

# Extending your home

A planning guide for householders

Planning Advice Note



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## 1. INTRODUCTION

- 1.1 This guide is for people who want to extend a residential property. The Council aims to allow people to extend their homes. However, extensions can impact upon neighbours and the general area. It is in everyone's interest to maintain and improve Stratford-on-Avon District's high quality environment. These guidelines help to ensure that extensions do not harm the appearance of the area, the neighbours' enjoyment of their own property or other features of importance.
- 1.2 Public Consultation on the draft document was carried out in July and August 2007 and 'Extending Your Home' was formally adopted by the Council, with revisions at its Executive Meeting on 1 October 2007.

## 2. GENERAL INFORMATION

### Permitted Development

- 2.1 Many extensions can be built without the need for planning permission, because they are 'permitted development'. An application may not be required for your extension, depending on the size, position and location of the proposed extension and any previous extensions.
- 2.2 Since the public consultation exercise on the draft of this document, the Department of Communities and Local Government has made changes to the legislation relating to permitted development. From 6 April 2008 installation of solar panels and certain types of equipment that generate sustainable energy are now permitted development, providing they follow the new guidelines. For advice regarding these guidelines please contact Planning Services on 01789 260360.
- 2.3 We can give basic advice on permitted development rules over the telephone (01789 260360), but if you are going to go ahead it is important to get advice about your particular proposal in writing. We strongly recommend that you fill out a Householder Development Enquiry form and submit it to the Council. You can download the forms from our website ([www.stratford.gov.uk](http://www.stratford.gov.uk)), pick them up from one of our offices or we can post you one if you ring us on the above number. We will then advise you in writing whether you need planning permission, or other consents, for your proposal. The current fee (April 2008) for this service is £25 - or £50 for a 2 day express service.
- 2.4 We can only give formal confirmation that a proposal is permitted development through an application for a Certificate of Lawful Proposed Development. Please contact us on 01789 260360 if you want to submit an application for this type of Certificate. The current fee (April 2008) for this type of application for domestic proposals is £75.

### Pre-application advice

- 2.5 We can give you advice about your proposal before you submit an application:-
  - Telephone queries- General advice only (not site specific) - 01789 260304
  - To book a short planning surgery meeting with a Planning Officer - 01789 260304
  - Written enquiries- Planning Services, (see address on back cover)

The more information you give us (plans, photographs, etc.), the more we will be able to help you.

### Building Regulations

- 2.6 Building Regulations approval is usually required for extensions and alterations. You can apply for Building Regulations approval at the same time as you apply for planning permission, or you can wait and apply later once you have received planning permission. For more information, see our website or ring our Building Control section on 01789 260626.

### **Party Walls Act and extensions near to boundaries**

- 2.7 If you are extending near your boundary or will need access through your neighbour's property in order to build the extension, you will need to check your rights and responsibilities under the Party Walls etc. Act 1996. Leaflets explaining the Act are available from the Council (01789 260626) or from the Government via [www.communities.gov.uk](http://www.communities.gov.uk).
- 2.8 Private boundary issues cannot be taken into account in the determination of a planning application. Under property law, you must make sure that you build your extension without infringing upon your neighbours' property, even if you have planning permission.

### **Submitting an Application**

- 2.9 If your proposal is not permitted development and you need to make a planning application, please use a Householder Application Form, which is available from our offices, by telephone (01789 260303) or from our website ([www.stratford.gov.uk](http://www.stratford.gov.uk)). The application form includes guidance on how to complete the application form. The current fee (April 2008) is £150 for extensions and other developments to residential properties. A checklist which sets out what information needs to be submitted with the application is available in Appendix 6.

### **Other Types of Application**

- 2.10 You may also need to make an application for:

**Listed Building Consent** - If you intend to carry out external or internal alterations that would affect the character of the listed building. Repairs and like for like replacements are normally exempted. A separate application form is available to apply for planning permission and Listed Building Consent in one application.

**Conservation Area Consent** - If you intend to demolish a building in a conservation area. This normally only applies to buildings of more than 115 cubic metres volume. A separate application form is also available to apply for planning permission and Conservation Area Consent in a single application.

**Scheduled Ancient Monument Consent** is required for works which would affect a Scheduled Ancient Monument or its setting. Applications are made to the Department of Culture, Media and Sport. Further information is available from English Heritage (see contacts list).

- 2.11 Please contact the Council on 01789 260360 for further advice and 01789 260303 to obtain copies of the forms. Alternatively you can download application forms via our website ([www.stratford.gov.uk](http://www.stratford.gov.uk)). There is no fee for Listed Building and Conservation Area Consent applications.

### **Demolition**

- 2.12 As above, you will need Listed Building Consent to demolish any listed building and will likely need Conservation Area Consent to demolish a building in a conservation area. Most other demolitions are permitted development.
- 2.13 Prior to the commencement of any demolition work, Notice should be given to the Council in accordance with Section 80 of The Building Act 1984. For further details please contact the Council's Building Control team on 01789 260626.

### 3. DESIGN GUIDANCE FOR EXTENSIONS

#### General Principles

- 3.1 If planning permission is required, the Council will assess your proposed extension using this guidance, our Local Plan (see Appendix 1) and any other local guidance such as Parish Plans.
- 3.2 Your extension should normally be acceptable if it does not:
- harm the **appearance** of the area;
  - unreasonably affect your **neighbours** by causing overlooking or overshadowing of their property, or by being overbearing to them;
  - cause problems with **highway safety** by making access to your property dangerous or by the loss of on-site parking in an area where on-street parking would be dangerous; or
  - conflict with adopted **policies**, such as Green Belt policy.
- 3.3 In considering planning applications, the Council cannot take into account:
- the effect on the value of neighbouring properties;
  - private boundary disputes and private rights of way;
  - private legal covenants; and
  - private views.
- 3.4 These guidelines are not cast in stone. In some cases there may be good reasons why they should not be followed. There may be imaginative design solutions which can help to overcome any problems encountered. However, it is important that planning decisions are taken on a consistent basis, and therefore the guidelines will only be interpreted flexibly where there are clear reasons for making an exception.

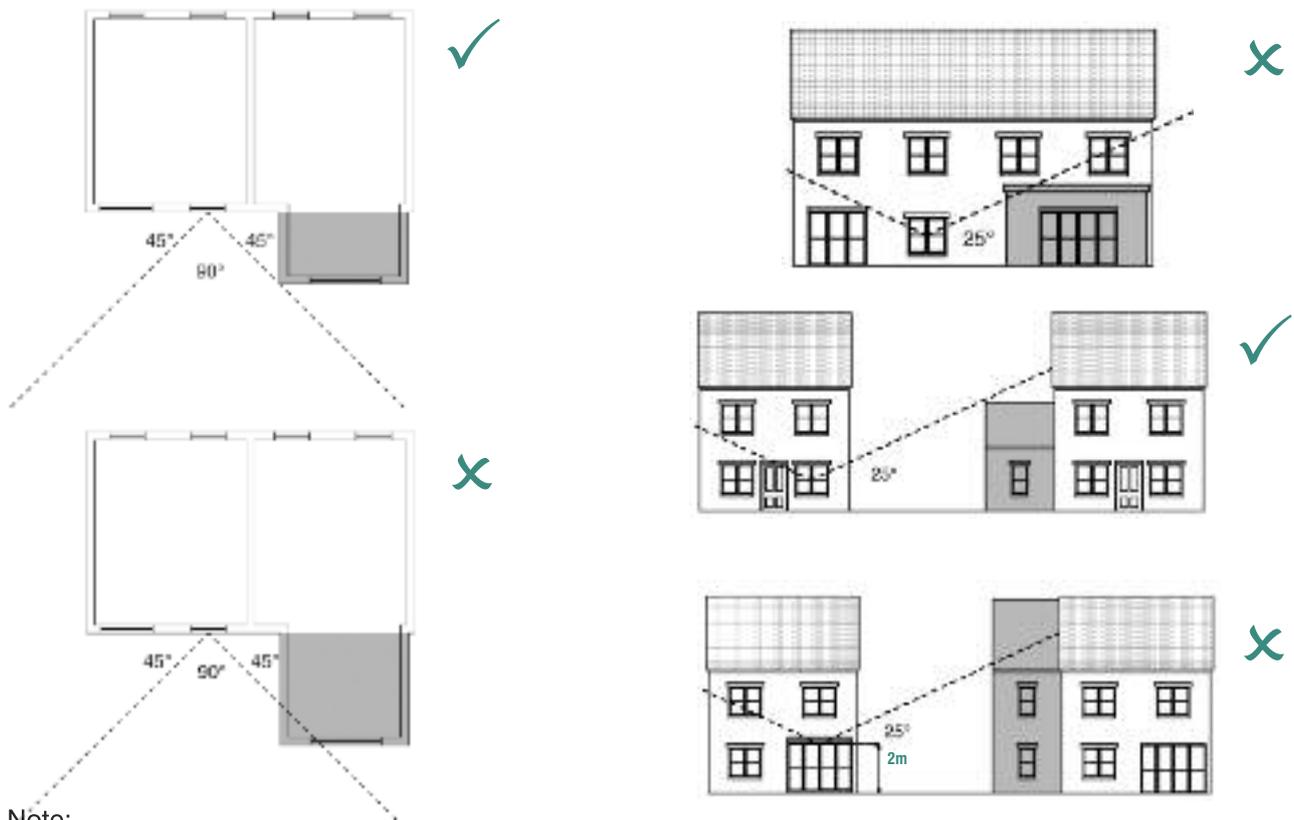
#### Ensuring that extensions do not harm the appearance of the area

- 3.5 Extensions should not harm the general appearance of the area. Particular care will be needed with design for listed buildings, conservation areas and other protected areas. The following general guidelines will be followed in assessing the appearance of proposed extensions:
- Unless there is a good reason to the contrary, the proposal should harmonise with the house and other properties in the immediate vicinity, in terms of its size, design and its spacing within the plot.
  - Extensions should normally be designed to appear as extensions, rather than attempting to look like they are part of the original house.
  - Extensions should normally be lower than the main house and set back from the frontage of the main house.
- 3.6 Further detailed guidance is given in the following sections:



### Protecting neighbours from overlooking, overshadowing and overbearing extensions

- 3.7 Most extensions will have some effect on neighbours. In order to assess whether the affect on neighbours' windows will be unacceptable, the **45/25 degree guideline** is used.
- 3.8 Extensions should not normally cross the line of a 45 degree angle drawn (in the horizontal plane) from the mid-point of the nearest ground floor habitable room window in the adjoining property.
- 'Habitable room' is defined here as living rooms, dining rooms, kitchens, studies and bedrooms.
- 3.9 Just because an extension crosses the 45 degree line, it does not mean that it is unacceptable. In these cases, a second test is used to check whether the extension would be so tall in relation to neighbours' windows that it would be overly intrusive. This time the line from the habitable room window is drawn in the vertical plane. If the top of the extension would cross the line of a 25 degree angle above horizontal, the extension will normally be unacceptable. The 25 degree line is drawn from the centre of the window (or a point 2 metres above ground level for full height windows).
- 3.10 When applying the 45/25 degree guideline, the following factors should be taken into account:
- the design and character of the property and nearby properties;
  - other buildings or features in the area which may, for example, already cause overshadowing;
  - the orientation of the building; and
  - the size of gardens.



For simplicity, the 25 degree line is measured along the plane of the wall containing the window, as shown.

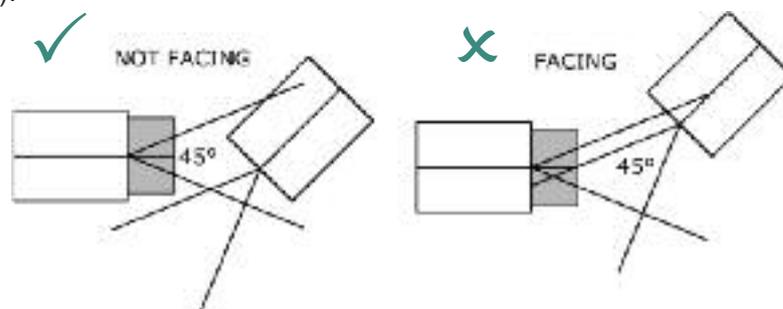
## Separation distances

3.11 The 45/25 degree guideline protects neighbours' windows, but care should also be taken to protect neighbours' garden areas from overlooking, overshadowing and overbearing. This particularly relates to the area immediately outside the rear of the house, which is often used as a sitting out area. Separation distance guidelines help to ensure that both windows and gardens are not unreasonably affected. The following separation distances will normally be required where the extension is higher than 1 storey:

Relationship of extension to neighbouring property	Minimum separation*	
	1.5 or 2 storey extension	2.5 or 3 storey extension
Front to Front**	13 metres	16 metres
Back to Back / Back to Front	21 metres	27 metres
Front to Side / Back to Side	13 metres	16 metres
Side to Side	See 'Side Extensions'	See 'Side Extensions'
Windows looking towards neighbour's garden (near to their house)	10 metres unless obscure glazed	13 metres unless obscure glazed

Notes:

\* Separation distances are between habitable room windows (see 3.8 for definition). Windows are 'facing' if they both fall within a pair of 45 degree cones drawn from the middle of the 2 windows (see illustrations below).



NB: The 45° angle should have equal portions of 22.5° either side of the line that passes through the window at right angles

Where there is a significant change in levels, the minimum separation distance increases by 2 metres for every 1 metre that the floor level of the extension would be above that of the neighbouring property.

\*\* House fronts normally face onto public routes so there is less need to protect privacy and therefore these distances are lower.

## Neighbours' side facing windows

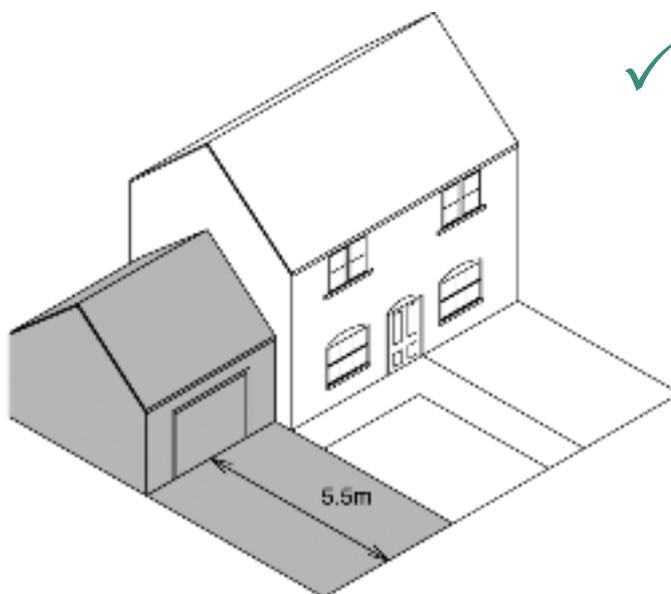
3.12 For both the 45/25 degree guideline and separation distances, neighbours' side facing windows on adjoining properties which get their light across another property will not normally be given the same protection as front and rear facing windows. These cases will be judged on their individual circumstances.

## Overlooking and obscure glazing

3.13 Overlooking problems can often be addressed by obscure glazing the windows. Where this is necessary, the Council will require glazing that prevents detailed views through the window glass.

### Highway safety

- 3.14 Proposals for a new or widened access may need planning permission. A planning application will always be required if the access would lead onto a classified road (A, B or C class). If you are in doubt, contact Planning Services on 01789 260360 and we can advise you if your road is classified.
- 3.15 New accesses will need to have adequate visibility to the road and to any footway. Visibility standards are available from the County Council or the District Council Planning Service. Before commencing works in the public highway, you must serve at least 14 days notice under the provisions of Section 184 of the Highways Act 1980 on the Highway Authority's Area Team. The Area Team at Wellesbourne may be contacted by telephone: (01926) 412515.
- 3.16 On-site turning space may be required where the access is onto a busy or fast road or where visibility is poor.
- 3.17 Sufficient parking space should be retained on site where on-street parking on adjoining narrow, busy or fast roads would cause highway safety problems.
- 3.18 To allow sufficient space for parking:
- Garage doors should be set at least 5.5 metres back from the front boundary of the property.
  - Single private drives should be at least 3.0 metres wide or 3.5 metres where between fences or walls.
  - Double private drives should be at least 5.5 metres wide or 6.0 metres where between fences or walls.



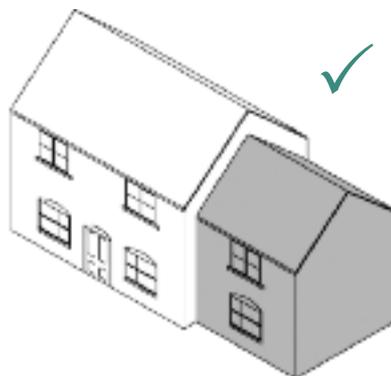
### Front extensions

- 3.19 The predominant form of housing in the District is flat fronted, with only modest porch or bay window front extensions. Therefore it may be difficult to design large new front extensions to some houses without harming the character and appearance of the area. Front extensions may also affect your car parking arrangements.

## Side extensions

3.26 In order to harmonise with the main house, side extensions should normally be:

- Set back at least 225mm (one brick length) from the adjacent front wall of the house; and
- The roof height of extensions should be less than the roof height of the main house.



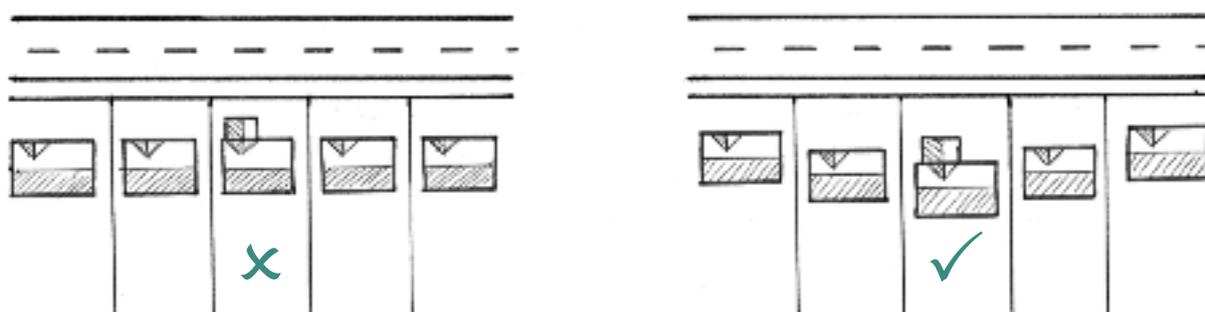
## Porches

- 3.20 Small porches (up to 3 square metres floor area) will often be permitted development.
- 3.21 Porches will normally be acceptable if designed to harmonise with the rest of the property and neighbouring houses.
- 3.22 Porch roofs should not normally be linked to bay windows or projecting garage roofs as this is not a traditional design feature in most areas of the District.



## The building line

- 3.23 The 'building line' is the line (if any) formed by the fronts of houses on a street. There are, however, no designated building lines, so each case is a matter of judgement.
- 3.24 Some areas have a clear building line, while others are more variable in the way that houses are positioned.
- 3.25 Front extensions should normally stay behind the building line, but this will be less important where there is no clear building line or where the houses are set well back from the road.



### The terracing effect

3.27 Side extensions can also affect the street scene (the general character and appearance of the street) if they narrow the gap between properties. Rows of detached or semi-detached houses can start to look like terraced housing if the gaps between houses are overly narrowed. In order to avoid this 'terracing effect':

- Side extensions at first floor level or higher should maintain at least a 1 metre gap from the boundary
- Side extensions close to the boundary may be more acceptable if set well back from the main house frontage.

3.28 If space is limited, or if it is otherwise not practical to keep the first floor extension back from the boundary, and if there is no building of more than 1 storey in height within 2 metres of the boundary on the neighbour's side, it will normally be acceptable to build up to the boundary at first floor level



### Rear extensions

3.29 Rear extensions which comply with the advice in the 'Design' and 'Overlooking, Overshadowing and Overbearing' sections and other parts of this guidance will normally be acceptable.

### Corner plots

- 3.30 Extensions to properties on corner plots should normally follow the building lines of neighbouring buildings. However, corner plots can be an opportunity for more creativity and variations, possibly creating feature buildings. If the plot contributes to the character of the area by providing an open aspect, then this should be respected in planning and designing your extension.

### Conservatories

- 3.31 Conservatories are treated the same as other extensions in planning law, and although most conservatories are permitted development, some do require a planning application.
- 3.32 Standard conservatories will not normally be acceptable on listed buildings and barn conversions. Care will also need to be taken with design in Conservation Areas and the Cotswold Area of Outstanding Natural Beauty.
- 3.33 Conservatories allow a degree of light through and therefore will rarely cause problems with overshadowing.
- 3.34 Conservatories should not normally have opening windows near to shared boundaries, as these can cause problems with noise and privacy.
- 3.35 Insulation, ventilation and sun screening should be considered carefully as conservatories can be highly energy inefficient.

### Roof extensions

#### Dormer windows

- 3.36 Many dormer windows, particularly those on the back of houses, are permitted development.
- 3.37 Traditionally designed, small scale dormer windows are normally preferred. Dormer windows should be smaller in height and width than window openings below and as far as possible should be vertically aligned with them.
- 3.38 Large dormer windows, particularly large flat roof dormers, are normally only acceptable where out of public views on rear roof slopes, outside of conservation areas.
- 3.39 Dormer windows should not project above the ridge of the roof and should normally be kept below the ridge.



### **Balconies and roof terraces**

- 3.40 Balconies and roof terraces should be carefully designed to avoid unreasonable overlooking of neighbours properties. Strategically placed solid screens may sometimes help where it is not otherwise possible to avoid overlooking. It will, however, often not be possible to build a roof terrace that does not unacceptably overlook neighbours.

### **Other roof extensions**

- 3.41 Other roof extensions should normally fit in with existing roof lines. A bat survey will usually be required if the proposal involves substantial work to roofspaces (see the Ecology section below).

### **Garages and outbuildings**

- 3.42 Many garages and outbuildings are permitted development, though this is seldom the case where the building would be to the front of the house.
- 3.43 Whether attached or detached, garages and other outbuildings should normally be set back from the front of the house. Garages set forward of the house often become the dominant feature and can also block views from the street to the house, increasing the risk of crime.
- 3.44 Garages should normally be simple in form and should be kept as low as possible. While flat roofs are discouraged, low pitch roofs can often be acceptable, even where the house has a steeper roof pitch. Low roof pitches keep heights down so that garages and outbuildings do not become intrusive.

## 4. OTHER ISSUES TO CONSIDER

### Conservation of heritage and landscape

- 4.1 Stratford on Avon District has a rich heritage with many notable **listed buildings** and **conservation areas**. The south-west fringe of the District is part of the **Cotswolds Area of Outstanding Natural Beauty** (see Appendix 5). Further areas of the District are designated as **Special Landscape Areas**. Extensions to listed buildings and to other houses in these protected areas will need to be carefully designed to preserve or enhance the special qualities or the setting of the buildings or landscape. We recommend that you employ a suitably qualified architect or other professional for such cases, particularly for listed buildings.
- 4.2 Remember that you may need Listed Building Consent or Conservation Area Consent (see above). Many villages have adopted their own Parish Plans and Village Design Statements, which give guidance on local design issues.

### Green Belt

- 4.3 Not all green fields are within the Green Belt. The West Midlands Green Belt covers much of the north-west side of the District, including many villages such as Wilmcote, Great Alne, Snitterfield and Tanworth-in-Arden (see Appendix 5). The main purpose of the Green Belt is to restrict the expansion of urban areas and to protect its openness and visual amenity.
- 4.4 In order to protect the Green Belt from inappropriate development, extensions to houses within the Green Belt are generally limited to a 30% increase in volume above that of the house as it existed in 1975 (when the Green Belt was designated) or as it was originally built if it was built after 1975. Larger extensions would need to be justified by very special circumstances. Help with volume calculations can be found on [www.planningportal.gov.uk](http://www.planningportal.gov.uk) within the 'useful tools' section.
- 4.5 Local Plan Policy PR.2 and Government advice in Planning Policy Guidance Note 2, 'Green Belts' give further details.

### Barn conversions

- 4.6 Extensions to barn conversions will be treated particularly carefully to ensure that the building retains its rural, agricultural character. Many barn conversion properties have had their 'permitted development rights' removed by planning condition, so that a planning application is required for any extension to the building. It will often not be possible to extend a barn conversion without harming its character.
- 4.7 In order for extensions to be acceptable, they should:
- fit in with the form of the building;
  - be simple and robust in their form and detailing; and
  - be relatively small in scale.
- 4.8 Domestic style features such as dormer windows, chimneys and standard conservatories will rarely, if ever, be acceptable.
- 4.9 Detailed design advice regarding barn conversions is given in Appendix A to the Stratford-on-Avon District Design Guide.
- 4.10 Many converted barns are listed buildings, sometimes because the barn was part of the historic farmyard of a listed farmhouse. In these cases Listed Building Consent will also be required.

### **‘Granny Flats’**

- 4.11 The District Council generally supports granny flat type accommodation, i.e. semi-independent accommodation for family members or other people living as part of the main household. This type of accommodation can be new build or created by converting existing living space such as a garage.
- 4.12 Granny flats should not be self-contained. They should be:-
- designed to be an integral part of the main house;
  - should not have a full range of facilities; and
  - should not have their own separate drive or garden.
- 4.13 A planning condition will often be used to prevent the use of granny flat type accommodation as a separate residence.

### **Fences and Walls**

- 4.14 Good quality boundary fences and walls are of great importance to the character and appearance of an area. Your choice of fence or wall should take into account the typical styles and materials found locally. Many fences and walls are permitted development.
- 4.15 Fences and walls are important for security and to separate private spaces. However, care should be taken to ensure that the fence or wall is not overbearing and does not prevent observation of public and semi-public spaces such as footpaths and car parking areas.
- 4.16 Tall close board or feather edge fencing should normally only be used for side and rear boundaries which are next to other gardens. Picket, pale, hit and miss or post and rail fencing is preferred where the boundary is next to a public space or the countryside. Brick or stone walls will be appropriate in areas where they are typical boundary features.
- 4.17 Defensive, high gates, walls and fences will not normally be acceptable on street frontages.

### **Energy conservation**

- 4.18 Local Plan Policies PR.6 and DEV.8 promotes the use of energy saving and renewable energy features. You should consider these issues in designing your extension. Proposals for extensions or outbuildings which incorporate significant energy saving or renewable energy features will be looked at favourably by the District Council. Solar panels and some other renewable energy systems will often be permitted development, although this may not be the case for listed buildings, or sites in conservation areas or World Heritage sites. For guidelines regarding permitted development rights for householder microgeneration see Part 40 of the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2008, Statutory Instrument No.675.
- 4.19 Planning permission will almost always be required for wind turbines. Care will be required to find acceptable ways of siting these features on listed buildings, in conservation areas and in the Cotswold Area of Outstanding Natural Beauty.
- 4.20 Appendix 3 has further information on renewable energy systems.

### **Trees**

- 4.21 You need to notify the Council if you want to prune or do other work to most trees in conservation areas and all trees that are protected by Tree Preservation Orders. Contact us on 01789 260360 if you need advice.
- 4.22 Consider whether trees will be affected by your extension, either by the trenching and walls or by disturbance caused by the building works. Even storing materials under a tree can cause serious damage.

### **Ecology**

- 4.23 Extensions must avoid harming protected species, such as bats and nesting birds, as this is an offence. Bats roost in a surprisingly high percentage of house roofspaces, so there is more likelihood of bats in your house than you might think. Where an extension would affect a roofspace, a bat survey will normally be needed before the application is submitted. The Warwickshire Museum Ecology Unit can give further advice (01926 418060). If bats are present, a license will be required from Natural England (contact Species Licensing Service on 01173 728000) before you start work.

Works which would affect nesting birds should be carried out during the months of May to September, to avoid the nesting season.

### **Archaeology**

- 4.24 The District Council may require an archaeological investigation of the site before you can build your extension if you live in an area of archaeological interest, such as Alcester or Tiddington. The Warwickshire Museum Planning Archaeologist can give further advice (01926 412734).

### **Crime prevention**

- 4.25 The design of your extension can contribute to the safety and security of both your own property and that of the local neighbourhood, by ensuring that your property and surrounding areas can be observed from within your home. Further advice is given in the Council's booklet 'Planning and Community Safety: Design and Crime Reduction'. The Police Architectural Liaison Officer (01789 414111) can also give detailed advice about designing out crime and the Police's Secured by Design initiative.

## APPENDIX 1: Local Plan and other policies

Policies regarding extensions are set out in the Stratford on Avon District Local Plan Review (1996-2011). The Local Plan can be seen in our offices or on our website ([www.stratford.gov.uk/planning](http://www.stratford.gov.uk/planning)). The District Council is currently developing a Local Development Framework which will eventually replace the Local Plan.

The key policies are:

COM.12	Existing Housing Stock
PR.1	Landscape and Settlement Character
DEV.1	Layout and Design

Other policies may be relevant, depending on the site and circumstances, including:

PR.2	Green Belt
PR.6	Renewable Energy
PR.7	Flood Defence
EF.1	Cotswold Area of Outstanding Natural Beauty
EF.2	Special Landscape Areas
EF.7A	Nature Conservation
EF.10	Trees
EF.11	Archaeological Sites
EF.13	Conservation Areas
EF.14	Listed Buildings
DEV.4	Access
DEV.5	Car Parking
DEV.8	Energy Conservation
DEV.10	Crime Prevention
DEV.13	Satellite Dishes

### Other important policy documents include:

- Stratford on Avon District Design Guide
- Planning and Community Safety: Design and Crime Reduction
- Village and Town Plans or Design Statements (check on [www.stratford.gov.uk](http://www.stratford.gov.uk) to see if your village or town has produced its own design guidance)

## APPENDIX 2: CONTACTS

Help with applications; Permitted development; Identifying constraints that apply to your property	SDC Planning Technicians	01789 260360	planning.applications@stratford-dc.gov.uk
General queries; check progress on your application; book a meeting with a planning officer	SDC Planning Administration	01789 260304	planning.applications@stratford-dc.gov.uk
Listed buildings, conservation areas or trees	SDC Planning Technicians	01789 260360	planning.applications@stratford-dc.gov.uk
	Conservation officers	01789 260337 or 260360	planning@stratford-dc.gov.uk
Scheduled Ancient Monuments	Department of Culture, Media and Sport, 2-4 Cockspur Street, London SW1Y 5DH		enquiries@culture.gov.uk
English Heritage	112 Colmore Row Birmingham B3 3AG	0121 685 6820	
Building Regulations; Energy Efficiency	SDC Building Control (see also Appendix 3)	01789 260626	buildingcontrol@stratford-dc.gov.uk
Archaeology	Warwickshire Museum	01926 412734	planningarchaeology@warwickshire.gov.uk
Ecology	Warwickshire Museum	01926 418060	museum@warwickshire.gov.uk
Secured by Design	Police Architectural Liaison Officer	01789 414111	

### Web sites:

<a href="http://www.stratford.gov.uk/planning">www.stratford.gov.uk/planning</a>	District Council planning information
<a href="http://www.communities.gov.uk/index.asp?id=1144635">www.communities.gov.uk/index.asp?id=1144635</a>	Planning: A Guide for Householders
<a href="http://www.communities.gov.uk/index.asp?id=1144585">www.communities.gov.uk/index.asp?id=1144585</a>	Householder's Planning Guide: Antennas and Satellite Dishes
<a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>	Government planning information; Submission of applications via internet
<a href="http://www.planning-applications.co.uk">www.planning-applications.co.uk</a>	RICS - planning information
<a href="http://www.planningaid.rtpi.org.uk">www.planningaid.rtpi.org.uk</a>	Free professional planning help in case you need planning help and cannot afford it
<a href="http://www.securedbydesign.com">www.securedbydesign.com</a>	Secured by Design advice and information

## APPENDIX 3: SMALL SCALE RENEWABLE ENERGY SYSTEMS

### Wind turbines

Free-standing turbines generally work much better than building mounted turbines. The largest turbines designed for building mounting are rated at 1.5kW and are typically up to 1.75m in diameter. They are mounted on poles which will be up to 3m above the roofline. Free-standing turbines may be larger, with a higher energy rating. Most systems are designed to feed electricity into the national grid, so they reduce your annual bills but do not give you an independent supply.

Wind power only works well where there are high average wind speeds and low turbulence. Turbulence is generated by buildings, trees and other obstructions, so wind power works best away from built up areas. The efficiency of building mounted wind systems is always lower than equivalent systems mounted freestanding on a mast or pole because the proximity of the building reduces the energy in the wind. You should ensure that your building is structurally capable of accommodating the wind turbine.

### Free-standing wind turbines

All sizes of wind turbines can be mounted freestanding on a pole or mast. A system sufficient to supply the main electrical needs of a single house or farm will typically be rated at between 2.5kW and 6kW. These turbines will have rotor diameters between 3m and 6m and are usually mounted on poles between 9m and 15m high.

### Solar photovoltaic (PV)

Solar systems to generate electricity are available as modules that look like polished flat panels and can be mounted on top of existing roofs or separately in frames. You can also buy tiles and laminated glass panels that act as building materials. These are less efficient but easier to blend into building architecture.

### Solar thermal

Solar thermal systems generate hot water and are much simpler and cheaper than solar photovoltaic systems. They consist of a matrix of pipes or tubes, often in a frame, through which water is pumped to be warmed by the sun. Some variants use evacuated tubes to insulate the water and these work slightly better on colder days.

The optimal mounting angle for both types of solar systems is around 37 degrees from the horizontal facing due south. Mounting in different orientations reduces efficiency, although the effects are gradual provided the system doesn't face North or East/West.

All types of solar system work on cloudy days. They are affected significantly by shadows, though. Hard shading can reduce efficiencies by 80% or more, so systems need to be mounted to avoid shadows from trees and buildings wherever possible.

### Biomass

Many sizes of biomass systems are available to provide heat (like a traditional boiler) or electricity and heat (combined heat and power). Biomass systems can use wood or other crops as fuel. The main issue with biomass tends to be fuel storage, which will require silos, hoppers or special facilities for larger systems. Most modern biomass systems are fed automatically from the storage system.

### **Ground source heating**

Ground source heat pumps draw solar energy from the ground and use it to heat and/or cool buildings more efficiently. They work by pumping fluid through a network of pipes typically buried 1.5-2m underground (or sometimes bored vertically down 100m or more). This fluid warms up and the heat is extracted using a heat exchanger which supplies hot water to the central heating system.

Heat pumps are similar in size to boilers, but run on electricity so have no flue or exhaust gases. The ground loops are invisible once installed. Heat pumps are often used in conjunction with underfloor heating but this is not essential.

### **Air source heating**

Air source heat pumps operate in a similar way to ground source heat pumps except they use energy stored in external air as the heat source instead of the ground. This makes them less efficient on cold days. They are cheaper than ground source heat pumps because they don't need ground loops. The systems look like air conditioning units and generally fit on the outside of buildings.

### **Hydroelectric turbines**

Small scale hydropower is the most efficient of renewable energy generation technologies and generally works on rivers or streams where there is a drop (or head) of 1.5m or more across the turbine. Output will depend on the flow and head, so bigger rivers generate more power. The most suitable sites tend to be old mills or weirs, where a lot of the water management required is already in place. Larger schemes can require significant (and expensive) civil engineering, but once the systems are installed they can be relatively unobtrusive, require minimum attention and may last many decades if well-maintained.

### **Further independent and impartial information on small scale energy technologies is available from:**

#### **The Energy Savings Trust, Warwickshire Advice Centre**

0800 512 012

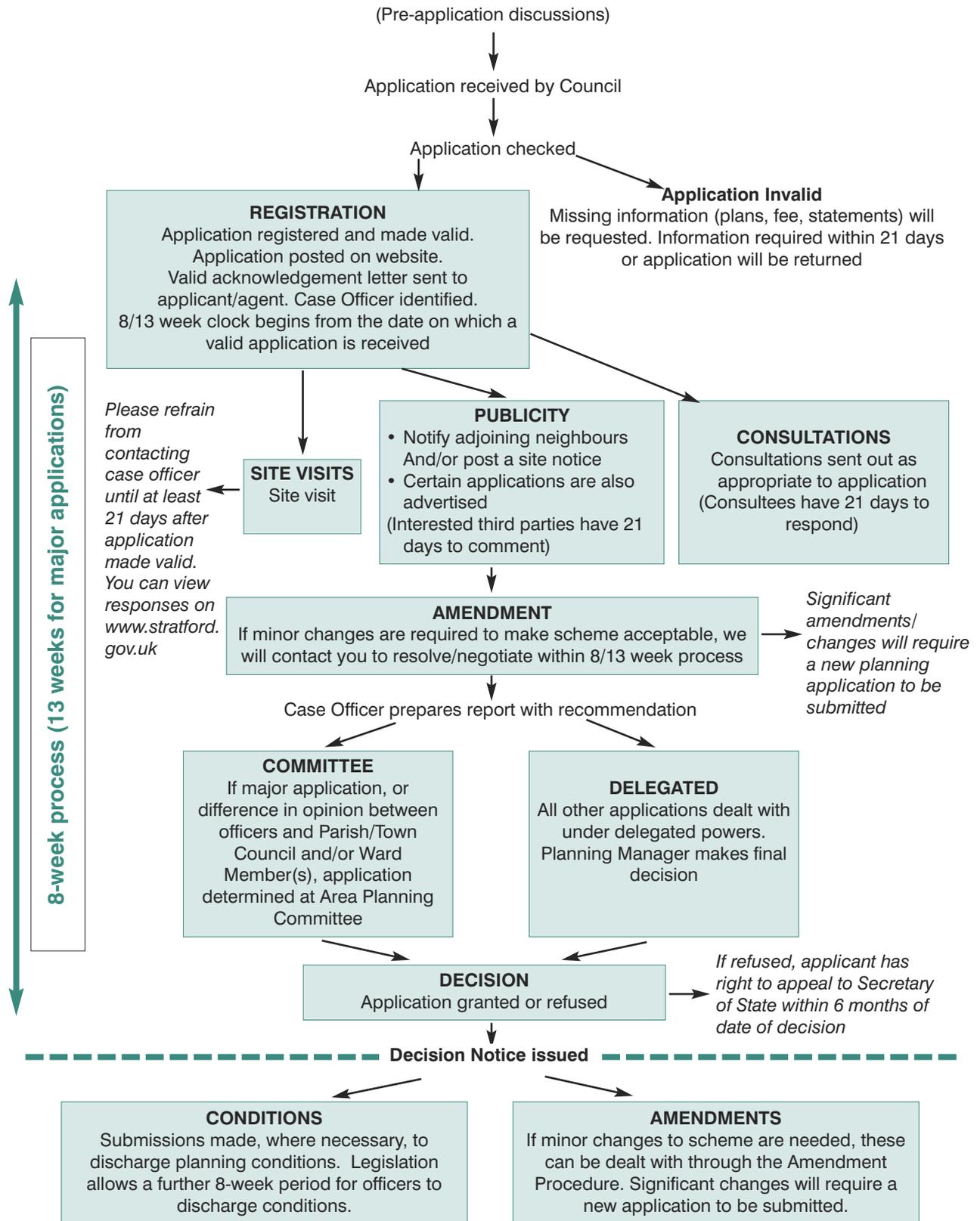
WEEAC is a government-funded organisation supplying free advice

#### **Encraft Ltd, Leamington Spa**

01926 312159

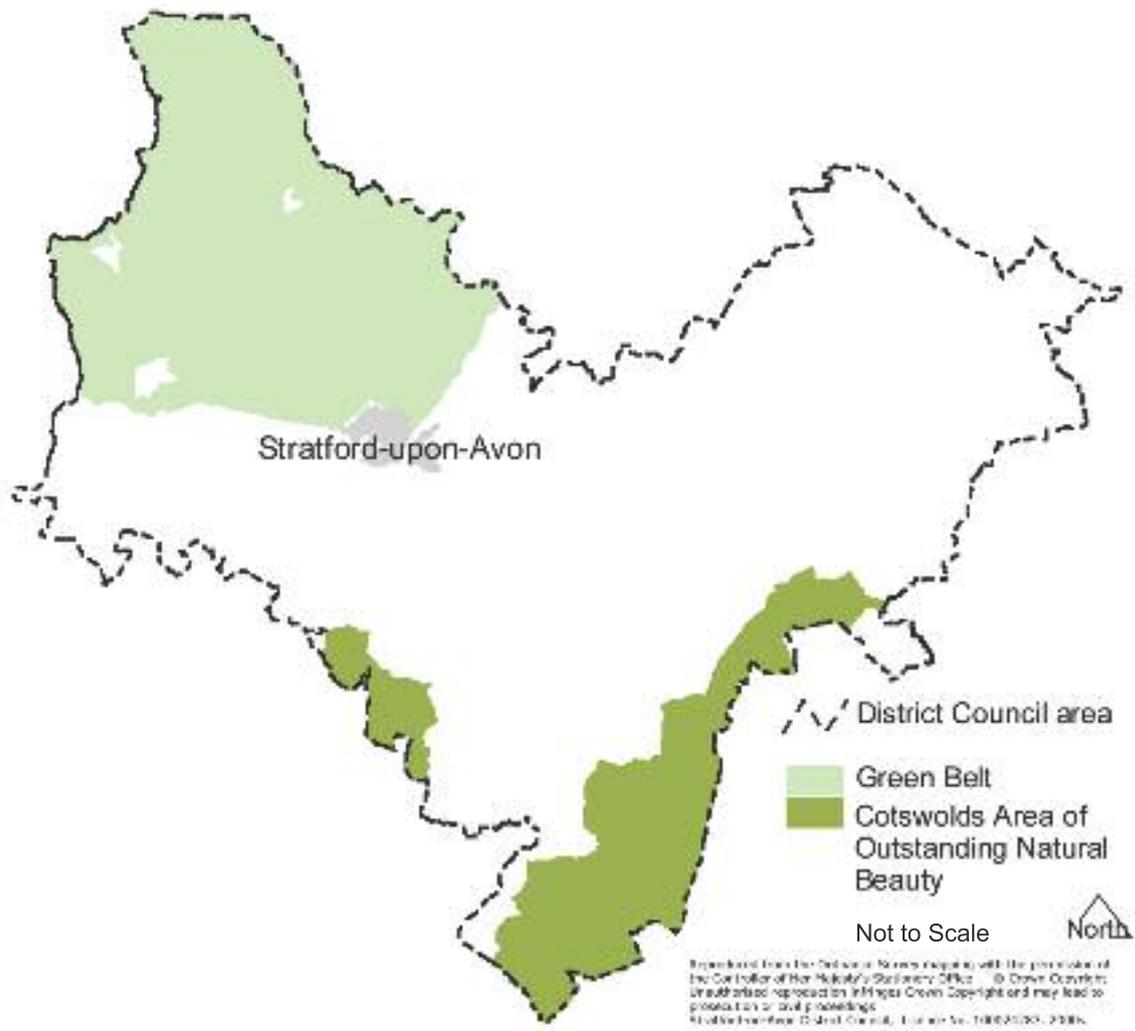
Encraft is a private organisation supplying impartial technical advice in this area to homeowners and small projects nationally. They charge for their services.

**APPENDIX 4: APPLICATION PROCESS DIAGRAM**



For more information, please contact a member of the Planning Development Team on 01789 260303 or see details on [www.stratford.gov.uk](http://www.stratford.gov.uk)

**APPENDIX 5 : COTSWOLDS AREA OF OUTSTANDING NATURAL BEAUTY  
AND GREEN BELT**



## APPENDIX 6 : HOUSEHOLDER APPLICATIONS VALIDATION CHECKLISTS

### 1. Householder application for Planning Permission for works or extension to a dwelling

#### NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

#### LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Parking provision
- Photographs
- Planning Statement
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

Guidance on the content of the plans and documents listed above is contained within the explanatory notes of the Planning Application Validation Checklist which can be viewed on the District Council website [www.stratford.gov.uk](http://www.stratford.gov.uk)

## 2. Householder Application for Planning Permission for works or extension to a dwelling and Conservation Area Consent for demolition in a Conservation Area

### NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

Please note that, while details supplied at a scale of 1:20 will satisfy the National Requirement for validation of applications for listed building consent, drawings of the same details at a larger scale may still be required through a condition on a consent. To avoid unnecessary duplication of work, applicants/agents may wish to include details at an appropriate scale with their submission e.g. joinery details at not less than 1:5; plaster mouldings at 1:1.

### LOCAL REQUIREMENTS

In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Parking provision
- Photographs
- Planning Statement
- Structural Survey
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

### 3. Householder Application for Planning Permission for works or extension to a dwelling and Listed Building Consent

#### NATIONAL REQUIREMENTS

Your application must include the following:

- Completed standard application form
- Location Plan (scale of 1:1250 or 1:2500)
- Site Plan/Block plan (scale of 1:100 or 1:200)
- Existing and proposed elevations (scale of 1:50 or 1:100)
- Existing and proposed floor plans (scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (scale of 1:50 or 1:100) if a sloping site or where there is a change in ground levels
- Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fireplaces, plaster moulding and other decorative details
- Completed Ownership Certificate/Agricultural Holdings Certificate
- Design and Access Statement, if the site is within a SSSI, Conservation Area or AONB
- The appropriate fee

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically

#### LOCAL REQUIREMENTS

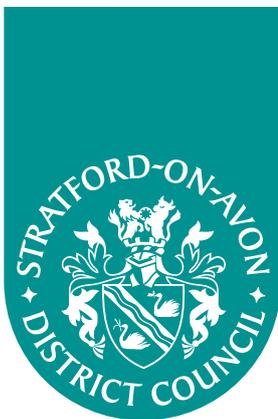
In addition to the information listed above the following information is likely to be required depending on the scale and nature of the development and where the site is located.

- Archaeological Assessment
- Conservation Area Appraisal/Heritage Statement
- Ecological Assessment/Protected Species Survey
- Energy and Sustainability Statement
- Flood Risk Assessment
- Green Belt Volume calculation
- Heritage Statement
- Parking provision
- Photographs
- Planning Statement
- Structural Survey
- Sunlight/daylight assessment
- Tree Survey/Arboricultural Implications Study

NB 4 copies of each of the above forms/plans must be submitted (including the original copy) unless the application is submitted electronically.

If you find the text in this publication difficult to read  
we can supply it in a format better suited to your needs.

Telephone 01789 267575



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