CHAPTER 4: RESIDENTIAL EXTENSIONS AND ALTERATIONS
Figure 4.1a: A semi-detached home with set-back side extensions. (Photo: Ruth Ward)
4.1 EXTENSIONS & ALTERATIONS

4.1.1 Extensions and alterations enable existing housing stock to be improved and evolve for the occupiers. Innovative and creative design solutions for extensions and alterations are encouraged and proposals must demonstrate the design merits of the development. In some circumstances, extensions and alterations may not require planning permission. Where a proposal is deemed to be Permitted Development, applicants should refer to 4.5 for further guidance.

4.1.2 Extensions and alterations can significantly change the appearance of a property and, where poorly designed, this can have a detrimental impact on the character and amenity of an area. They can also have significant impacts on neighbouring properties. Any extension should be designed and developed appropriately to ensure that it does not cause a harmful loss of light, visual intrusion or privacy. The scale and appearance of an extension or alteration should also consider the impact on the neighbourhood, and whether it would result in the loss of soft vegetation that contributes significantly to the appearance of the area. Other impacts on the neighbourhood, such as increased parking should also be considered.

Figure 4.1b: A good example of a contemporary side extension by Selencky Parsons. (Photo: Andy Matthews)
DESIGN PRINCIPLES FOR EXTENSIONS & ALTERATIONS

4.2 RESPOND TO CHARACTER

4.2.1 Developments should consider the character of the area and dwelling to which an extension or alteration is proposed. Extensions and alterations should normally seek to respond to the character of a dwelling and the streetscene. Respond does not mean replicate and the Council will encourage innovative designs that work with the existing character of a building and place. Any proposals which are considered to have a detrimental impact on character will generally be unacceptable.

4.2.2 For further information on how to assess the character of a building or place, applicants should refer to the documents below:

- Detailed information on the characteristics of each area of Croydon is available in the Borough Character Appraisal46.
- Detailed information on the characteristic of the predominant housing types within Croydon is available in The Borough Character Typology study47.

4.2.3 Where considering proposals that may impact on heritage assets, such as in Conservation Areas or to Listed Buildings, please refer to Heritage guidance in section 1.4.

4.3 SUSTAINABILITY

4.3.1 The environmental impacts and long term sustainability of extensions and alterations is a key consideration in the design of an extension and/or alteration. Proposals for extensions and alterations should seek to integrate materials, insulation, heating, lighting and ventilation systems which minimise energy consumption and improve the environmental performance of the building. This should be considered from the outset of developing a proposal.

4.4 SUBSERVIENT, INNOVATIVE OR SEAMLESS

4.4.1 Extensions and alterations can respond to character in various ways and do not necessarily need to replicate or be subservient to the existing dwelling. An extension should clearly define its relationship to the existing dwelling following one of the approaches set out in the opposite page.

Figure 4.2a: A finely detailed rear extension designed by Trewhla Williams that responds to the character of the existing houses. (Photo: Simone Bossi)
**SUBSERVIENT**

4.4.2 A subservient approach typically means an extension or alteration that appears to be of a scale that is subordinate to the house. Subservient extensions should generally be setback from the existing external walls and of a height lower than the existing house. The materials should complement the existing house, but do not necessarily need to replicate the existing house and may introduce different and contemporary materials which allow the existing house to maintain its prominence.

*Benefit*: Limited visual impact on neighbours and/or the street scene. It reads as an extension to the main building.

*Challenge*: Particular attention needs to be given to the proportions and scale of any proposal to ensure it appears subservient. Internal layout and the amount of potential floorspace may be compromised.

**INNOVATIVE:**

4.4.3 An innovative approach should provide the highest quality design that distinguishes the extension or alteration from the existing dwelling. This might be through the use of contemporary materials, unique construction methods or a departure from traditional domestic aesthetics. Innovative proposals must ensure they are complimentary to the existing dwelling and townscape and are encouraged where the appearance of the existing dwelling provides enhancement opportunities.

*Benefit*: Can provide unique solutions and improve the quality of the townscape.

*Challenge*: Requires a high level of design consideration which must be demonstrated in a planning application.

**SEAMLESS**

4.4.4 A seamless approach should make an extension or alteration appear as if it is part of the existing house. It should match the materials of the existing house and continue the scale, proportions, form and details. Proposals adopting this approach should ensure detailing is carefully considered to ensure a seamless final development that allows the addition to read as part of the original dwelling.

*Benefit*: Can allow for extensions and alterations to appear as if they have always existed.

*Challenge*: Particular attention should be given to the materials, windows, doors, rainwater goods and details to ensure the new addition integrates seamlessly with the existing. Proposals may be required to specify the exact products to be used and provide samples to ensure an adequate match.

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**Figure 4.4a**: A subservient but well-crafted rear extension designed by Hayhurst & Co.

**Figure 4.4b**: A traditional side extension that is subservient to the house.

**Figure 4.4c**: Innovative use of form and materials in a rear extension designed by Alison Brookes Architects. (Photo: Paul Riddle)

**Figure 4.4d**: A rear extension innovatively semi-submerged into the garden designed by Scott Architecture. (Photo: Craig Sheppard)

**Figure 4.4e**: A new extension seamlessly integrates with the existing.

**Figure 4.4f**: A new extension faithfully replicates the existing to be seamless.
4.5 PERMITTED DEVELOPMENT

4.5.1 Many proposals for extensions and alterations to a home may be possible under Permitted Development (PD) rights. PD provides rules that allow people to alter existing buildings, and in some circumstances create new buildings, without needing to apply for planning permission. However, the scope of an extension and alteration under PD is limited.

4.5.2 This guide provides a level of design quality for proposals and therefore those seeking to develop under PD may also find the guidance useful to ensure that all proposals for extensions and alterations contribute positively to the existing dwelling and the character of an area, with limited impact on neighbouring amenity.

4.5.3 Where a PD alteration is pursued, homeowners can obtain a Lawful Development Certificate (LDC) from the Council to demonstrate their project is legal under PD rights. PD rights do not generally apply to flats and are more limited for Listed Buildings and conservation areas. In some areas, an Article 4 Direction has also been put in place to manage change in an area by further restricting PD rights. Technical guidance should be sought for PD schemes.

4.6 MINOR ALTERATIONS

4.6.1 Applicants are advised to contact Croydon’s Planning Department for minor alterations to determine whether planning permission or Listed Building consent is required, or if other relevant legislation or development restrictions are applicable.

4.6.2 All proposals, including those that do not require planning permission and minor alterations should utilise the Detailed Design for Extensions and Alterations sections 4.22 - 4.26. Further advice should be sought from Council’s Pre-application Service.

4.7 SHARED PROJECTS

4.7.1 In some circumstances, a joint planning application between neighbours can be beneficial. Where both parties seek to create an extension at the same time, this may provide an opportunity to achieve larger proposals than would normally be acceptable due to the impacts on neighbouring properties. A joint application will be subject to a legal agreement that requires both extensions to be constructed and completed at the same time. Applicants should consider this prior to a submission.

4.8 HOME BUSINESSES

4.8.1 Home businesses and the ability to work remotely is increasingly common meaning many people use their home as the base for their business. Provided the primary use of the building remains as a dwelling and the use as a business does not cause disruption to neighbours, planning permission for the change of use may not be required. Where this is the case, planning permission may still be required for the creation of additional space for a home business but this will generally be considered the same as a residential use and should follow the guidance contained within this document. Where a plan to use a home business would result in several employees (generally considered to be more than 3) using the premises and/or it could disturb neighbours, planning permission for change of use may be required. For further advice please contact the Local Planning Authority as part of the Councils formal pre-application service.

4.9 SUBDIVISION

4.9.1 Where proposals seek to subdivide a dwelling to create multiple dwellings, such as the conversion of a house into flats or the subdivision of a rear garden to create a separate dwelling, applicants should refer to 2.28 in the Suburban Residential Development section of this guide and Policy DM10.1 of the Croydon Local Plan.
4.10 SINGLE STOREY REAR EXTENSIONS

4.10.1 Single storey rear extensions are not normally visible from the streetscene, so are usually less visually intrusive than side or two-storey rear extensions. However, these extensions can still have an impact on neighbouring amenity including access to sunlight and daylight and outlook. To resolve these potential issues, single storey rear extensions should be designed to ensure:

- That in a terraced or semi-detached property it is no deeper than 3.5m from the rear elevation of the original dwelling.
- That in a detached dwelling, it is no deeper than 45 degrees (in plan) as measured from the centre of the nearest ground floor window on the neighbouring property or 3.5m from the rear elevation of the original dwelling, whichever is greater. In semi-detached dwellings, where there is sufficient separation from neighbouring boundaries the 45 degrees rule can be applied to achieve a deeper footprint than 3.5m (Refer to Figure 4.10b).

Figure 4.10a: An extension to a terraced house that is no more than 3.5m deep

Figure 4.10b: An extension to a semi-detached house that is set away from neighbouring boundary, allowing for a deeper extension, up to a maximum of 45° as measured from the centre of the window of the nearest habitable room in the neighbouring properties.

52 Permitted development is limited to 3m in all dwellings except detached properties.
• Where there are existing outriggers or extensions, it may be possible to create a dog-legged extension as per Figure 4.10c where the resulting projection of each part of the extension is no more than 3.5m from the respective rear walls.

• Where an existing outrigger or extension is deeper than 3.5m, in some circumstances it may be possible for a new extensions to extend up to the depth of the existing outrigger or extension provided there is a compelling design that limits impact on neighbouring amenity.

• The height of a single storey rear extension at its highest point should generally not exceed 4m. The height of a side wall of a single storey that directly abuts a neighbouring boundary will generally need to be less than 4m to minimise impact on neighbouring amenity. Particular consideration needs to be given to the orientation and topography of the site, where this may exacerbate impacts on neighbouring amenity.

• The form and materials of the extension should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).
4.11 SINGLE STOREY SIDE EXTENSIONS

4.11.1 Side extensions should consider the impact on the street scene. Care is also needed when considering the relationship between any proposed extension and the boundary with neighbouring properties as the separation between properties can provide access routes to the rear of the property and in some locations are part of the character of the area. Depending on the orientation of the neighbouring property, side extensions also have the potential to impact their amenity. To ensure these potential issues are resolved, single storey side extensions should be designed in accordance with the guidance below.

- To prevent overlooking of neighbouring properties, windows and doors should normally be placed in the front and rear walls of the extension. If windows are proposed on side walls where they would create issues of overlooking, they should be at high level, non-opening and fitted with obscured glass. Any windows on side elevations should not prejudice the development potential of adjoining land.
- Extensions that are irregular to an existing pattern of development will only be acceptable where it can be demonstrated they would enhance the streetscene and character of the area. In such circumstances the design approach should not upset the balance and proportions of the existing dwelling; a seamless approach must have a well-considered scale and fenestration that allows it to read as part of the original composition; an innovative approach must have a compelling design that does not detract from the existing balance; a subservient approach should have a setback.
- Where an extension seeks to build beyond the existing front or rear building lines, they should also refer to the guidance on front and/or rear extensions (Refer to 4.10 and/or 4.13). If they do extend beyond the front building line, applicants are encouraged to combine this with a new or existing porch where applicable.
- The height of a wall of an extension that directly abuts a neighbouring boundary should be designed to minimise impact on neighbouring amenity.
- The materials and form of the extension should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer 4.4 for guidance). The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer 4.22 - 4.26 for guidance).
4.12 SINGLE STOREY WRAP-AROUND EXTENSIONS

4.12.1 Wrap-around extensions which seek to extend to the side as well as to the front or rear of an existing house must have regard to impacts on neighbouring amenity and the street scene. Wrap-around extensions should refer to the relevant combination of guidance for side and rear or front extensions.

4.13 SINGLE STOREY FRONT EXTENSIONS AND PORCHES

4.13.1 Front extensions can change the character of the original building and appearance of the streetscene; due to their visibility these kind of extension are most likely to have an impact on the wider streetscene. It is therefore important to invest a high level of design quality in such proposals following the guidance below:

- Extensions that are irregular to an existing pattern of development will only be acceptable where it can be demonstrated they would enhance the streetscene and character of the area. This is likely to be challenging in streets with a consistent pattern of development.
- Front extensions must be designed to respond to and enhance the character of the existing dwelling.
- Front extensions should generally not dominate the appearance of the dwelling. In some cases it may be possible for them to be full-width, but overly-wide or deep extensions which would appear dominant in the streetscene should be avoided. They should generally be no deeper than 1.5m.

4.13.2 Porches can be added to a house to provide a threshold space between the exterior and interior, whilst adding emphasis to the entrance:

- The scale and design of new porches should respond to the existing dwelling. Care should be taken to preserve the appearance of exiting features, such as bay windows and avoid porches that would impact these. The roof design of a porch should be carefully considered to ensure its appropriateness to the existing house.
- Existing porches that are open to the street and are an original feature that form part of a local pattern of development should generally not be enclosed.
- The scale, materials and overall design of any front extensions or porch should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The detailed design, including specification of materials, windows and doors, should be informed by the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).
4.14 ROOF DESIGN FOR ALL SINGLE STOREY EXTENSIONS

4.14.1 Roofs to single-storey extensions are often visible from rooms on the upper floors of the existing house and neighbouring dwellings. The shape or form of the roof needs to be appropriate to the existing house, the extension itself and surrounding context. It is therefore important to consider their appearance and performance as part of the design following the guidance below:

- The design of roofs for all single-storey extensions must not create unreasonable negative impacts on neighbouring amenity. Roof designs that result in excessive visual intrusion and/or the blocking of natural light to neighbouring properties must be avoided.
- Where a pitched roof is proposed care needs to be taken with how this may relate to windows on the first floor, where the roof meets the outer walls of the existing house. (Refer to Figure 4.14a).
- Where a flat roof is proposed, this should not normally be proposed to be used as a terrace or balcony. This is to protect the privacy of adjoining occupiers. However, in some cases it may be possible if it is demonstrated that adjoining occupier’s overlooking in both directions is not impacted. The introduction of screening devices to help prevent overlooking from terraces or balconies are generally not considered acceptable as these can be detrimental to suburban character.
- Consideration should be given to how rainwater goods will be accommodated into the design of the roof (Refer to 4.23 for guidance).
- Applicants are advised to consider how the roof of an extension can be used to enhance the environmental performance of their home. This may include providing solar panels or a green roof. Any such proposals are encouraged by the Council but should be clearly shown on drawings submitted with the application. The acceptability of such proposals will however have regards to any potential negative impacts on the visual amenity of neighbouring properties or the streetscene.
- The materials and form of the roof should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The detailed design, including specification of materials and rooflights should be informed by the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).
4.15 TWO-STOREY REAR EXTENSIONS

4.15.1 Two-storey rear extensions are often desirable to create more space within a home, however they need to be carefully designed to avoid negatively impacting neighbouring properties or the streetscape. Proposals for two-storey rear extensions should consider the surrounding context and ensure:

- For all types of housing, they are positioned such that they do not result in unreasonable loss of daylight to habitable rooms in neighbouring properties or result in an unreasonable level of overlooking.
- For terraced houses, they are only proposed where they would be infilling between two existing two-storey extensions or outriggers and therefore wouldn’t impact on neighbouring amenity. Where this is the case, the extension should usually completely fill the space between such existing extensions or outriggers. Where such extensions meet the boundary with a neighbouring property, they should generally be of a height and depth no greater than the existing boundary treatment.
- For semi-detached properties, they are located on one side of the rear of the property that does not abut the adjoined property; or they adjoin the neighbour where it already contains a two-storey rear extension (Refer to Figure 4.15a). Where planning permission is required, two-storey rear extensions should generally be no wider than half the width of the existing house and no deeper than 45 degrees (in plan) as measured from the nearest window on neighbouring properties to both sides of the dwelling and should not exceed the eaves and roof ridge line of the existing house.
- For both terraced and semi-detached properties, there may be greater potential to create two-storey rear extensions where a joint scheme comes forward, subject to a legal agreement (Refer to 4.7 for guidance).
- For detached properties, they are generally be of a depth no greater than 45 degrees as measured from the nearest window on neighbouring properties to both sides of the dwelling. They should not normally exceed the eaves and roof ridge line of the existing house.
- The form and materials of a two-storey rear extension should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).
Figure 4.15b: A two-storey extension proposed to a semi-detached where a neighbour already has a two-storey extension.

Figure 4.15c: A two-storey extension to a semi-detached house set away from the directly adjoining neighbour.

Figure 4.15d: A two-storey extension to a semi-detached house set away from the directly adjoining neighbour.
4.16 TWO-STOREY SIDE EXTENSIONS

4.16.1 Two-storey side extensions are appropriate where space is sufficient and the impacts on the townscape and neighbouring properties are considered. Two-storey side extensions must consider the surrounding context and ensure:

- They are designed so as not to create an unreasonable impact on access to daylight and overlooking in habitable rooms on neighbouring properties.
- The existing rhythm of the street, including where the loss of views between houses to the rear of the boundary would not be unreasonably interrupted.
- The symmetry of a pair of semi-detached houses or group of terraced houses would not be unreasonably interrupted.
- They do not result in an overly wide or poorly proportioned elevation facing the street.
- If a subservient approach is taken, a setback should be provided. This should be at least 1m at the first floor, while a ground floor setback of approximately 1 brick (215mm) could be provided.
- The form and materials of a two-storey side extension should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).

Figure 4.16a: A good example of a setback at first floor on a two-storey side extension.

Figure 4.16b: A low-quality two storey side extension which is overly dominant, upsetting the balance of this pair of semi-detached homes. The brick neither matches nor distinguishes from the existing and the junction at the eaves is poorly detailed.

Figure 4.16c: Example of a subservient two-storey side extension designed by Selencky Parsons that introduces contemporary elements, such as the windows and their surrounds, to help distinguish the new from the existing. (Photo: Andy Matthews)

4.17 TWO-STOREY FRONT EXTENSIONS

4.17.1 Two-storey front extensions are likely to have a significant impact on the streetscene and will be determined on a case-by-case basis.

4.18 TWO-STOREY WRAP-AROUND EXTENSIONS

4.18.1 Two-storey wrap around extensions can introduce a large additional volume and therefore need to be carefully designed to respond to the character of the existing dwelling and neighbouring properties.

4.18.2 Two-storey wrap-around extensions which cover the side and rear or side and front of a dwelling will generally be determined on a case-by-case basis and where they follow a combination of guidance for the applicable extension (Refer to 4.15 and 4.17 for guidance).
4.19 Extension to Houses on Corner Plots

4.19.1 Corner plots provide opportunities to create large extensions that face onto the return road and in some cases can create a landmark building feature. Their location makes them visible within the streetscene and can provide an opportunity to improve the appearance of an area. Housing types on corner plots may have capacity for two-storey extensions that extend to the side or rear of a corner plot. They should be designed to create a positive relationship with the existing dwelling, neighbouring properties and street scene and ensure:

- Where extensions are proposed that would project beyond the rear of the existing dwelling, they follow the guidance on rear extensions (Refer to 4.10 or 4.15 for guidance). Where separation with the neighbours and orientation allows, there may be scope for a deeper extension.
- Where extensions are proposed that would project beyond the side wall of the existing dwelling they follow the guidance on side extensions (Refer to 4.11 or 4.16 for guidance).
- Any projection forward of the building line on the return street is carefully designed as this will be highly visible. This may be resolved through the massing (such as stepping), fenestration or material treatment of the proposal. Views along the return street to the proposed building should be considered.
- The relationship between the roof of the existing property and an extension on a corner is carefully considered. Extensions that result in overbearing end walls, including uncharacteristic gables, will generally not be acceptable.
- The materials and form of an extension to a corner plot property should be informed by the design approach in terms of whether it seeks to be subservient\(^3\), innovative or seamless (Refer to 4.4 for guidance). The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).

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\(^3\) Corner plot proposals are unlikely to appear truly subservient due to their prominence in the streetscene.

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Figure 4.19b: A plan of an acceptable corner plot extension
4.20 EXTENSIONS & ALTERATIONS TO ROOFS

4.20.1 The use of loft space to provide additional accommodation can often provide more space for relatively little cost, using natural light through the use of rooflights. Roof extensions, such as dormer windows or box extensions which project out from the roof slope, should be used where there is a need to enlarge the useable floor space within a loft or where they are more characteristic of the area. Extensions and alterations to roofs should ensure:

- They are ideally located on the rear elevation of a dwelling to minimise impact on the streetscene.
- They are generally set in from the side of the property, except in terraced houses, where they may be full width. This is to maximise the limited width available in terraced properties and avoid a series of uneven gaps between neighbouring dormers. To achieve this, applicants should consider building up the party wall to create a clear divide between the dwelling and its neighbours; this will help to maintain the rhythm of the terraces if neighbours on either side build similar roof sections.
- There is a set back from the eaves line to avoid creating an overbearing rear elevation, except where a compelling design proposal would allow a roof extension to be built directly up from the eaves without creating an overbearing elevation. In such circumstances careful consideration should be given to the material detailing of the junction between new and proposed, and there should generally be a change in material from the existing rear elevation to the proposed.
- Elevations visible from neighbouring gardens or the street include generously sized windows. Large blank facades on dormers can have an overbearing appearance and will not generally be acceptable.
- That if proposing a hip to gable roof extension, it does not interrupt the pattern of roof forms within the streetscene.
- Dormer extensions do not wrap around side/rear roof slopes. This can generally result in an overbearing appearance and antagonise the existing building form.
- Any proposals for side roof extensions do not dominate the roof form, interrupt the streetscene. They should generally be set in a minimum of 0.3m from the ridge, eaves and edge of the roof. They should be of a width that covers no more than two thirds of the roof of the existing dwelling house. The siting of habitable room windows in the side elevation facing an adjoining dwelling would not normally be acceptable if it results in overlooking to habitable rooms or the first

Figure 4.20a: A good example of a dormer which integrates into the dwelling by successfully replicating the tiles and windows of the existing dwelling.

Figure 4.20b: A good example of a full-width dormer that extends directly up from the elevations of the property. The design by Office S&M introduces a material change that distinguishes the roof extensions from the existing property. The proposal also uses a parapet to conceal rainwater collection to avoid clutter of gutters.

Figure 4.20c: Example of where a side roof extension has not been setback from the original roof, compromising the composition of the original house.
10m of the rear garden of a neighbouring property.

- The scale and form of a roof extension or alteration should be informed by the design approach in terms of whether it seeks to be subservient, innovative or seamless (Refer to 4.4 for guidance). The specification of materials, windows and doors is in accordance with the guidance on Detailed Design (Refer to 4.22 - 4.26 for guidance).

4.20.2 It will generally not be acceptable to create dormers on the front of a property. They will only be possible in exceptional circumstances which includes the Areas of Focussed Intensification or other locations where they would not negatively impacting the streetscene and not disrupt the rhythm of development along a street. Where this may be possible, they should not be full width and should be positioned to be part of the composition of the front elevation. Such dormers should generally be setback from the eaves line by a minimum of 0.3m and relate to the shape, size, position, and design of the existing doors and windows on the lower floors including space between windows and offsets from side walls. Rooflights may be less disruptive to the streetscene and should be considered for front elevations.

Figure 4.20d: The addition of 3 dormers by Threefold Architects that have been sympathetically designed to the exiting building and respond to the positioning of the windows below.

Figure 4.20e: Example of the inappropriate addition of a front dormer to a mid-terrace house which has a negative impact on the streetscene.
4.21 EXTENDING UPWARDS

4.21.1 Where appropriate, an additional storey added across all or any part of a dwelling can be effective for increasing internal floor area, particularly for dwellings with flat roofs. Proposals for additional storeys should ensure:

- They are generally limited to 1 additional storey, except where in exceptional circumstances, such as on larger flat roofs.
- They are generally only applied to detached houses, blocks of flats or on corner plot for any type of house with adequate separation from the boundary of their plot.
- They do not result in unreasonable loss of light and direct overlooking to habitable rooms or the first 10m of the rear garden in neighbouring properties.
- They are designed to respond to the existing building. Consideration should be taken in pursuing a ‘seamless’ approach as this could result in overbearing or poorly proportioned elevations where the mass of an elevation is extended by an additional floor without any distinction between old and new. Care should be taken with the proportions of the proposal, including the shape, size, position and design of the doors and windows, and material choices. The proposal may seek to improve the appearance of the existing dwelling, in which case an ‘innovative’ approach would be appropriate. Applicants should refer to 4.4 and 4.22 - 4.26 to help inform their design approach and for further guidance on detailed design.
4.22 DETAILS

4.22.1 The detail incorporated into the design of a proposal will have a significant impact on the finished appearance of an extension or alteration. There are many aspects which should be considered when developing proposals, such as material choice, windows & doors, architectural detailing and ancillary items such as flues and rainwater goods.

4.23 RAINWATER GOODS & OTHER ANCILLARY ITEMS

4.23.1 Rainwater goods, such as downpipes, and other ancillary items, such as flues and soil vent pipes, can add clutter to the appearance of a dwelling. The impact on the appearance of a proposal should be considered in the early design stages and should ensure:

- The positioning of rainwater goods, flues, vents and other pipes, are in a discreet location and the number of downpipes is limited to avoid cluttered elevations.
- Pipework does not overhang the boundary of neighbouring properties. For flat roofs, the introduction of a parapet is often a successful way to contain rainwater collection within the curtilage of the property. Where the roof slopes towards a boundary, proposals should have a wall setback from the boundary to allow for eaves and gutter overhang. A sloped roof should not generally be combined with a parapet (Refer to Figure 4.23c).
- Where for a single storey side extension, consideration is given to future development of a first floor extension. A single storey side extension up to the boundary could limit the design at first floor if eaves and guttering were to extend over the boundary.
- Meter boxes are placed in a discreet location, generally away from the main entrance or where they are not prominent on the front elevation or subterranean where possible.

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54 Information about Party Walls and the Party Wall etc. Act 1996 for boundaries of land belonging to two (or more) different owners is available at: https://www.planningportal.co.uk/info/200187/your_responsibilities/40/other_permissions_you_may_require/16
4.24 WINDOWS AND DOORS

4.24.1 Windows and doors should be designed to avoid poorly proportioned, positioned and detailed openings. The relationship between a proposal and existing openings should also be carefully considered. Designs should ensure:

- Where an extension or alteration meets the existing dwelling, they should generally be at least 215mm (1 brick width) clear of any opening on the existing dwelling.
- The positioning and proportions of windows and doors should avoid an elevation that appears imbalanced or that result in large blank facades that would appear overbearing.
- Consideration is given to whether windows or doors as part of an extension or alteration should be:
  - recessed, semi-recessed or flush with the external envelope;
  - in a symmetrical or asymmetrical composition; or
  - match the proportions of windows in the existing house.
- Where the original doors and windows are characteristic features of the existing dwelling or the area, such as bay windows, they are retained.
- Decorative features to door and window surrounds are retained where possible, particularly where they contribute to the character of a building or area.
- The replacement of an unsympathetic door or window is with one of a design that is characteristic of the original dwelling.
- The material choice of new windows and door frames is consistent. Where wooden frames are already used, this should be continued unless there is a particular design rationale for introducing a different framing system. Metal frames may be appropriate in contemporary proposals.
- Where the porch is an important part of the original design of a house, these are retained. The enclosure of porches with glazing can interrupt the rhythm of a street and should be avoided. The removal of a porch can result in an under-scaled entrance, diminishing the uniformity of a street where the porch is a feature on all houses.
- Where a porch is added to a dwelling, the building style and impact on the street scene is considered.
4.25 MATERIALS

4.25.1 The choice and use of materials for an extension or alteration can significantly impact the appearance of a dwelling. Material choices should consider the neighbouring properties and ensure:

- In areas where there is a strong sense of character through the use of particular materials, extensions and alterations should use materials that respond to this character. Where appropriate, this may allow the introduction of new, high-quality materials, including in historic environments where contemporary materials may be used to offer a contrast to the appearance of traditional materials and enhance the qualities of and provide a clear distinction from the original fabric.

- Materials chosen to match the existing dwelling are carefully chosen to consider the effects of weathering and time. This is crucial where a seamless approach is taken and materials need to match the existing.

- The long-term wearing of materials is considered. Materials such as render and wood can wear drastically if poorly detailed and not maintained, particularly if north facing.

- The reuse of materials where possible for a repair or extension. Elevations which are visible form the street, including roofs, should be prioritised in the reuse of materials. A mixture of old and new materials is more appropriate on rear-facing elevations, and should ensure that similar colours, textures and sizes are used to those of the original roof covering.

4.25.2 Innovation or the use of new materials will be encouraged, except where it detracts from the character of an area.

Figure 4.25a: Strong and consistent material palette, features and details contributes to character of a suburban street. (Photo: Ruth Ward)

Figure 4.25b: An example of a side extension that attempts to match the existing brick work but fails to do so.

Figure 4.25c: An example of the successful introduction of contemporary materials in this metal clad side extension by HUT Architecture.

Figure 4.25d: An example of inappropriate cladding to a house that hinders the appearance of the street.
4.26 ARCHITECTURAL DETAILS & FEATURES

4.26.1 The architectural details and decorative features of a building significantly contribute to the appearance of a dwelling. Design proposals for extensions and alterations should consider the response to existing features and how new details may be introduced to add interest and respond to the local character.

- In a seamless approach or where rebuilding part of the existing dwelling, the continuation of plinths, string courses, bond patterns, decorative brickwork, barge boards and fascias should be integrated into the design.
- Decorative features such as terracotta panels, carved bricks, glazed tiles, decorative ridge tiles and finials, lintels or plaques should be retained and restored, if damaged.
- Functional features, such as chimneys help provide rhythm to a street, particularly on semi-detached and terraced housing. Where chimneys are no longer used to service fireplaces, they can provide ventilation and reduce condensation within a home. Where they contribute to the original design, their retention is encouraged. Where a new chimney would be appropriate to the scale and position of an extension, they can assist with the integration into the suburban setting and provide a functional use.
- The addition of contemporary features and details will be encouraged where they respond to the design of the proposal, the existing house and the character of the local area.

Figure 4.26a: Standing seam metal and brick.

Figure 4.26b: Crafted wooden shingles.

Figure 4.26c: Hung tiles, including decorative tiles.

Figure 4.26d: Patterned brickwork.

Figure 4.26e: Stepped courses of brickwork.

Figure 4.26f: Slate tiles.
4.27 BUILDING IN GARDENS

4.27.1 Outbuildings providing additional space associated with a dwelling, such as storage, a home office or summer house should not result in the creation of a separate dwelling and should share access, gardens and services with the main dwelling.

4.27.2 Such proposals may be required to demonstrate that the proposed outbuilding is ancillary to the existing house so as not to be considered a separate dwelling. Where an outbuilding would result in a separate dwelling, applicants should refer to the guidance on subdivision and rear garden development (Refer to 2.12, 2.17 and 2.28 for guidance).

4.27.3 Outbuildings should be designed to:

• Provide an ancillary function such as a home office, garage or storage.
• Be located in a position that provides access requirements relevant to the use, but should not be dominant in the street scene or in a location where they would appear to add clutter. Consideration should also be given to the level of natural surveillance over the outbuilding.
• Be of a scale that is subservient to the main house. The maximum height and footprint of an outbuilding should be determined on a case-by-case basis, dependent on the size of the plot, scale of the host building and impact on neighbouring amenity.
• Be innovative, standalone buildings. Outbuildings do not need to respond to the style of the host dwelling, except where visible from the street. Where visible from the street, proposals for outbuildings should respond to the character of the existing dwelling.
• Ensure that where a garage is proposed, it should not directly abut a pavement or highway. The garage doors should not open onto a pavement or highway.
• Outbuildings and garages should generally be set behind the main building line.

4.27.4 If the outbuilding is to be used as a habitable space\(^5\), proposals should consider heating (and insulation) and access to light and ventilation.

\(^5\) Habitable spaces may include a home office or study.
4.28 FRONT GARDEN DESIGN, INCLUDING PARKING

4.28.1 Except in certain circumstances, most front garden works do not require planning permission. All front garden works requiring planning permission should follow the guidance below. Where works do not require planning permission, homeowners should consider the following guidance to achieve the best possible outcome. Homeowners should also consider the need to notify neighbours under the Party Wall Act if proposed works may affect a shared boundary and generally for any proposed development.

4.28.2 The design of front gardens, including landscaping, can significantly enhance a home and the character of the street. Proposals for front gardens and forecourt parking should follow the guidance described in Figure 4.28a and:

• Provide parking which is proportionate to the size of the dwelling and avoid paving over a significant amount of the forecourt. Forecourts that are completely covered in hardstanding should be avoided, as a minimum a planted border along all boundaries should be provided.
• Allow sufficient space between the car and the dwelling to allow access to the front door and side of the property. Front garden parking must be designed to avoid cars overhanging the pavement.
• Generally not include gates, except where they are consistent with and characteristic of the street. Where gates are provided, they must not open outwards and should allow enough space for them to be opened inwardly (if relevant) whilst a car is parked in the forecourt. Where electronic gates are introduced they should enable a pedestrian on the footway to have clear visibility of any vehicle exiting (i.e. they should be railings or have some form of transparency). Gates should not be of a height that blocks visibility of passing pedestrians and should enable visibility from the footway.
• Avoid the need to remove any existing trees or established hedges.
• Introduce new planting wherever possible.
• Introduce permeable paving to new areas of hardstanding to minimise rainwater run-off issues, as per the requirements of PD57.
• There should be no water run-off from the forecourt onto the public highway.
• Repair or restore any original decorative tiled paths that are a characteristic or historic feature of the existing dwelling.
• Pedestrian and visibility splays for the crossover and vehicle access must be in accordance with Croydon Guidance58.
• If a new dropped kerb and crossover is required then applicants must apply for and obtain consent via the Croydon Highways Department59.

4.29 FRONT GARDEN BOUNDARY TREATMENTS

4.29.1 Boundary treatments help to define the relationship between a dwelling and the street. They can include garden walls, fences, railings and hedges. A strong front boundary treatment should be incorporated into proposals, particularly where this is characteristic of the street. Boundary treatments visible from the street should:

- Respond to the design of the dwelling;
- Be consistent with the height of other enclosures on the road;
- Avoid the introduction of different styles along the street. Treatments should reinforce the dominant boundary type along the street, ensuring consistency with the style and age of the property;
- Consider well-maintained planting as an alternative solution and retain any hedgerow;
- Incorporate visibility splays and sight lines for pedestrian and vehicular safety.

4.30 REFUSE & CYCLE STORAGE

4.30.1 Refuse and bicycles often create clutter on the street scene. Dedicated external storage can resolve the impact on the character of an area. Where possible, this should be located in a discreet location to the side or rear of a property.

Where storage is located in front of a property, it should be:
- Located away from the front boundary and in a discreet location where it does not intrude on the street scene; and
- Be of a design that does not negatively impact the setting of the dwelling or local character.

Simple wooden structures or simple metal storage products (Refer to Figure 4.30a and 4.30b) surrounded by landscaping are a common and effective solution, where structurally secure and with a Police security recommendation.

For more advice on landscape design see Supplementary Planning Guidance No.1260.

60 Available on Croydon Council’s website at: www.croydon.co.uk.