

# RESIDENTIAL EXTENSIONS



## Supplementary Planning Guidance January 2002

*Support for Good Development*

Scarborough Borough Council  
Planning and Building Standards



*A great place to live, work & play*

## **FOREWORD**

This Supplementary Planning Guidance (SPG) was the subject of public consultation in late 2001. In response to comments received, the Borough Council agreed a number of revisions at its meeting on 22nd January 2002. The guidance has now been adopted in this revised form by the Council and will be taken into account in the determination of planning applications.

In accordance with PPG 12 – Development Plans, the SPG is reproduced with summary of the comments that the Council received alongside the Council's response.

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*N.B. The illustrations in this booklet are indicative only and should not be relied upon to obtain planning permission*

## A. BACKGROUND INFORMATION

### Introduction

This booklet aims to help property owners and builders who are considering extending houses. The booklet provides practical guidance which should be read before plans are drawn up. If the guidance is followed, then it is more likely that a planning application can be processed quickly and be granted. The guidance aims to raise standards of design so that extensions respect the character of existing buildings and the street scene.



Extensions should respect the character of the street scene

### Planning Permission

In most cases, residential extensions will require planning permission. However, there are circumstances where an extension will be classed as "permitted development", ie no planning permission will be needed. Whether permission is needed or not will depend on where you live, the type of property, whether the property has previously been extended and the number of changes already made to the property. Sometimes conditions will have been applied to previous permissions for the property withdrawing the "permitted development rights". In some cases permitted development 'allowances' for a property will have been 'used up' by previous development or extensions so that all further extensions, however small, will need permission.

Sometimes, particularly on new housing estates, the Council has imposed conditions to withdraw normal permitted development rights, or restrict certain alterations to properties which could be damaging to the future appearance of the area, such as the erection of porches, garages, dormer windows or satellite dishes. It is essential that

you to check with the Planning Department to see if permission is required for any development.

A simple “Development Enquiry Form” is available and should be used to enable the Council to quickly and accurately tell you, in writing, if you will require planning permission, conservation area consent, Listed Building consent or Building Regulations approval. This type of enquiry is free of charge and normally will be answered within 15 working days. Development should not take place unless it is clear that permission is not needed or has been obtained.

If permission is needed, the Planning Department will provide you with all the relevant application forms and can assist you with the completion of them. If you have special needs it may be possible to arrange for a member of the planning staff to visit your home to assist with the completion of application forms.

When you are ready to apply for planning permission you are strongly advised to engage the services of an architect or suitably qualified draughtsman. They are able to prepare the necessary drawings and plans to the required standard and ensure, if appropriate, that your proposals will comply with Building Regulations. This will avoid unnecessary delays in processing your application. They will also, if you wish, make the application on your behalf.

Further information about how to obtain planning permission is contained in the DETR free booklet entitled “Planning - A Guide for Householders”. There is also additional information contained in ‘The Scarborough Planning Handbook’ and the leaflet entitled ‘Pre-Committee Procedure: A Guide for Applicants’. All of these publications are available from the Planning Department.

## **Neighbourliness**

The Council is required to notify your neighbours when you apply for planning permission. If possible, you should discuss your designs and proposals with neighbours prior to submitting an application, so that any potential problems or objections can be resolved. You should discuss overlooking, drainage, day-lighting, boundary treatment and access for builders. This is likely to save time at a later stage.

The Party Wall Act is likely to apply to extensions built on or near neighbour's boundaries. Please see the relevant section in this booklet.

## **The Local Plan**

When an application is received it will be considered against the policies contained in the Scarborough Borough Local Plan. The purpose of the guidance in this booklet is to supplement these policies with more detailed information. The relevant Local Plan policies are detailed in Appendix A.

## Conservation Areas

The Borough of Scarborough has 26 Conservation Areas (including those within the North York Moors National Park). There are more detailed planning controls applied to extensions within a Conservation Area. A residential extension which might be permitted elsewhere may not be considered acceptable in a Conservation Area. Higher standards of design and better materials need to be used in Conservation Areas. The design of extensions must respect the local architectural styles and materials, eg natural slate or clay pantiles; stone; timber doors and windows etc.

## Listed Buildings

A Listed Building is one of 'special architectural or historic interest'. There are 2560 listed buildings in the Borough (including those within the North York Moors National Park). Any extension or alteration, both external and internal, will require 'Listed Building Consent'. It is a criminal offence to alter a Listed Building without this consent. There may be certain cases where it will not be possible to extend or alter the outside of a Listed Building in an acceptable fashion.

If consent is to be granted, careful attention to design and period details is especially important. You will be expected to demonstrate that the proposed extension will retain or enhance the character of the building. Building methods and materials must normally match the existing building. For example the use of traditional materials such as natural slate, clay tiles, natural lead and stone, timber windows and doors, clay chimney pots, cast iron railings etc., is likely to be mandatory. Plastic windows and doors will not be acceptable on Listed Buildings.



Listed Buildings require special consideration

## Article 4 Directions

Some parts of the Borough are covered by an “Article 4 Direction”, where certain ‘permitted development’ rights that you normally have been withdrawn. In these areas you will require planning permission to carry out work which elsewhere would not normally need permission. This type of Direction is intended to protect groups of buildings from the effects of development that cannot be controlled under the normal planning regulations. Article 4 Directions which exercise control over dormers exist in Royal Crescent, St. Sepulchre Street, Princess Street and St. Mary’s Walk in Scarborough. Article 4 Directions which exercise control over alterations and means of enclosure to the front of properties on the West Cliff of Whitby. The installation of satellite antenna is also controlled here.



An Article 4 Direction covers Royal Crescent

## Building Regulations

With very few exceptions, Building Regulation Approval is required for any residential extension, regardless of whether or not the extension will require planning permission. Exceptions may include a porch or conservatory with a glass or otherwise translucent roof. You will normally apply for Building Regulation Approval just after planning permission has been granted. You can contact the Building Standards Consultancy for further information about this.

Further information about Building Regulation Approval is available in the DETR free booklet entitled ‘Building Regulations - Explanatory Booklet’ or by contacting the Council’s Building Standard Consultancy.

## **B. THE DESIGN GUIDELINES**

### **Size, Shape and Scale**

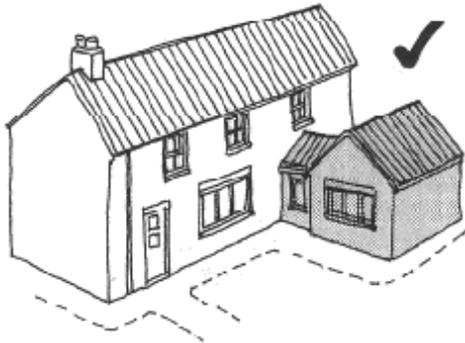
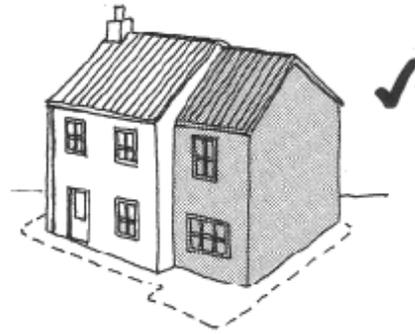
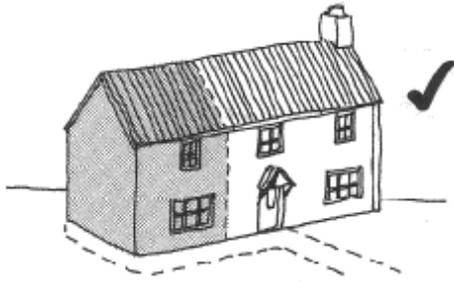
The size, shape and scale of a new extension will ultimately depend on the type of house, the location, and the topography of the land to be built on. Each application for planning permission will be assessed on its own merits within the context of Local Plan policy and the guidelines in this booklet. As a starting point, there are some basic design principles that can be applied in most cases.

The design of an extension should respect the shape, roof pitch, and scale of the original building. Careful attention to these basic principles will mean that a proposal is more likely to be successful. Above all, the extension must have the right proportions. It should not dominate the original building, but should normally be subservient to the main building.

An extension to a house can be designed so that it looks like an integral part of the original building which "fits in" or it may be of a contemporary design which complements but does not copy the parent building.

Please note that flat roofed extensions are not normally acceptable and that a badly designed extension can adversely affect the value of a house.

Extensions will either be a "continuation" of the existing building, "set back" or "separated" from the parent building. Continuation is usually only successful on detached houses and only then if carefully designed with matching materials.

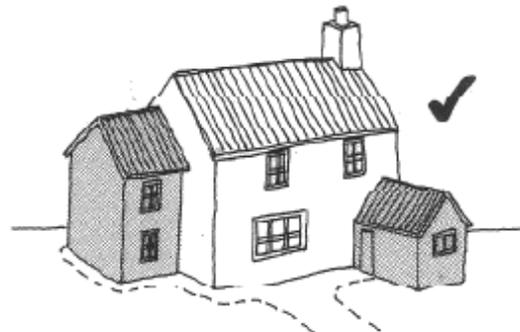
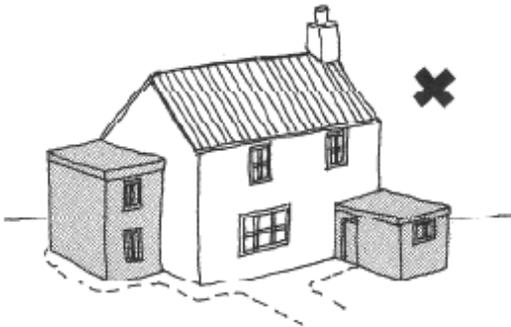


**Top Left:** Continuation

**Above:** Set back

**Left:** Separation

**Below:** Flat roofed extensions are not normally acceptable

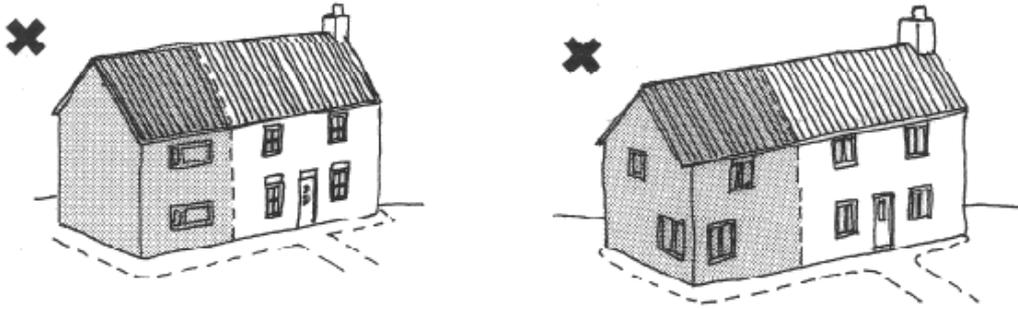


## Detail and Materials

Building materials should be chosen to match the original building as closely as possible. Where it is impossible to match the brickwork of the original building, it may be appropriate to use contrasting but complementary materials rather than create a "poor match". There should usually be a "change of plane" or "change of roofline" to help disguise the join between old and new.

Contemporary designs and materials which are very different from the main building are not ruled out, but the standard of architectural design will have to be of the highest quality to achieve a successful contemporary solution.

The style, materials, proportions and rhythm of doors and windows should copy or relate to the existing building. Extensions should usually copy or make reference to any features, colours and materials that the original building may have. These features may include decorative brickwork, eaves details, fascia boards, cast iron rainwater goods and chimneys.



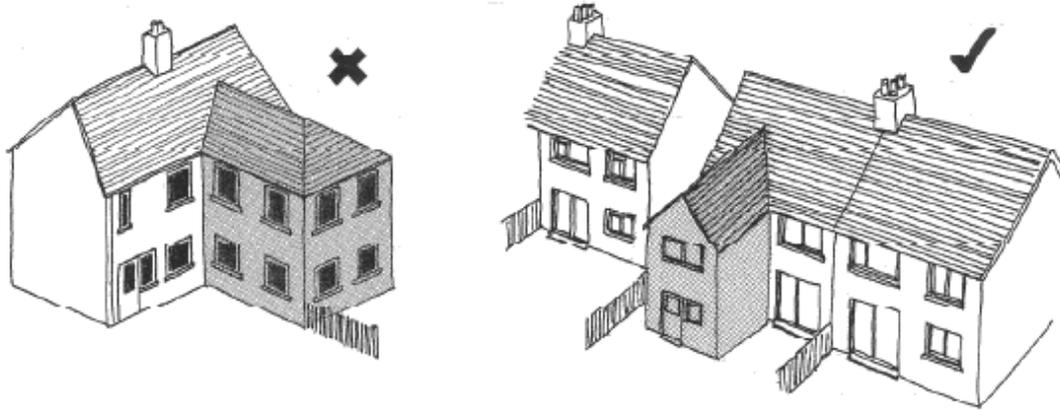
Doors and windows should relate to the existing building

## Rear Extensions

Rear extensions are a common way of providing additional accommodation. Rear extensions to semi-detached and terraced dwellings need to be carefully designed to avoid adversely affecting the amenity of neighbours in terms of the loss of direct sunlight and natural daylight to windows, overlooking, or any overshadowing. The acceptability of a proposal located on or close to the shared boundary will depend upon a number of factors including:-

- **The orientation of the extension in relation to neighbouring property.** For example, an extension to the south of a neighbouring house will result in a greater loss of light to the rear windows and garden than one to the north by virtue of the movement of the sun.
- **The height of the extension.** The height of a rear extension should be kept to the minimum within the design parameters referred to earlier in this guidance. Two-storey rear extensions are particularly difficult to accommodate in the case of semi-detached and terraced properties as they invariably result in unacceptable loss of light and overshadowing to neighbours. One solution can be to develop a combined scheme with the neighbouring property. Proposals for two-storey extensions will be very carefully assessed.
- **The length of the extension.** The greater the proportion of the back garden length which an extension takes up the more significant the impact upon the neighbour is likely to be.
- **The position of main habitable room windows in the neighbouring property.** The closer the extension to the windows of the neighbouring property the greater the potential loss of light to those windows.
- **Any differences in site levels.**

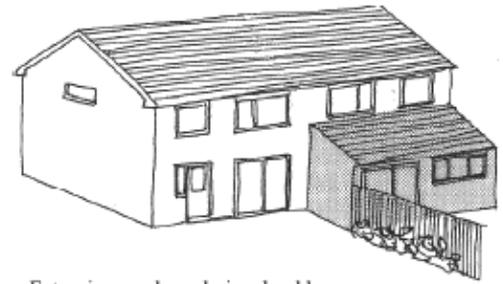
Householders should, therefore, be aware that there will be occasions where two storey extensions, or extensions on boundaries, will not be acceptable and that extensions may have to be limited in length.



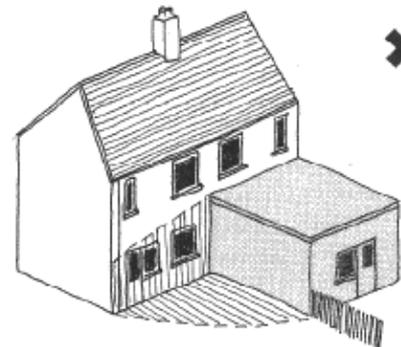
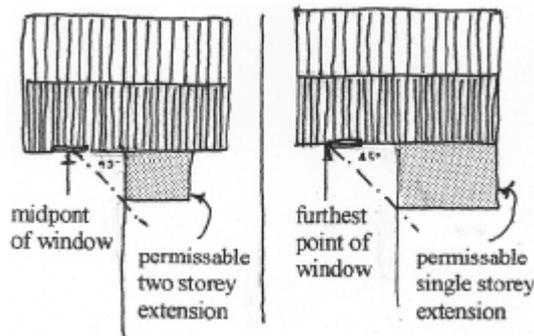
Two storey extensions should not cause overlooking

Any windows in the side walls of rear extensions should be positioned to avoid overlooking to neighbouring properties. Where overlooking is unavoidable windows should be obscure glazed. Rainwater goods should not overhang the boundary or result in discharge to the neighbours side. If the extension is set away from the shared boundary thought should be given to the treatment and maintenance of the space between. Screen fencing or walls can help to reduce the impact of a rear extension.

Rear extensions should not normally cover the whole of the rear yard or garden of a property. External space should be retained for such purposes as clothes drying, refuse and cycle storage.



Extensions on boundaries should be agreed with neighbours



Flat roof extension with over shadowing - not normally acceptable

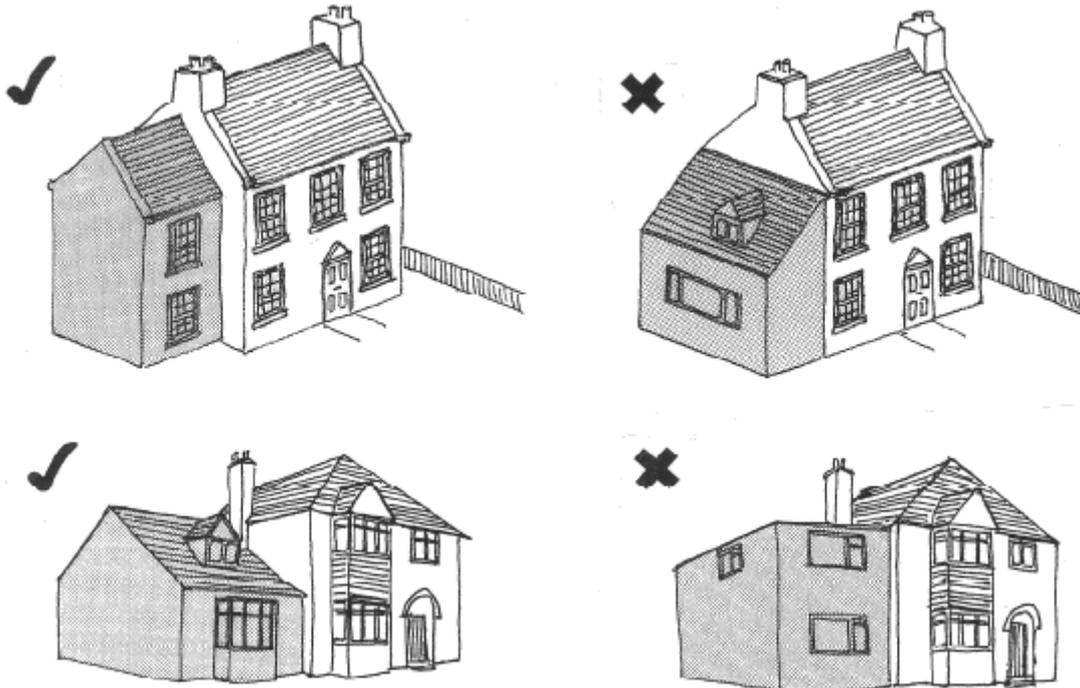
A useful informal guideline to measure the likely impact of an extension on neighbours is the "45° Code". The purpose of this is to make sure that an extension does not take away too much daylight or outlook. To comply with the guideline, no part of a two-storey extension should cross the line drawn at 45° from the centre of the closest ground floor habitable room (e.g. lounge) window of neighbouring properties. This guide is more relaxed in relation to single storey extensions where the 45° line is drawn from the furthest point away from the closest ground floor habitable room window of neighbouring properties. In both of these cases where the length of the 45° line would exceed 12 metres before reaching any part of a proposed extension, the 45° guideline need not apply. This guideline is not prescriptive and is only one way of assessing an extension.

The Party Wall Act will affect any extension on or near a boundary. The effect of this Act is explained later in this booklet.

The 45° code is a useful guideline to measure the likely impact of an extension

## Side Extensions

Side extensions can be suitable on detached and semi-detached houses if there is sufficient space within the curtilage. The gable proportions, roof pitch and roof type of the new extension should be similar to the original building. Designs should take care to match construction methods and detailing especially at the eaves and ridges. With certain free-standing houses in large plots an extension which continues the same ridge height and front face of the main house may be acceptable, but normally, the front of the new extension should be "set back" from the front of the main house and the ridge height should be lower. This will help to disguise the junction between new and old and ensure the extension does not dominate the main house.



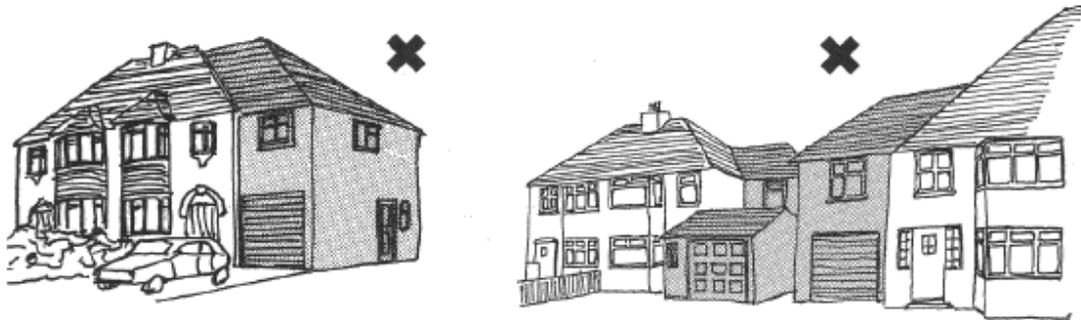
Side extensions should complement the main house

Most suburban residential areas have been carefully designed to present an attractive, unified appearance and this character can quickly be eroded by unsympathetic extensions. In particular, the infilling of gaps between buildings can change the character of the street and create a terraced effect. It is preferable to maintain a gap between a side extension and the shared boundary of at least a metre to give a visual break and to enable access to the rear garden area. A greater distance may be required in low density or suburban or semi-rural areas. Two-storey side extensions which, for example, create a terraced effect in a street of semi-detached houses generally not acceptable because of the visual impact. In these cases a one or one and a half storey side extension may be a more appropriate alternative.

The impact of side extensions on neighbours is important. For example, they should not include windows or doors which may overlook or be close to neighbour's side elevation windows. These windows may need to be obscure glazed.

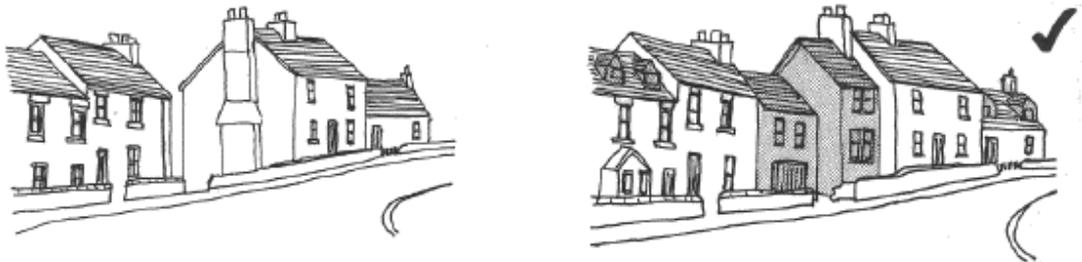


The terraced effect



Side elevations should not cause overlooking

Poor side extensions



Side extensions should fit in with the surrounding character

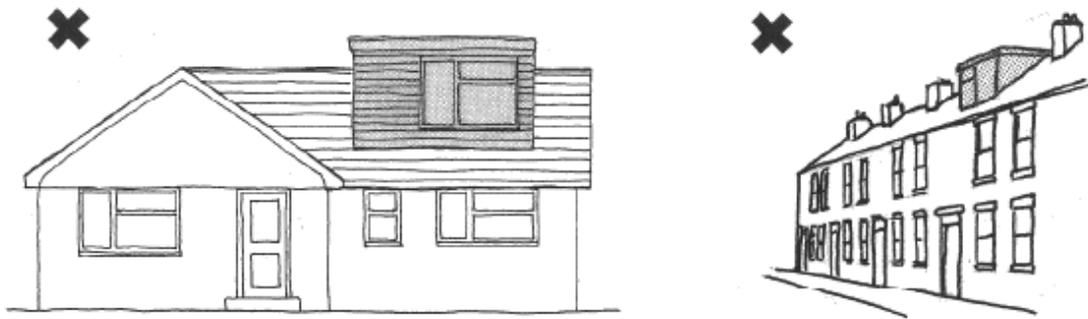
## Dormer Windows and Rooflights

Planning permission is needed for dormers on a front roof slope and any roof stone in a Conservation Area. In some other cases dormers may not need permission. Rooflights will not require permission except on Listed Buildings. On a Listed Building, any alteration to the roof will require consent.

Before considering the introduction of a dormer window or roof-light, you should look at the surrounding buildings in your street or local area. If dormers are not part of the original or traditional architecture in the area it is unlikely that a dormer will be acceptable on the front elevation.

Historically, the erection of a dormer window on the front roof of a house did not necessarily require planning permission and as a consequence there are many examples of very poorly designed or very large dormers which detract significantly from the appearance and architectural character of the host building and the area in which it is set. All dormer windows erected on a roof fronting a highway now require planning permission and consent may also be required for dormers erected to the rear depending upon the planning history of the house and its location. Although there may be a number of existing, poorly designed dormer windows in a street this will not normally be used as a precedent for allowing further, similarly designed structures.

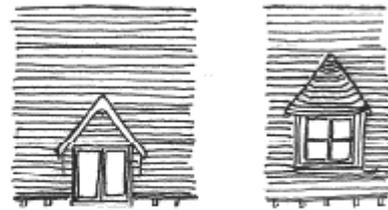
Where a new dormer on a front elevation is not appropriate, in a few cases, an acceptable alternative may be a rooflight. Rooflights and dormers may be more acceptable on rear rather than front, visible roof slopes. Rooflights can be installed in various shapes and sizes depending on circumstances. They can be supplied with sealed unit double glazing and/or blinds. Rooflights can also give rise to less overlooking problems than dormers.



Existing dormers should not be used as a precedent

Where the principle of new dormers is acceptable, then they should be designed so that they do not dominate the roof shape. They should relate in size and design to the windows below and should be well below the ridge level and away from gable ends. In most cases, dormers should be set back from the face or eaves of the front elevation. The design of new dormers should match existing construction methods, materials and detailing of the main roof. The “cheeks” or sides of dormers should be covered in materials which complement the main roof, and could include slate, tile hanging, lead, timber, brick or render. The position of rainwater pipes needs to be carefully considered.

Dormers should normally contain windows which are of a smaller size than the existing main windows. Large areas of glass are to be avoided. It is better to have two small dormers than one large one. Dormers should "line up" with windows or other features on the building below.



Traditional dormer designs should be used where possible and "line-up" with the windows below

Mansard roofs and modern flat roofed "box dormers" are not normally acceptable, particularly in Conservation Areas where these styles are not traditional to the area. Large flat roofed dormers which cover a large percentage of the roof space or appear "top heavy" will not be acceptable. Flat roofed dormers invariably lead to future maintenance problems.

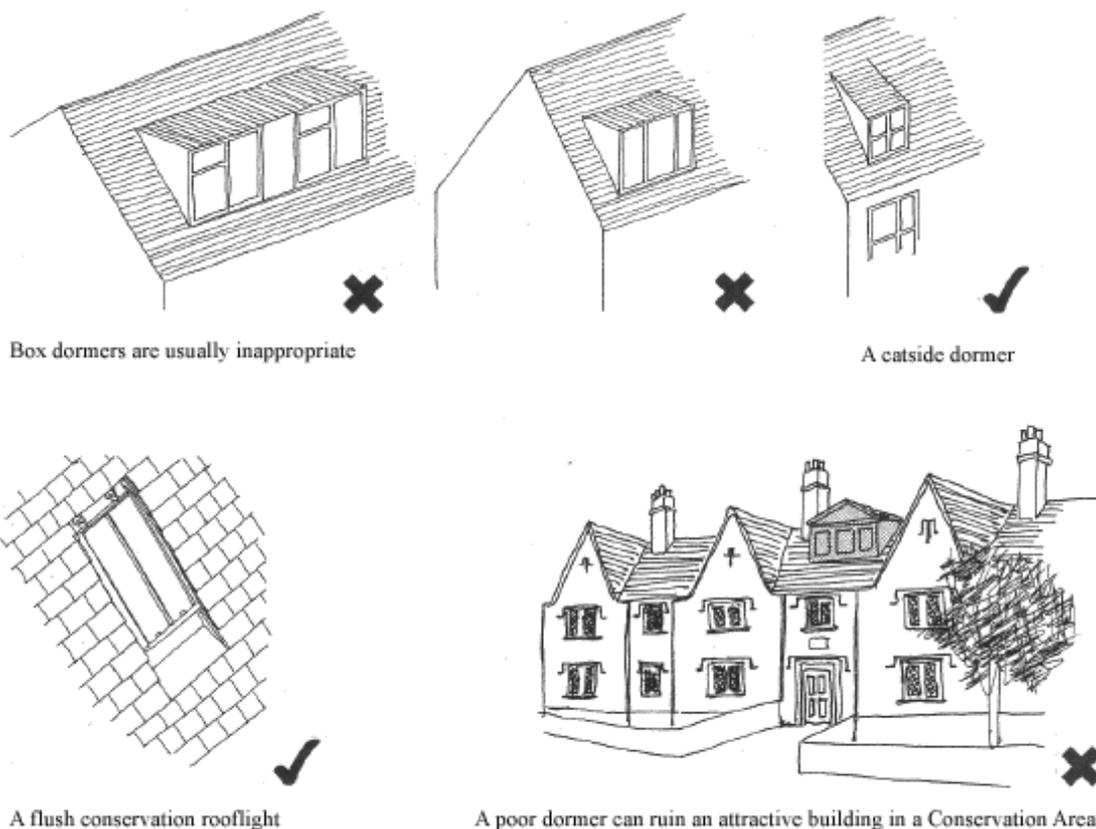


Small traditional dormers will be more acceptable than flat roofed box dormers which appear top heavy, particularly in Conservation Areas

Another potential way to create living space in the roof is to increase the overall height of the roof (i.e. the eaves and ridge). This will require planning permission. This approach can harm the architectural composition of the building and/or the character of the area and such proposals will be carefully assessed.

In Conservation Areas special attention must be given to details and materials. Traditional forms such as pitched roofed gabled or hipped dormers or "catslide" designs may be required. Materials may include natural clay or slate roofs or sides, lead flanks/cheeks, decorative barge-boards etc., depending on the design of the parent building. New dormers in Listed Buildings will be difficult to incorporate without adversely changing the character of the building.

Rooflights may be a better option. Special flush "conservation rooflights" will have to be used in these situations.



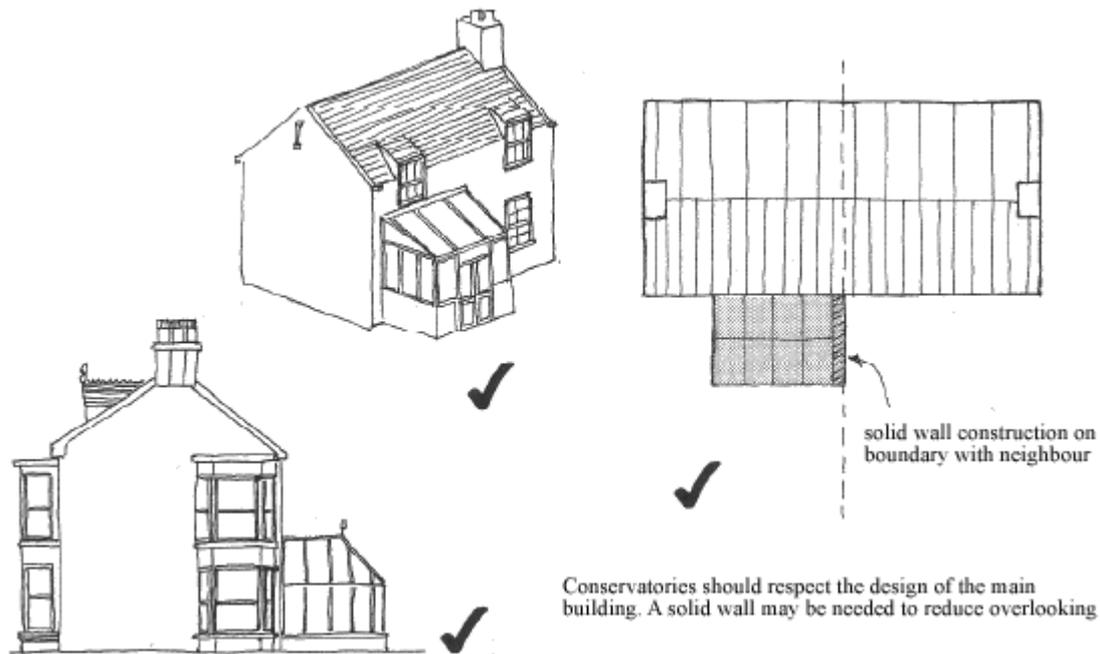
## Conservatories

For the purposes of obtaining planning permission, conservatories are treated the same as extensions. As with extensions, many conservatories will need planning permission depending on the type, location and history of the property.

The amount of glass associated with conservatories can lead to significant problems with privacy and overlooking. These problems can often be overcome by using a solid wall adjacent to the boundary with neighbours, or by the use of obscure glazing and/or a boundary fence. Designers should consider the use of lean-to or brick sided/glazed roof designs where overlooking is a problem. Glazed walls should not be located on a neighbour's boundary because of the risk of damage and difficulties with cleaning.

As a starting point, the designer should look at the style, period, size and general character of the original house and apply a design that will complement this, particularly in a Conservation Area. For example, you should avoid the use of an ornate 'mock-Victorian' style conservatory on a "Georgian" style building. Most conservatories should have a brick or stone base or plinth to match the house. Conservatories or sun rooms with a minimal or low roof pitch will rarely be acceptable and should only be considered in locations hidden from public view.

Adding a conservatory to a Listed Building will require Listed Building Consent. With historic buildings, a conservatory may be more appropriate than a masonry structure, but a simple lean-to, mono pitch or gable design will be better than “fancy” designs. A conservatory should never dominate an historic building. UPVC conservatories will not normally be acceptable on Listed Buildings. Painted timber should be used and a colour other than white may be more appropriate.



## Front Extensions and Porches

A front extension creating new room space will normally only be acceptable in exceptional cases such as on a detached house standing in its own grounds. In most situations, a front extension will disrupt the original appearance of a house particularly in residential areas which have been carefully designed to present an attractive, unified appearance. Extensions to the front of your home will almost always require planning permission.

A small front porch may be allowed under permitted development rights, subject to certain restrictions concerning size and distances from a public highway. That is, if they are under 3 sq m floor area and 3 m high and a minimum of 2 m from a highway. You should always check before you consider building to see if permission is needed in each case. All porches on Listed Buildings need consent.

Porches should use matching materials and detailing to those that exist on your house and in the area. Flimsy timber and glazed porches with, eg plastic corrugated or flat roofs, do not improve the appearance of a house and could spoil the style or rhythm of the street. Normally materials should be sturdy, permanent and reflect the house style.



If not well designed, porches can spoil the style of the house or street

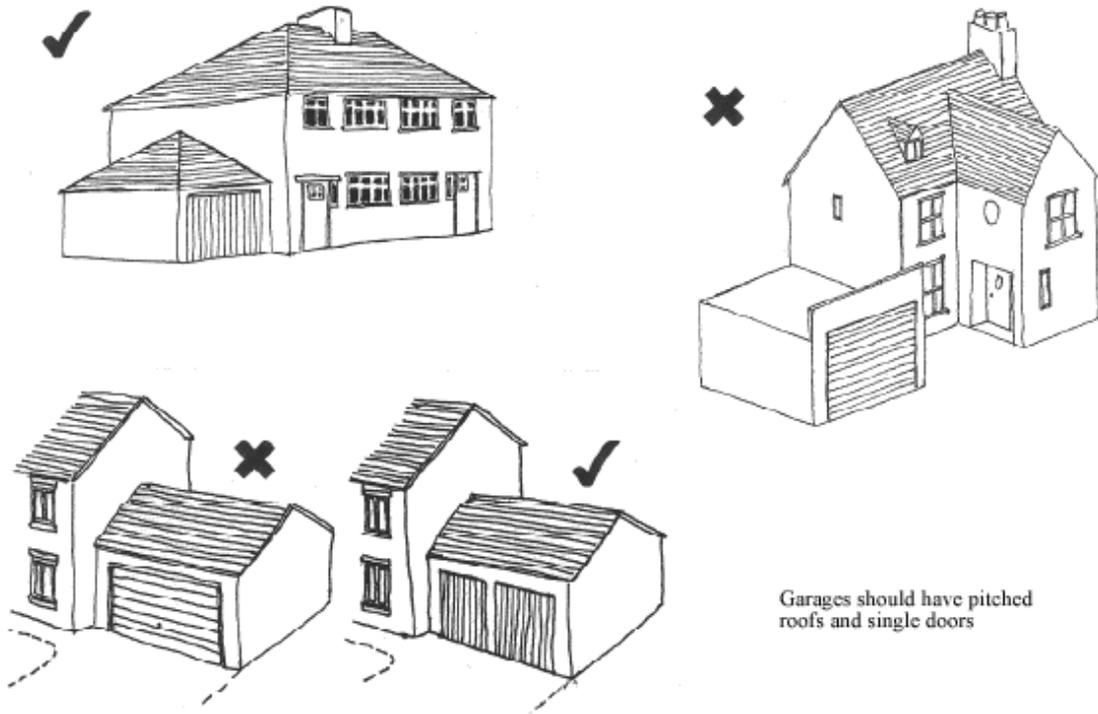
## Garages and Car Ports

Garages should be constructed to reflect the main features, materials and detail seen in the main house. A garage should usually not be built in a prominent location and should be of a scale that will not dominate the main house. They should normally be set back from the front of a house. A detached garage is usually the preferred solution if the space is available, and in any case, a carefully positioned and designed garage can help to create a sense of enclosure.

Double garages look better with two doors rather than one wide door.

The Council will not normally grant planning permission for a flat-roofed or pre-fabricated concrete or "brick effect" garage, or for a garage that has a parapet roof design where such buildings would be prominent in views from public spaces.

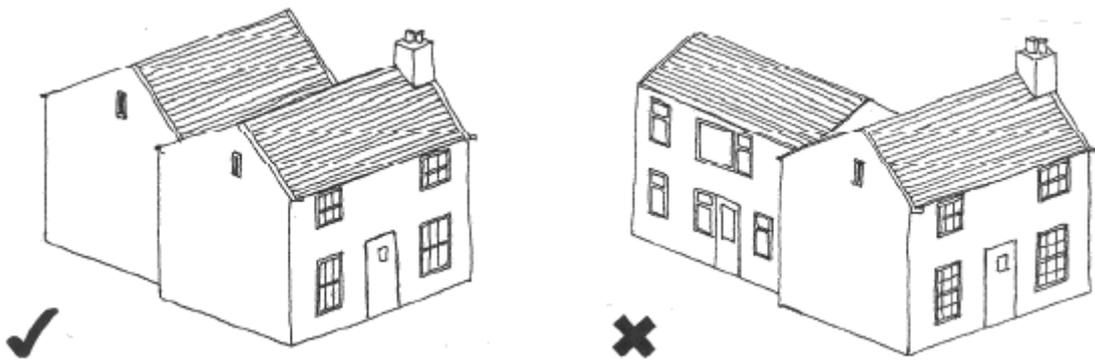
A 'car port' will not usually be considered acceptable as an alternative to a garage extension particularly if built with flimsy or temporary materials, ie thin pole supports with corrugated plastic roof. However, in certain circumstances where a car port is the only suitable solution, a high quality timber or brick frame should be used, with roofing materials which complement the main house. The design of a structure resembling a chunky 'pergola' rather than a skeleton garage can sometimes be successful.



Garages should have pitched roofs and single doors

## Large Extensions

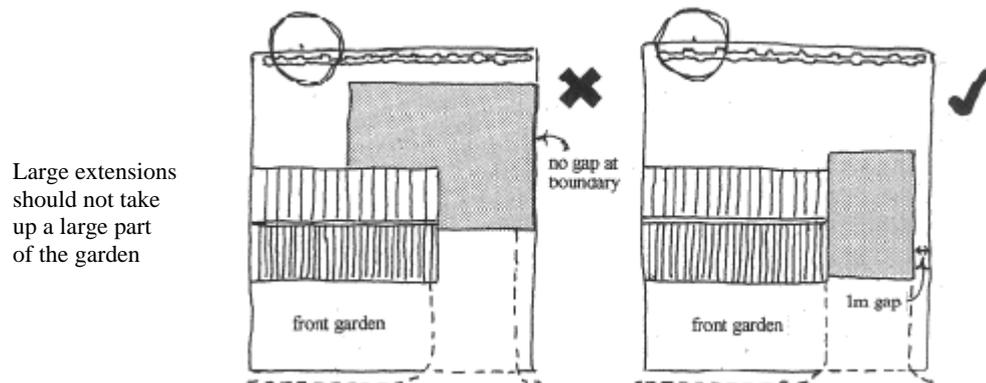
A large extension can be defined as one that will add more than about 50% of the original floor area to your house. As with a front extension, a large extension will normally only be achievable where there is a detached house stood in its own grounds. The larger the extension the less likely it can be successfully integrated with the original building without spoiling its character. If a large extension is required, its proportions and relationship with the original building should be “subservient”. Ideally large extensions should be constructed to the rear and in the proportions, style and period of the original building. You should avoid long ridge lines and unbroken roof slopes. Large extensions should be split up into smaller architectural units to reduce the visual impact.



Large extensions should be subservient to the main building

Extensions to "cottages" with small rooms or low ceilings are difficult to design successfully. Owners of these houses may have to accept that it may not be possible to create a large extension in proportion with the main building.

A large extension (or a collection of small successive extensions) on a small plot will reduce the amenity space (for example clothes drying, children's play and off-street parking) for existing and future occupants. An extension will not normally be acceptable if it will take up more than about one third of existing private garden space.



## Maintenance

Extensions should be designed to allow either the owner or a neighbour to carry out maintenance work such as painting, gutter cleaning, re-pointing etc. Although this will be taken into account by the Council, it is not, in itself, a reason to refuse planning permission.

## Planting

An attractive landscape setting promotes amenity, privacy and a balance between buildings and vegetation. Extensions mean that less land is available for amenity. The consideration of a planning application for an extension will therefore include the environmental consequences of the extension, including planting, surface treatment, screening and the retention of existing boundaries (particularly hedgerows).

New planting can be used to assimilate a new extension. Climbing plants can similarly be used to good effect in order to visually tie the new to the old. Indigenous species are generally preferable for hedging and trees. Leylandii or similar should not be used.

Trees are legally protected against removal or damage in Conservation Areas and some trees elsewhere are safeguarded by Preservation Orders and unauthorised work to them is a criminal offence. Significant trees should not be felled, pruned, root damaged or otherwise endangered to make way for an extension and it is always prudent to check with the planning department before proceeding with any such work.

## The Party Wall Act

If you intend to carry out building work which involves:

- work on an existing wall shared with another property;
- building on the boundary with a neighbouring property;
- excavating near a neighbouring building;

You must find out whether that work falls within The Party Wall Act 1996. If it does, you must notify all affected neighbours.

If you plan to:

- excavate, or construct foundations for a new building or structure, within 3 metres of a neighbouring owner's building where that work will go deeper than the neighbour's foundations;
- excavate, or construct foundations for a new building or structure, within 6 metres of a neighbouring owner's building where that work will cut a line drawn downwards at 45° from the bottom of the neighbour's foundations;

You must inform the adjoining owner by serving a Notice. The Notice must also state whether you propose to strengthen or safeguard the foundations of the building or structure belonging to the adjoining owner. The Notice must be accompanied by plans.

There is no right to build astride the boundary if your neighbour objects. You must also inform the adjoining owner or owners if you plan to build a wall wholly on your own land but up against the boundary line. If you start work without having first given notice in the proper way, adjoining owners may seek redress through the Courts.

The notification, or Notice, should be at least one month before the planned starting date for building the wall. The Notice is only valid for a year, so do not serve it too long before you wish to start.

If the adjoining owner agrees, in writing, within 14 days to the building of a new wall astride the boundary line, the work (as agreed) may go ahead.

If the adjoining owner does not respond, or objects to the proposed new wall astride the boundary line, you must build the wall wholly on your own land, and wholly at your own expense. However, you have a right to place footings for the new wall under your neighbour's land, subject to compensation. There is no right to place reinforced concrete on your neighbour's land without their express consent.

You may start work one month after your Notice was served. Any wall will be built wholly at your own expense and you will be expected to compensate any adjoining owner for any damage to his property caused by the building of the wall, or the placing of footings and foundations.

If there is a disagreement about any work including compensation, the dispute should be settled by an agreed independent surveyor.

If you are not sure whether the Act applies to the work that you are planning, you should seek professional advice.

Copies of a booklet "The Party Wall Act - Explanatory Booklet" and "Planning: A Guide for Householders" are available, free of charge, from The Planning and Building Control Section.

## **C. APPENDICES**

1. Local Plan Policies
2. Conservation Areas
3. Useful Contacts

# **APPENDIX 1**

## **LOCAL PLAN POLICIES**

### **E.12 DESIGN OF NEW DEVELOPMENT**

PLANNING PERMISSION WILL NOT BE GRANTED FOR DEVELOPMENT WHICH BY VIRTUE OF ITS DESIGN WOULD DETRACT FROM THE APPEARANCE OF THE AREA IN WHICH IT IS LOCATED. THE DESIGN OF NEW DEVELOPMENT SHOULD RESULT IN VISUALLY ATTRACTIVE BUILDINGS WHICH ARE NOT VISUALLY INTRUSIVE, WHICH COMPLEMENT THE CHARACTER AND APPEARANCE OF THEIR SURROUNDINGS AND WHICH CONTRIBUTE TO THE MAINTENANCE OR CREATION OF ATTRACTIVE PLACES. IN ASSESSING DEVELOPMENT PROPOSALS ACCOUNT WILL BE TAKEN OF THE FOLLOWING ASPECTS OF DESIGN IN RELATION TO THE BUILDING ITSELF AND THE SURROUNDING AREA:

- (I) SCALE;
- (II) FORM;
- (III) HEIGHT;
- (IV) LAYOUT;
- (V) MATERIALS;
- (VI) COLOURING;
- (VII) FENESTRATION;
- (VIII) ARCHITECTURAL DETAILING, INCLUDING BRICKWORK AND STONWORKS; AND,
- (IX) LANDSCAPING.

### **E.14 EXTENSIONS AND ALTERATIONS TO EXISTING BUILDINGS**

EXTENSIONS AND ALTERATIONS TO EXISTING BUILDINGS WILL BE PERMITTED PROVIDED THAT:

IN THE CASE OF EXTENSIONS:

- (A) THE SCALE, DESIGN AND MATERIALS WILL NOT ADVERSELY ALTER THE APPEARANCE OF A BUILDING, ITS RELATIONSHIP TO ADJOINING DEVELOPMENT OR THE CHARACTER OF AN AREA; AND
- (B) THE USE OF THE EXTENDED PROPERTY WILL NOT CONFLICT WITH ADJOINING LAND USES; AND
- (C) THE OPERATIONAL CAR PARKING NEEDS OF THE EXTENDED PROPERTY WILL CONTINUE TO BE MET; AND
- (D) IN THE CASE OF BUILDINGS LOCATED OUTSIDE THE DEVELOPMENT LIMITS OF TOWNS AND VILLAGES THERE WOULD BE NO MATERIAL ADVERSE IMPACT ON THE APPEARANCE OF THE COUNTRYSIDE.

IN THE CASE OF ALTERATIONS:

- (E) THE ALTERATION WILL NOT DETRACT FROM THE CHARACTER, APPEARANCE OR HISTORIC SIGNIFICANCE OF THE BUILDING; AND
- (F) THE ALTERATION WILL NOT HARM THE UNIFORMITY OF A TERRACED FRONTAGE OR OTHERWISE HARM THE APPEARANCE OF A STREETSCENE.

E.22 DEVELOPMENT IN CONSERVATION AREAS

WITHIN CONSERVATION AREAS, DEVELOPMENT WILL ONLY BE PERMITTED WHERE IT WILL ENHANCE THE CHARACTER AND APPEARANCE OF THE CONSERVATION AREAS. SUFFICIENT DETAILS WILL BE REQUIRED TO ENABLE SUCH AN ASSESSMENT TO BE MADE. THE DESIGN OF NEW DEVELOPMENT AND THE CHOICE AND USE OF MATERIALS SHOULD BE SYMPATHETIC TO AND IN HARMONY WITH THE SPECIAL ARCHITECTURAL AND HISTORIC CHARACTER OF THE AREA.

SPECIAL REGARD WILL BE HAD TO THE SCALE, HEIGHT AND MASSING OF DEVELOPMENT, RESPECT FOR THE TRADITIONAL PATTERN OF FRONTAGES, AND THE PROPORTIONS OF THE FENESTRATION AND DOORS.

E.23 DETAILING IN CONSERVATION AREAS

APPLICATIONS FOR THE REPLACEMENT OF OR ALTERATION TO WINDOWS AND DOORS WHICH WOULD HARM THE CHARACTER OF A CONSERVATION AREA WILL NOT BE PERMITTED.

ON PERIOD PROPERTIES IN THE CONSERVATION AREAS BUILT PRIOR TO 1914 THE REPLACEMENT OF THE AUTHENTIC STYLE OF WINDOWS AND DOORS BY MODERN UNITS IN INAUTHENTIC MATERIALS OR DESIGN WILL BE UNACCEPTABLE OTHER THAN IN EXCEPTIONAL CIRCUMSTANCES.

ON OTHER PROPERTIES IN THE CONSERVATION AREA THE REPLACEMENT OF THE AUTHENTIC STYLE OF WINDOWS AND DOORS BY MODERN UNITS WITH INAUTHENTIC MATERIALS, DESIGN AND DETAILS WILL BE UNACCEPTABLE WHERE:

- (A) THE BUILDING IS OF ARCHITECTURAL INTEREST;
- (B) THE BUILDING MAKES A CONTRIBUTION TO THE CHARACTER OR APPEARANCE OF THE AREA;
- (C) THE CHANGE WOULD INTERRUPT THE INTEGRITY OF A TERRACE OR A UNIFIED DESIGN GROUP;
- (D) THE DESIGN ALREADY INCORPORATES SLIDING SASH WINDOWS;

ON BUILDINGS WITHIN A CONSERVATION AREA, THE REMOVAL OF PERIOD IRONWORK SUCH AS RAILINGS, BALCONIES AND OTHER DECORATIVE IRON FEATURES WILL NOT BE PERMITTED.

ON PERIOD PROPERTIES IN A CONSERVATION AREA WHERE THE IRONWORK, PARTICULARLY RAILINGS, HAVE BEEN REMOVED, AND WHERE THE PROPERTY IS SUBJECT TO PROPOSALS FOR CONVERSION OR ALTERATION, REINSTATEMENT OF THE IRONWORK WILL BE REQUIRED THROUGH THE IMPOSITION OF PLANNING CONDITIONS.

ON NEW DEVELOPMENT IN CONSERVATION AREAS WHERE IRONWORK IS A COMMON TRADITIONAL FEATURE, THE INCORPORATION OF ARCHITECTURAL IRONWORK WILL BE SOUGHT.

## **APPENDIX 2**

### **CONSERVATION AREAS**

Within Scarborough Borough there are Conservation Areas in:

BROMPTON  
BURNISTON  
CAYTON  
CLOUGHTON  
EAST AYTON  
FILEY  
FLIXTON  
FLOKTON  
GRISTHORPE  
HUNMANBY  
IRTON  
LEBBERSTON  
MUSTON  
REIGHTON  
RUSWARP  
SANDSEND  
SAWDON  
SCALBY  
SCARBOROUGH  
SEAMER  
SNAINTON  
WEST AYTON  
WHITBY  
WYKEHAM

## **APPENDIX 3**

### **USEFUL CONTACTS**

The following is a list of relevant contacts at the Local Authority when submitting a planning application, listed building application or building regulations application:

Development Control Officers  
Planning Services  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG  
Tel: 01723 232478

Development Control Officers (Whitby Area)  
Northern Area Office  
10 Skinner Street  
Whitby  
YO21 3AD  
Tel: 01723 232584

Conservation Officer  
Planning Services  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG  
Tel: 01723 232481

Building Control Surveyors (Southern Area)  
Building Standards Consultancy  
Town Hall  
St Nicholas Street  
Scarborough  
YO11 2HG  
Tel: 01723 232440

Building Control Surveyor (Northern Area)  
Northern Area Office  
10 Skinner Street  
Whitby  
YO21 3AD  
Tel: 01723 233100

Web site: [www.scarborough.gov.uk](http://www.scarborough.gov.uk)

Email: [planning.services@scarborough.gov.uk](mailto:planning.services@scarborough.gov.uk)  
[building.standards@scarborough.gov.uk](mailto:building.standards@scarborough.gov.uk)

## APPENDIX 4

Reference No.	Consultee	Comments Made	Suggested Response
1	Cayton Parish Council	Support the SPG.	➤ Support noted.
2	West Ayton Parish Council	Support the SPG.	➤ Support noted.
3	Staintondale and Ravenscar Parish Council	Support the SPG.	➤ Support noted.
4	North York Moors National Park Authority	Supports the document. Suggests minor alterations to the text regarding detail and materials.	<ul style="list-style-type: none"> <li>➤ Support noted.</li> <li>➤ The comments have been noted, however it is felt that the suggested additions or alterations to the text are not necessary as they would not add to the clarity of the document.</li> </ul>
5	Harrogate Borough Council	Generally support the document, particularly the use of diagrams throughout the document. They also support the Council's use of 'Development Enquiry Forms' and the response time. There are also suggested additions and changes to the text.	<ul style="list-style-type: none"> <li>➤ Support noted.</li> <li>➤ At the end of the third sentence, the word 'consent' will be added.</li> <li>➤ Following the advisory Borough Council documents mentioned in the text it will be amended to give details of where the documents are available.</li> </ul>
6	Hambleton District Council	Generally support the document, particularly the introductory paragraphs and the section on the Party Wall Act. There are also minor additions suggested to the document regarding extension to older properties.	<ul style="list-style-type: none"> <li>➤ Support noted.</li> <li>➤ The comments have been noted, however it is felt that no additions or alterations to the text are necessary in this case as extensions to older properties is already well covered within the document.</li> </ul>

