core Strategy Policy CS20: Managing the Borough's Historic Environment provide guidance as to how development within or adjacent to registered historic parks or gardens will be considered. Historic lodges, farms and other houses can be important elements of the wider designated parkland, with views towards them and historic associations adding to the interest of the historic park.

8.18 Extensions or additions to dwellings which are within or adjacent to these areas will be expected to be sited and designed in a manner which is sympathetic to the significance of the historic park or garden including any important views that they contribute interest to. The use of traditional materials and enhanced landscaping schemes may be required.

8.19 Development should not result in the loss of historically significant features including built structures and layout. Development adjacent to a historic park should not detract from the general character of the surrounding landscape.

Non-Designated Assets or assets on the ‘Local List’

8.20 Typical non-designated heritage assets in Knowsley are varied, they include buildings and structures that reflect local vernacular architecture and the Borough’s agricultural, rural history; buildings or structures that are associated with major landowners and estates or buildings and structures that contribute to our understanding of the Borough’s economic, social and cultural history. Examples may include former barns, former stables, farmhouses, railway cottages, estate cottages, the houses built for wealthy Victorian merchants and businessmen, former chapels that are now houses, vicarages, rectories, presbyteries and so on. These buildings may have important established relationships with other buildings, the spaces around them or features like landscaping, trees or boundary walls. Therefore the setting of the non-designated heritage asset is a consideration alongside the non-designated heritage asset itself.

8.21 While there are no statutory requirements that apply to non-designated heritage assets, the NPPF is clear that the heritage significance of undesignated assets should be taken into account in the determination of planning applications. The NPPF requires a balanced judgement to be made which takes into account any harm or loss to the asset’s heritage significance. The significance of the non-designated heritage asset should be taken into account alongside all relevant other considerations of the application. Therefore if a proposal avoids or mitigates harm to a non-designated heritage asset or its setting through good design and the use of appropriate materials, it will be more likely to be acceptable.

9 House Extensions in the Green Belt

9.1 Whilst the vast majority of residential dwellings within the Borough are sited within urban areas, there are many dwellings sited within those rural parts of the Borough that are designated as Green Belt. The extent of the Green Belt is defined on the adopted Local Plan policies map, please see:

<https://localplanmaps.knowsley.gov.uk/>

9.2 In addition to the guidance in sections dealing with General Principles and Specific Guidelines above, Policy G7 of the Unitary Development Plan requires that extensions to dwellings sited in the Green Belt are not, when taken together with previous extensions “disproportionate” in scale to the original dwelling. This is to prevent extensions eroding the openness of the Green Belt. The original house is the house as it existed on 1 July 1948 or as it was first built if it has been constructed since then. Disproportionate extensions are those which because of their scale and/or design change the character of the original dwelling should remain the dominant element. Where a dwelling proposed to be extended such that cumulative additions would amount to an increase on the original volume of over 50% these will normally be classed as disproportionate and unlikely to be allowed.

9.3 In addition Policy G7 requires that the form of the development preserves the openness of the Green Belt. Tall extensions can be particularly harmful to openness and extensions should ideally be sited where the visual impact of their mass is minimised. Dark facing materials can minimise visual impact and detailing such as bark coloured barge boards, window frames and rainwater goods may be important.

9.4 In cases where permission is required for outbuildings, they should be clearly incidental in scale to the original dwellings. All extensions and outbuildings must be within the original garden area. Extensions of gardens into adjacent open Green Belt land will not be allowed.

10 Extensions close to trees

10.1 Trees and areas of landscaping enhance our environment, both by improving the appearance of an area and helping combat pollution. Some individual larger trees and some groups of trees are protected by a Tree Preservation Order. To remove or undertake work to such trees you will require consent from the Council. If the extension you propose would necessitate the removal or pruning of any trees or if it would be sited closer to a tree than your existing house, that tree should be clearly marked on the drawings submitted with the application and a tree survey may be necessary. This section should be read in conjunction with the Trees and Development SPD.

10.2 Saved UDP Policy DQ4 requires that important natural features, such as trees, be preserved. If a residential extension would result in damage to such a tree it may be refused planning permission. In other instances the extension may be allowed subject to conditions requiring protective measures to be taken to ensure nearby trees are not damaged. The Council puts great importance on protective fencing during construction and the benefits achieved by installing the correct type of fencing in the correct position.

10.3 As a general rule unless otherwise agreed, existing healthy trees should be protected and retained. Where a site layout accommodates trees in rear gardens, the extension should normally allow a distance of at least 11.5m beyond the ultimate canopy spread of the established tree. This distance may be reduced to 6m for front garden areas and 2m in the case of flank walls. It is considered best practice to incorporate root barriers in the foundations of extensions in order to protect drains and prevent structural damage.

11 Extra Accommodation for Relatives

11.1 If an extension is proposed to accommodate dependent relatives, that accommodation should be linked to the main dwelling rather than be a separate building within the grounds. If it is not possible to extend the existing dwelling and it is proposed to convert an existing outbuilding or build a new one, the Council will seek to ensure that a separate or fully self-contained unit of accommodation is not being created. It may be necessary to attach conditions to any planning permission to secure this.

Appendix 1: Glossary

Article 4 Direction - Article 4 directions withdraw permitted development rights. They are made when the character of an area of acknowledged importance would be threatened. They are most common in conservation areas.

Conservation Area - an area defined in the Planning (Listed Buildings and Conservation Areas) Act 1990 as “an area of special architectural and historic interest, the character or appearance of which it is desirable to preserve or enhance.”

Condition – a caveat applied to the grant of planning permission as an alternative to outright refusal. These restrict what you can do on the premises and require approval for specific aspects of the development (i.e. material to be used) before you can proceed. There have to be reasons attached to conditions.

Curtilage - an area of land attached to a property and forming one enclosure with it.

Density - a measurement of how intensively land is occupied by built development. For housing, this is measured in dwellings per hectare (dpa).

Design and access statement (DAS) - a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users.

Designated heritage asset - A World Heritage Site, Scheduled Monument, Listed Building, Protected Wreck Site, Registered Park and Garden, Registered Battlefield or Conservation Area designated under the relevant legislation.

Dormer – a window that projects vertically from a sloping roof.

Fenestration – the arrangement of windows in a building.

Footprint (of a building) – area of a building where it meets the ground; usually the area of the slab or grade.

Form (of a building) – the combination of mass and shape within a building.

Green Belt - Designated land – primarily open land – around built-up areas designed to limit urban sprawl and to define town and country areas. It is generally protected land with a strong presumption against development.

Heritage Asset –A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest. Heritage asset includes designated heritage assets and assets identified by the Council (including local listing).

Listed Buildings - Buildings or other built structures included in the statutory list of buildings of special architectural or historic interest. Listing decisions are made by the Secretary of State for Culture, Media and Sport and the listing system is administered by Historic England.

Local Distinctiveness – the combination of natural and man-made features that give a place its identity.

Local Plan - the plan for the future development of the local area, drawn up by the Council in consultation with the community. The Local Plan includes "Development Plan Documents" adopted under the Planning and Compulsory Purchase Act 2004. In Knowsley, this includes the Local Plan Core Strategy, Local Plan Site Allocations and Development Policies and Merseyside and Halton Joint Waste Local Plan, accompanied by a Local Plan Proposals Map Policies Map.

Local Plan: Core Strategy - a document which forms the central part of the Knowsley Local Plan and sets out the long term spatial vision, objectives and strategic policies for the Borough. The Local Plan Core Strategy has the formal status of a Development Plan Document, and will be joined by further Local Plan documents.

Massing (of a building) – the size, shape and bulk of a property.

Merseyside and Halton Joint Waste Local Plan - prepared jointly on behalf of six local authorities, this plan sets out waste management policies for the sub-region. The policies include site allocations and development management policies. The document forms part of the Local Plan for each local authority in Merseyside and Halton.

National Planning Policy Framework (NPPF) - introduced by the Government in 2012, this replaced the majority of adopted national planning policy, including most Planning Policy Statements and Planning Policy Guidance notes. The NPPF is supplemented by remaining guidance, and a number of other policy statements. The NPPF sets out national priorities for delivering sustainable development and economic growth, including a very wide range of policies and guidance, relating to themes such as housing, environment and economy, and procedural matters (such as plan-making and decision-taking). The policies of the NPPF will be applied alongside those in Knowsley's Local Plan (and the supplementary guidance in this SPD).

National Planning Policy Guidance - online guidance which replaced the majority of pre-existing planning guidance and should be read alongside the NPPF. The guidance is intended to be updated when the Government reviews its planning guidance.

Non-designated heritage asset (see 'Heritage Asset')

Party Wall – a wall common to two adjoining buildings.

Original building - A building as it existed on 1 July 1948 or, if constructed after 1 July 1948, as it was built originally.

Permitted Development – development proposals that have already been granted planning permission by statute (The Town and Country Planning (General Permitted Development) (England) Order 2015 and do not require the express consent of the Council.

Public Realm - the space between and surrounding buildings and open spaces that are accessible to the public and including streets, pedestrianised areas, squares and river frontages.

Setting (of heritage assets) – the surroundings in which a heritage asset is experienced. Its extent is not fixed and may change as the asset and its surroundings evolve. Elements of a setting may make a positive or negative contribution to the significance of an asset, may affect the ability to appreciate that significance or may be neutral.

Significance (of heritage assets) – the value of a heritage asset to this and future generations by virtue of its heritage interest. This interest may be archaeological, architectural, historic or artistic.

Strategic Environmental Assessment (SEA) - European Directive 2001/42/EC (the SEA Directive) requires a formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment, known as Strategic Environmental Assessment. To meet the requirements of the directive, a body must prepare an environmental report in which the likely significant effects on the environment of implementing the plan or programme, and reasonable alternatives taking into account the objectives and geographical scope of the plan, are identified, described and evaluated. This is incorporated in the form of a Sustainability Appraisal for the Knowsley Local Plan, with a separate screening opinion accompanying this SPD to assess the need for an individual assessment relative to this document alone.

Supplementary Planning Document (SPD) - a planning policy document which provides supplementary information in respect of the policies contained in the Local Plan, and which focus on particular issues or places. They are subject to consultation, but are not subject to an independent examination.

Sustainability Appraisal (SA) - an assessment of the economic, environmental and social effects of a plan or programme from the outset of the preparation process to allow decisions to be made that accord with sustainable development. For the Knowsley Local Plan, this covers the requirements of Strategic Environmental Assessment (SEA). A screening opinion accompanying this SPD determined that an SEA assessment specific to the document was not required as the guidance only expands upon policies within the adopted Knowsley Local Plan: Core Strategy, Merseyside and Halton Joint Waste Local Plan and saved policies of the Knowsley Replacement Unitary Development Plan.

Sustainable Drainage Systems (SuDS) - these systems provide an alternative to the traditional methods of dealing with water drainage, aiming to mimic the natural

movement of water from a development, slowing run-off, reducing flood risk, improving water quality and potentially providing attractive features.

Appendix 2: Householder Application Checklist

HOUSEHOLDER APPLICATIONS CHECKLIST

THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED WITH EACH PLANNING APPLICATION (THE CHECKLIST SHOULD BE READ IN CONJUNCTION WITH THE ACCOMPANYING GUIDANCE NOTES).

NAME OF APPLICANT: _____

NAME OF AGENT: _____

ADDRESS OF DEVELOPMENT: _____

WHEN WE RECEIVE YOUR APPLICATION IT WILL BE VETTED FOR ACCURACY AND FOR THE FULLNESS OF THE INFORMATION SUPPLIED. IN ORDER TO REDUCE DELAYS IN THE DETERMINATION OF YOUR APPLICATION YOUR APPLICATION **WILL NOT** BE REGISTERED IF ANY RELEVANT INFORMATION IS MISSING.

TWO COPIES OF ALL INFORMATION LISTED BELOW IS REQUIRED WITH EACH APPLICATION.

PLEASE TICK EACH BOX AS APPROPRIATE.

- Have you completed the householder application forms and signed and dated all copies?
- Have you completed, signed and dated the correct Certificate? (Remember if any part of the proposed development is not on land that you own you should complete section B of the certificate and Serve Notice on the owner).
- Have you enclosed the fee of £172?
- Have you provided a site location plan at a scale of 1:1250 and edged the application site in red (remember the application site should be centred on the plan and identify all roads and properties surrounding the site so that neighbour notifications can be easily undertaken).
- Have you provided existing and proposed floor plans at a scale of 1:50 or 1:100 and indicated all boundary lines around the property (single storey extensions should show all of the ground floor; two storey extensions should show all of the ground and first floor).
- Have you provided existing and proposed elevations at a scale of 1:50 or 1:100 (you should include all elevations affected by the proposal)?

- If there are existing changes in ground levels within the site or you propose to change the levels have you submitted full details of this at a scale of 1:50 or 1:100 (ie. Levels and sections)?

NOTE: All plans should be to scale and include a scale bar and key dimensions

- If any trees are to be removed or pruned as part of the proposal do your drawings show this?

NOTE: Planning applications for householder development in Conservation Areas will need to be accompanied by a Design and Access Statement. The Council cannot consider your application unless it is accompanied by a Statement, if required. Information on how to prepare a statement is available on the Council's website.

- Have you included a full Design and Access Statement, if required?

Please note: This checklist is not necessarily exhaustive and other points may be identified when your application is received. The level of information is dependent upon the type of application submitted. If you need advice on any of these points, please do not hesitate to contact our Technical Support Team on 0151 443 2392 before submitting your application.

Appendix 3: Building Control Advice and Contact Details

Much building work will require Building Regulation approval for which a separate application must be made. However, not all building works will need a Building Regulation application.

Exemptions from Building Regulation

The main categories of exempt buildings and work are:

1. DETACHED BUILDINGS Will be exempt if:

- there is no sleeping accommodation
- or not more than 30 sq metres in floor area
- it is built of non-combustible material if within 1 metre of the boundary
- Sheds, greenhouses etc should not be more than 15 sq metres in floor area

2. PORCH Will be exempt if:

- used for no other purpose
- not more than 30 sq metres in floor area
- any glazing is safety glass

3. CONSERVATORY Will be exempt if:

- attached to the dwelling, but separated by a door
- is not more than 30 sq metres in floor area
- glazing is safety glass
- is sited at ground level

4. CAR PORT Will be exempt if:

- open on at least two sides (doors are not an open side)
- no more than 30 sq metres in floor area.

Building Control Contact Details

Address: PO Box 26
Yorkon Building
Huyton
L36 9FB

Telephone: 0151 443 2314

Email: bcsubmissions@knowsley.gov.uk

Web: <http://www.knowsley.gov.uk/residents/building-and-planning/building-control.aspx>

Appendix 4: National Planning Policy, Guidance and Contacts

A) National Planning Policy and Guidance

[National Planning Policy Framework \(NPPF\) \(CLG, 2012\)](#) The NPPF should be read as a whole, so individual policies will not be quoted here. However, the policies relating to design and local distinctiveness are all relevant to planning applications.

[National Planning Policy Guidance \(PPG, CLG\) \(2014 and as updated\)](#) The PPG replaced the majority of pre-existing planning guidance and should be read alongside the NPPF. This document only exists on line and is updated as and when the Government reviews or updates its planning guidance.

[Planning Portal](#) is the Government gateway to planning information throughout the UK. This online resource provides information on plans, appeals, applications, contact details and research areas.

B) Contacts and Information

Useful planning links:

[Pre-application planning advice](#)

[How to make a planning application](#)

[Planning application forms and fees](#)

Useful building control links:

[Frequently asked building control questions](#)

[Do I need building regulation approval?](#)

[How to apply for building regulations approval](#)

[Building control forms and fees](#)

For planning and/or building control advice, forms, applications and pre-applications:

Planning Services, Knowsley MBC,

Tel: 0151 443 2380, E-mail: planning@knowsley.gov.uk

For more information log on to
www.knowsley.gov.uk/LocalPlan

You can also get this information in other formats.
Please phone Customer Services on 0151 443 4031
or email customerservices@knowsley.gov.uk



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