



# Extending your home

Planning applications can be viewed on-line.

Go to [www.hart.gov.uk](http://www.hart.gov.uk)

## A guide for householders

### Introduction

This leaflet offers advice on the design of domestic extensions. It shows how to extend your house without adversely affecting either the appearance of your home, neighbouring properties or the general character of the area in which you live.

Guidance in the leaflet is intended to apply to all domestic extensions, regardless of whether or not they require planning permission. It is possible to successfully extend your home in a 'modern' form, although this leaflet is about traditional design. It is hoped that owners wishing to carry out minor permitted development works will also follow the advice offered in this guide. Stricter design criteria will be applied to dwellings in Conservation Areas and to Listed Buildings.

Please read the leaflet 'Do I Need Planning Permission?' or contact the Planning Department to check if any planning permissions or Listed Building consents are required for the proposed alteration or extension to your home (including conservatories).

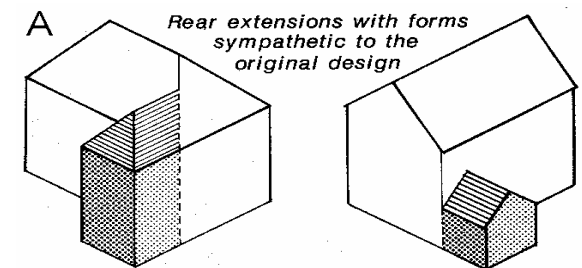
### External Design & Appearance

Every area or property has its' own particular character. For instance it may be a new house, a Victorian terrace, or a rural

cottage. Look closely at the character of your house and the area you live in. Any extension to a property should be sympathetic to this character.

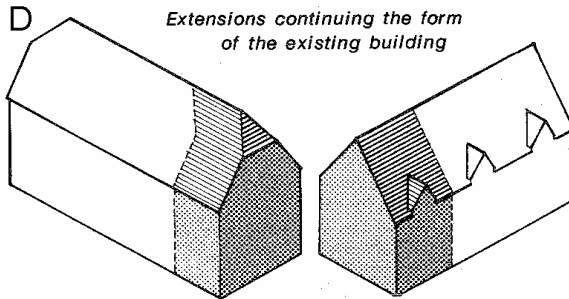
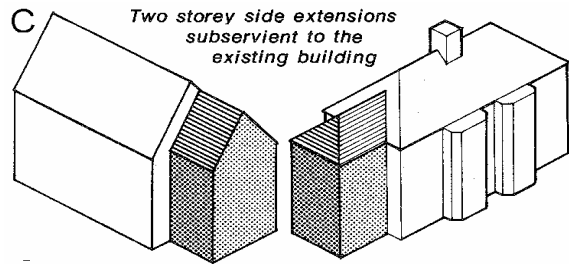
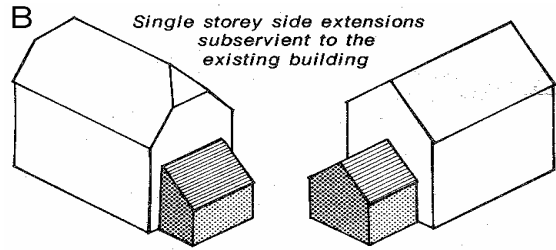
### 1. Building Forms

The overall form of the extension should be sympathetic to the design of the original building. Roof shapes play an important part in this. By using pitched roof forms from the period and style of the existing house, you will be able to integrate your extension into the original house. Chimneys are often features of older properties and should be retained where practical. **See diagram A.**

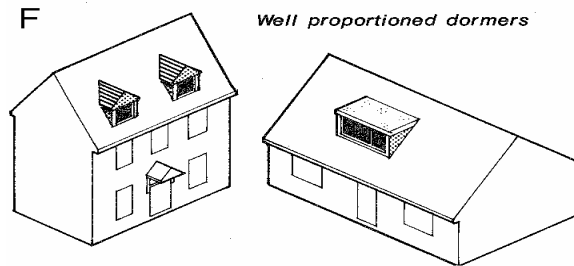
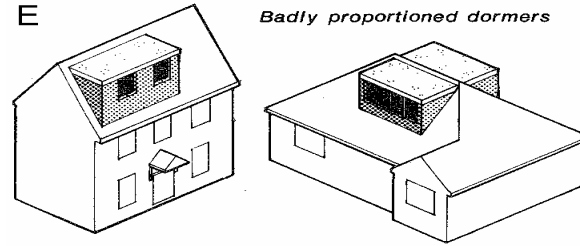


When adding a new work to old buildings, stepping back the new wall will often solve problems in terms of materials, bonding and general appearance. **See diagrams B & C**

This will obviously not apply where the whole form of the building is continued. **See diagram D**



The repetition of existing roof forms and details such as hips, half hips, dormers and gables can help to relate the new to the existing. Where forms are duplicated, this should be done accurately. New dormers and porches should be in proportion to the existing building and should not dominate or fit awkwardly in the elevation. **See diagrams E & F**



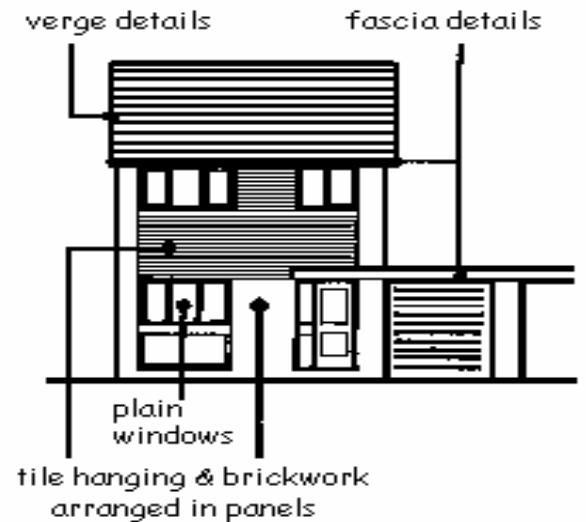
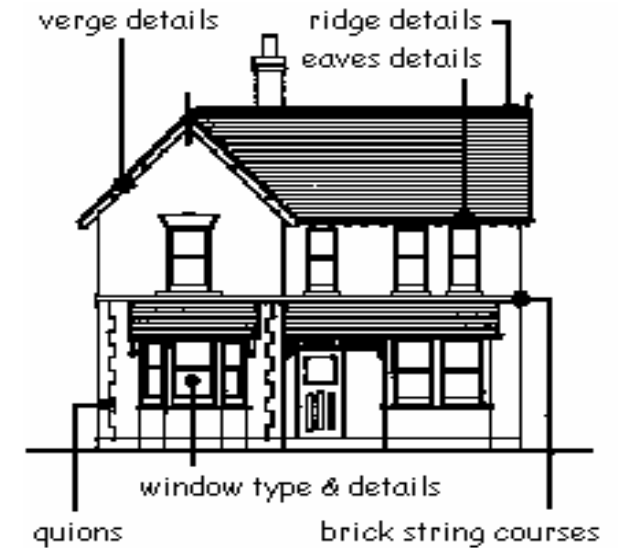
## 2. Materials

It is important to match materials in the existing house to integrate the extension. Extra care taken to select the type, colour and size of bricks, roof tiles, mortar colours, lintels over windows and doors etc will pay dividends in the final results. Second hand materials can often help achieve good results, although there is usually no guarantee with these materials.

## 3. Windows and Doors

It is important to continue the pattern and type of openings in walls. The sizes, proportions, heights, style and ratio of solid wall to opening all create the character of your house. Be particularly

careful in the choice of style of doors and windows to match the original where possible.



## 4. Details

Look at the details around your house. What forms the heads and cills to windows and doors? Are there brick string courses or quoinwork in the walls? How are the ridge and verge of the roof finished? How are the eaves detailed and what guttering is used? Avoid transferring details from a different architectural period or components of a different style to your house.

## Positioning Your Extension

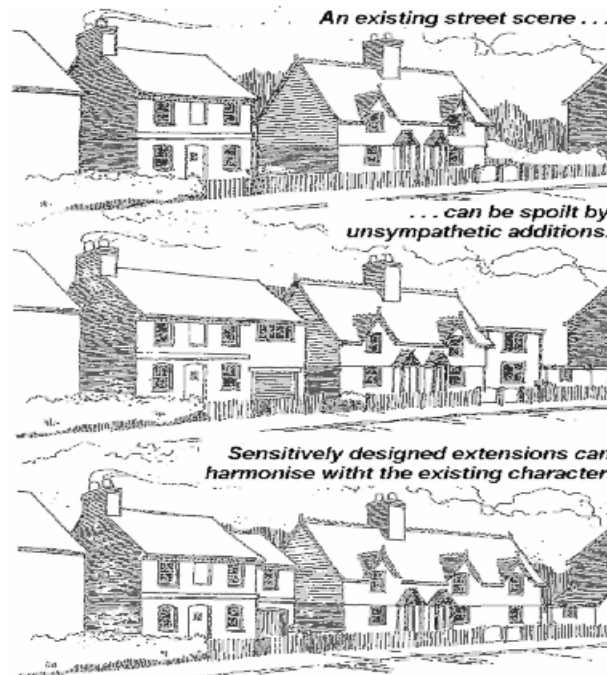
### 1. Trees and Hedges

Trees and hedges are a very important part of the character of Hart and every effort must be taken to ensure that trees and hedges are retained. Trees in Conservation Areas are protected and Hart Planning Department must be notified in writing six weeks before any work is carried out which might affect such trees. Many trees in the District are also protected by Tree Preservation Orders. Any work affecting such trees must be approved by HDC. Any building works should be carefully considered at the outset in relation to the branches and roots of trees and their possible future growth. Further details and advice on trees and their protection during the construction

period may be obtained from the Planning Department.

### 2. The Street Scene

Any extension needs to be designed in relation to the whole street or group of buildings, as well as the property to be extended. The general form of an extension, its materials, doors, windows and details should all relate to satisfactorily to the original building and the existing street scene. The houses in your area may be grouped in a particular way. Any extension should not break this pattern.



### 3. Privacy

Any new extension should seek to avoid substantial loss of privacy to neighbours. Overlooking from windows, especially at first floor level, is unacceptable.

### 4. Amenity

The extension should not cause significant loss of enjoyment to the surrounding properties. Particular care must be taken with extensions of 2 or 3 storeys to ensure they do not reduce the visual amenity by appearing unduly prominent from adjoining gardens. Extensions should not result in major reductions in garden area or loss of natural daylight and sunlight to adjoining properties.

### 5. Orientation

Apart from sunlight and daylight levels in the house and extension, any new extension will cast shadows. Consider where these are going to fall and what effect they will have. Any extension should seek to minimise overshadowing of adjoining properties and garden areas.

### 6. Boundaries

In order to meet many of the above requirements, it will be necessary for the building to be kept away from boundaries.

This becomes even more essential when considering extensions of two storeys or more. You should also provide reasonable maintenance access for your property on boundaries, bearing in mind that many maintenance tasks are likely to involve the use of ladders. Apart from your own boundaries, your extension may be constrained by building lines or vehicle sight lines which need to be maintained.

## Further Advice

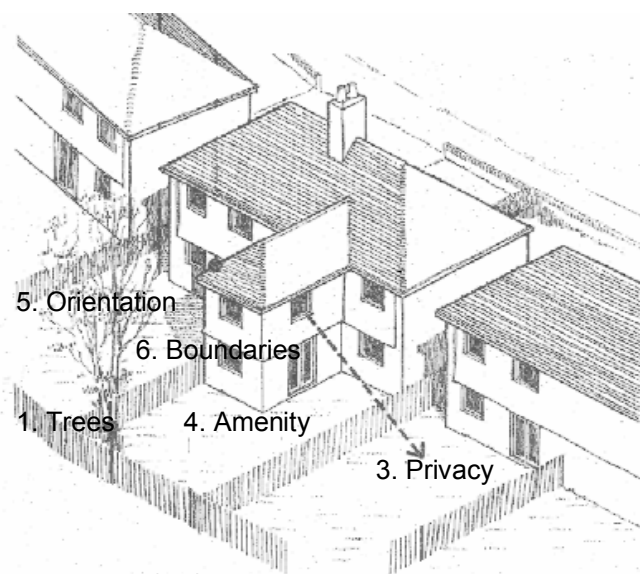
Pre-application advice on extending your home is available free to householders – either visit the Planning Surgery or send in details of your proposals to the Planning Office. Please see the separate leaflet 'Pre-application advice and the Planning Surgery.'

The drop-in planning surgery is held at the **Civic Offices**, Harlington Way, Fleet where the duty officer can offer general advice and guidance. The times are:

Monday and Friday from 9am – 11 am  
Tuesday and Thursday from 2pm – 4pm  
(except public bank holidays)

A surgery is also held at the **Hook Neighbourhood Centre**, Dickson House, London Road, on the third Thursday of the month from 10.00am – 12.00am

Building Regulations approval must be applied for separately from planning permission and is required in most cases. Please contact Building Control on 01252 774422.



Head of Planning Services  
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