



Design Guide for Household Extensions and Alteration in Newcastle upon Tyne

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Place Directorate

Consultation Draft



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CHAPTER I

Introduction

1.1 BACKGROUND

A home can be a great source of pride and a valuable personal asset, so it is natural for property owners to maximise their potential to enrich their domestic life. Residential design also plays an important role in defining the **character** of our towns and cities, impacting hugely on the attractiveness of streets and public spaces. For this reason, it is essential that alterations and extensions to individual homes complement their surroundings, avoiding visual harm to the streetscape or adverse effects on neighbours. This Design Guide presents design principles to help balance the needs of homeowners, neighbours and the wider community.

1.2 PURPOSE OF THE DOCUMENT

This document is intended for householders considering alterations to their homes, as well as construction professionals, such as architects and contractors, involved in the design process. It will also be used by planning officers at Newcastle City Council as a guide for determining planning applications.

The Guide provides a detailed explanation of residential design features which are likely to be viewed favourably by planning officers, and also gives examples of householder developments which are generally unacceptable. Furthermore, the Guide provides information and resources to help navigate

the planning process. Most planning applications are approved, but it is common practice for negotiations to occur between applicants and the Council to secure high standards of design. Advance knowledge of the principles in this document, and alignment with its recommendations, will therefore enable the planning process to run smoothly.

As explained later in the Guide, not all household developments require planning permission. However, it is advisable for homeowners to read this document even if their intended adaptations fall under ‘**permitted development**’, as the key principles can provide inspiration for achieving optimum outcomes and avoiding poor quality design.

1.3 DOCUMENT STATUS

This Design Guide is a technical guidance document, sitting under the Council’s Local Plan through elaborating upon relevant policies. The Guide does not introduce new planning policies, but provides more detailed advice on how Local Plan policies will be applied to household alterations and extensions. As a planning document, this Guide may be treated by Newcastle City Council planning officers as a **material consideration** in the determination of planning applications. However, the Design Guide is not overly prescriptive and will be applied with regard to the particular circumstances of each application.



A contemporary rear extension

© Squires Barnett Architects

Newcastle’s Local Plan is comprised of two documents. The Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010-2030 outlines strategic policies and an overall vision for development in Newcastle and Gateshead. The Newcastle upon Tyne Development and Allocations Plan 2015-2030 (DAP) provides more detailed policies to support the Council’s growth ambitions for Newcastle. Both documents are available in full at <https://www.newcastle.gov.uk/services/planning-building-and-development/planning-policy/local-plan>

This Design Guide complements Local Plan policies which will be applied to the determination of householder planning applications, as shown in the table below. The policies in **bold italics** are those which this Guide most directly supports, and which are applied to every householder application.

The Design Guide relates to national and local planning policy as correct at the time of adoption. The Guide also features hyperlinks to various resources which provide further information regarding the planning process and the design of residential alterations and extensions. Policy contexts and external resources may change in future, and the Council will attempt to keep all links up to date wherever possible.

Core Strategy and Urban Core Plan for Gateshead and Newcastle upon Tyne 2010-2030	Newcastle upon Tyne Development and Allocations Plan 2015-2030 (DAP)
<p>Policy CS13: Transport</p> <p>Policy CS14: Wellbeing and Health</p> <p>Policy CS15: Place-Making</p> <p>Policy CS16: Climate Change</p> <p>Policy CS17: Flood Risk and Water Management</p> <p>Policy CS18: Green Infrastructure and the Natural Environment</p> <p>Policy CS19: Green Belt</p>	<p>Policy DM12: Parking and Servicing</p> <p>Policy DM14: Mitigation and Highway Management</p> <p>Policy DM15: Conservation of Heritage Assets</p> <p>Policy DM16: Conservation and Enhancement of the Setting of Heritage Assets</p> <p>Policy DM17: Preservation of Archaeological Remains and Archaeological Work</p> <p>Policy DM20: Design</p> <p>Policy DM23: Residential Amenity</p> <p>Policy DM25: Aircraft Safety</p> <p>Policy DM26: Flood Risk and Water Management</p> <p>Policy DM27: Protecting and Enhancing Green Infrastructure</p> <p>Policy DM28: Trees and Landscaping</p> <p>Policy DM29: Protecting and Enhancing Geodiversity, Biodiversity and Habitats</p>

Policy DM31: Green Belt Development

1.4 DOCUMENT STRUCTURE

Chapter 2 presents the main steps householders should take when endeavouring to alter their properties, including explanations of planning processes. Chapter 3 of the Design Guide sets out some fundamental design principles, outlining the standards that the Council would normally expect from householder developments.

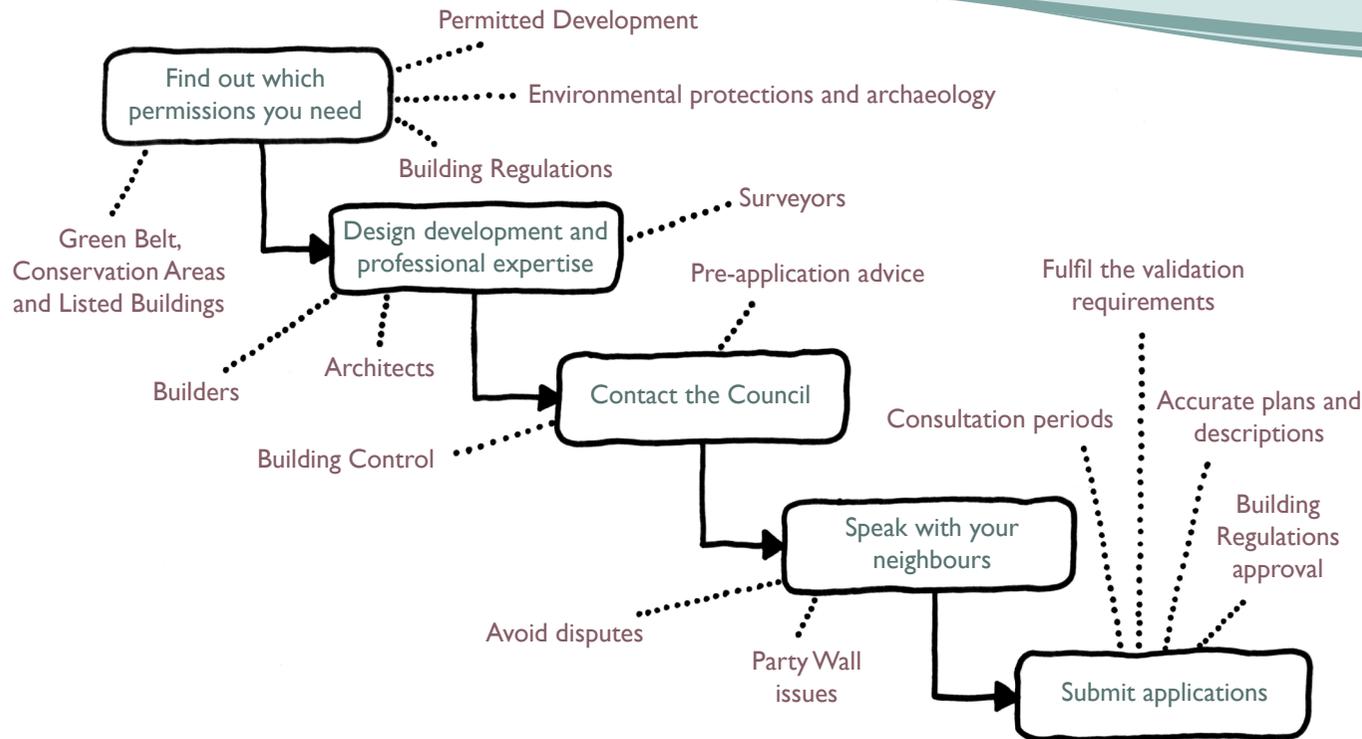
Chapter 4 provides detailed examples of common household developments, setting out specific parameters for what is usually considered acceptable for each type of extension or alteration. For householders who are preparing to undertake a specific development, the diagrams and explanations found in the relevant subsection of Chapter 4 should be thoroughly examined before applying for planning permission.

A simple checklist is included at the end of the document to help applicants consider whether their designs are likely to be acceptable.

A glossary of key terms (**highlighted** throughout the document) and links to useful resources can also be found at the back of this Design Guide.

CHAPTER 2

The Process of Altering Your Home



2.1 WHAT PERMISSIONS DO YOU NEED?

When thinking about designing an extension or alteration, one of your first considerations should be to investigate which regulations might apply to your development.

2.1.1 Permitted Development or Planning Control?

Planning permission is required when the works carried out on a home are defined as ‘development’ according to the Town and Country Planning Act 1990. Alterations to the inside of a house do not

require consent, provided that the dwelling is not a listed building. The Government has made it possible to extend or alter your home without planning permission in certain situations – this is called ‘permitted development’, and it is your responsibility to find out whether your alteration will need planning permission. Permitted development legislation can be changed, and the following resources will provide up-to-date information on which developments require permission:

- Planning Portal: Do you need permission? https://www.planningportal.co.uk/info/200125/do_you_need_permission

- Government Guidance: When is permission required? <https://www.gov.uk/guidance/when-is-permission-required>
- Government Technical Guidance: Permitted development rights for householders <https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance>

Permitted development does not apply to flats or apartments (including Tyneside flats), or to buildings where ‘conditions’ on previous planning permissions may prevent certain developments from occurring. Councils can also issue Article 4 Directions which remove specified permitted development rights for certain areas where those developments may result in particular harm to local character. If you plan to alter your home under permitted development rights, it is advisable to first check whether your area is subject to an Article 4 Direction here: <https://www.newcastle.gov.uk/services/planning-building-and-development/guide-planning-applications/article4>. You should also check that there are no restrictive conditions on previous planning permissions which would remove permitted development rights on your property.

If you would like formal confirmation from the Council that planning permission would not be required for a specified development on your home, you may apply for a Certificate of Lawfulness. If approved, this will confirm that the proposed

development/ alteration on your home would be lawful, thus protecting that development from enforcement action. Some larger house extensions fall under permitted development, but require the submission of a **Notification for Prior Approval** to the local planning authority. In these situations, neighbours are advised of the proposed development and given the opportunity to comment. If any objections are received, planning officers will subsequently examine the proposal's impact on neighbours' **amenity**. More information is available on the Planning Portal (see above). It is the owners' responsibility to ensure you have the correct permissions in place before they start any building works.

2.1.2 *Green Belt, Conservation Areas and Listed Buildings*

Householder developments will require particularly sensitive design solutions, and are likely to be subject to stricter assessment, if they relate to properties in the **Green Belt** or **Conservation Areas**, or if they involve the alteration of a **Listed Building**. The following resources may help you to determine whether restrictions apply to your property or neighbourhood:

- The Core Strategy and Urban Core Plan interactive policies map shows Green Belt boundaries: <https://www.newcastle.gov.uk/sites/default/files/2020-06/DAP%20Policies%20Map.pdf>
- The Historic Environment and Conservation Map shows Conservation Areas and Listed Buildings: <https://newcastlecc.maps.arcgis.com/apps/insight/basic/index.html?appid=6956e23b13874008b18a2598b4ade83a&locale=en-gb>

Extensions and alterations to homes within the Green Belt should be in keeping with the original building, adopting suitable materials and **massing** to avoid adversely impacting on the openness of its setting. The **National Planning Policy Framework (NPPF)** states that an extension or alteration in the Green Belt should only be permitted where “it does not result in disproportionate additions over and above the size of the original building”. The ‘**original building**’ is defined as the house as it was first built, or as it stood on 1st July 1948 (if it was built before that date). Proposals will be examined against this requirement, and against Core Strategy Policy CS19 and DAP Policy DM31.

Proposals within a Conservation Area should use high quality design solutions to preserve and, where appropriate, enhance the significance, appearance, character and setting of heritage assets and the historic environment. In most cases, the scale, materials and detailing of alterations to buildings in a Conservation Area should match that of the original dwelling. Contemporary designs will only be permitted where applications demonstrate an exceptional approach which would not harm the historic character of the host building or the surrounding area.

Conservation Areas are defined as **Article 2(3) land** in the **General Permitted Development Order**, meaning that certain permitted development rights are removed. Householders in Conservation Areas are advised to contact the Council for advice on their permitted development rights (see section 2.3.1) or to consult the Government's Technical Guidance on permitted development rights for householders (see section 2.1.1). Proposals will be expected to comply with DAP Policies DM15 and DM16, and to have regard to the Conservation

Area Management Plans and Character Statements available here: <https://www.newcastle.gov.uk/services/planning-building-and-development/historic-environment-and-urban-design/conservation-areas> Listed buildings are statutorily protected against alterations and extensions which could harm their special architectural or historic interest. Alterations and extensions, including internal changes and works within the grounds of a listed building, are likely to require **Listed Building Consent** if the development would affect the character of the building. External works to a listed building may require a detailed planning application as well as an application for Listed Building Consent.



In addition to nationally significant listed buildings, the Council maintains a **Local List** of buildings of architectural or historical importance to the city of Newcastle. Buildings on the Local List are not subject to additional planning controls, but their special character will be taken into account in any planning decisions. It is particularly advisable to approach the Council for advice if you are considering a householder development on a listed or locally listed building; you can submit a pre-application request for specific guidance, and further

2.1.3 Environmental Protections

Trees are natural assets with multiple environmental benefits, and their retention is therefore promoted and encouraged in all cases. If the felling or cutting back of a tree is unavoidable due to the nature of your proposals, you should check whether the tree is protected by a **Tree Preservation Order (TPO)**. If planning permission is required for your residential alteration or extension, and the development necessitates work to a protected tree, the assessment of impacts on trees will form part of your planning application. If you plan to carry out work to a tree within a Conservation Area or protected by a TPO, and are not submitting a planning application for any other works, you will need to complete an Application to Carry Out Works on Trees. An interactive map of TPOs in Newcastle is available here: <https://community.newcastle.gov.uk/mapping/tpo-map>

Certain protected wildlife species, such as bats and certain birds, may use roof spaces to nest and breed. If there is a reasonable risk of a protected species being present at your home, a survey and report may need to be attached to your planning application. Wildlife laws apply even if your extension or alteration is permitted development, and you may need to apply for a license to avoid committing an offence. Contacting the Council's Landscape and Ecology Team (see section 2.3.1) is recommended where there is a risk of harming protected species, and more information is available here: <https://www.newcastle.gov.uk/services/planning-building-and-development/trees-wildlife-and-green-environment/>

Some developments may also require a flood risk assessment if the house is in a risk zone. You can use

the Government's interactive Flood Map service to find out which Flood Zone your home is located in: <https://flood-map-for-planning.service.gov.uk>. You can also find further guidance here on when a flood risk assessment is required: <https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#when-you-need-an-assessment>

2.1.4 Archaeology

Several houses in Newcastle are built above Sites of Archaeological Interest, such as the route of Hadrian's Wall (a World Heritage Site). In such cases, investigative work may be required to ensure any foundations or service runs do not impact upon the archaeological remains. More information on archaeology is available here: <https://www.newcastle.gov.uk/services/planning-building-and-development/tyne-and-wear-archaeology>

2.1.5 Building Regulations

The **Building Regulations** are minimum standards developed by the UK Government which ensure that building work is safe, healthy and high-performing. The Regulations cover issues such as fire protection, electrical and gas safety, energy performance and structural integrity. Building Regulations approval is generally needed for any extension or alteration to a building, and is separate from planning control: approval may be required even if the proposed works do not require planning permission. Newcastle City Council offers Building Control Services staffed by a team of experienced, chartered building control surveyors and structural engineers.

More information is available here: [\[development/building-control-services\]\(#\). The Planning Portal also provides further guidance on Building Regulations: \[https://www.planningportal.co.uk/info/200128/building_control\]\(https://www.planningportal.co.uk/info/200128/building_control\)](https://www.newcastle.gov.uk/services/planning-building-and-</p></div><div data-bbox=)

2.2 PROFESSIONAL SERVICES

It is not essential to employ an architect to design small household alterations, but a good architect or designer can substantially raise the standard of a residential extension, with the added long-term value of excellent design often offsetting the cost of design fees. It is also advisable to choose an architect with previous experience on similar projects. There are two main resources which may be helpful in finding the right architect for you:

- The Royal Institute of British Architects has a 'Find an Architect' service, which allows householders to search by location and specialism: <https://www.architecture.com/find-an-architect>
- The Architects Registration Board maintains the UK Register of Architects, and only people on the Register are legally allowed to use the title 'architect': <http://www.architects-register.org.uk>

Selecting a reputable builder can also help to ensure that planning, design and construction processes run smoothly. The Federation of Master Builders has a 'Find a Builder' tool, allowing you to search for professionally vetted builders: <https://www.fmb.org.uk/find-a-builder>

Quantity surveyors can also help you to manage your budget well without compromising quality. The Royal Institute of Chartered Surveyors has a 'Find a Surveyor' service to aid you in finding a suitably qualified professional: <https://www.ricsfirms.com>

2.3 CONTACTING THE COUNCIL

There are multiple possibilities for how you might extend or alter your home, and different proposals will require different permissions. Contacting the Council will help you to understand what is required to gain consent, and may also give you ideas about which kinds of householder developments are most appropriate for your property.

2.3.1 Key Contacts

Planning can sometimes be a complicated process, so the Council invites householders to make contact at an early stage for informal advice – giving greater certainty at the outset of the design process will result in proposals which are more likely to be acceptable in planning terms. Please see Newcastle City Council's website for further guidance: www.newcastle.gov.uk

2.2 Pre-Application Advice

Newcastle City Council provide a Pre-Application Advice service which gives 'in principle' feedback on your proposals, as well as impartial and professional advice on which applications are needed and how to complete them. Pre-Application Advice will usually involve a written response to your proposals, and it is also possible to organise meetings with a planning officer in person. There is a small charge involved in order to recover the costs of providing the service. Pre-Application Advice is neither compulsory nor appropriate in all situations, but it can have many benefits for potential applicants for planning permission. Advantages include:

- Clearer understanding of planning policies and requirements relevant to your proposal
- Possible cost savings from finding out early if a

proposal needs planning permission or is likely to be refused

- Early resolution of design issues as a result of officer advice, improving the quality of your application and possibly increasing the chance of a quicker decision
- Information on which other bodies to consult

All pre-application requests should be submitted via the on-line form on the Council's Planning and Development page of the council website.

2.4 CONSULTING YOUR NEIGHBOURS

Extensions and alterations to individual dwellings can sometimes cause disputes between neighbours. When you apply for planning permission, your neighbours will be informed of your application and will have the opportunity to comment on the proposals. It is not the role of the planning system to resolve issues between neighbours, but we recommend that you consult your neighbours informally before submitting your application in order to avoid any misunderstandings. If neighbours' concerns are addressed early on, design modifications can be made which result in a smoother planning process.

Conversations with neighbours are particularly important if you wish to undertake any works located at or near the boundary, such as work to a party wall or fence, shared gutters, or foundations near the adjacent property. It is advisable to ensure that new gutters, or any other building elements, do not overhang into the adjacent property. Boundary issues are usually a civil matter rather than a planning consideration, and it is your responsibility to ensure that you comply with the Party Wall Act. More information is available here: <https://www.gov.uk/party-walls-building-works>

2.5 SUBMITTING A PLANNING APPLICATION

Once you have consulted the relevant professionals, talked to your neighbours and come up with a design for your householder development, it is time to apply to the Council for any permissions you may require. All application forms are available on the Council's website, including for different types of planning application, applications for Listed Building Consent, applications for a Certificate of Lawfulness, Notifications for Prior Approval and applications to carry out works to trees. The Council website has an up-to-date list of fees, and provides validation checklists to ensure that you have fulfilled all the requirements of the application: <https://www.newcastle.gov.uk/services/planning-building-and-development/apply-planning-permission/planning-application-forms>

When submitting a planning application, please ensure that the description of your planning proposal includes all aspects of the development which will require planning permission, such as boundary treatments, raised decks, **dormer windows**, balconies or **hardstandings** which do not fit the criteria for permitted development. You should also omit unnecessary information from the planning description, such as personal details relating to the use of a proposed extension. If the description is not accurate, there is a risk that consultation processes may need to be repeated, slowing down the application process: it is therefore important to get this right at the beginning.

The Council's expectations of planning descriptions are indicated by the contrasting examples below:

“Extension to accommodate my grandmother’s painting studio”



“First floor side extension over existing garage, single storey rear extension and lengthening of raised patio to rear”



You must also provide plans and elevation drawings to a standard metric scale which clearly and accurately demonstrate how your proposal would look, fulfilling the requirements of the validation checklist.

The council will seek to determine your application within eight weeks, unless an extension of time is agreed between you and the planning officer assessing your proposal. Your neighbours and other consultees, such as councillors, will be notified of your application. There is a statutory consultation period of 21 days. Public comments will be taken into consideration as part of the decision-making process.

The council has a detailed guide to the planning application process which is available on the council's Planning and Development page of the council website: <https://www.newcastle.gov.uk/services/planning-building-and-development/guide-planning-applications/step-step-guide-planning>
Remember that Building Regulations approval is separate from planning permission, and that you will need to obtain Building Regulations approval regardless of whether planning permission is required. If a planning application is required, you may need to obtain both consents before building works begin.

If you are granted planning permission, take note of the expiry date of the consent – if you do not commence work before this date, you will need to reapply for permission in order to carry out the development lawfully.

CHAPTER 3

Design Principles

3.1 THE IMPORTANCE OF DESIGN

High quality design is crucial to safeguarding and enhancing the attractiveness of urban environments. The standard of design in a household development will have a large bearing on how well it meets the needs of its inhabitants and contributes to their amenity. Quality of life, neighbourhood safety, land use efficiency and environmental performance can all be influenced by key decisions in the design process.

The National Planning Policy Framework sets out the importance of considering design quality throughout the evolution of all individual development projects, highlighting that “good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities”. Additionally, the Government’s [National Design Guide](#) (2019) defines the characteristics of well-designed places and what good design means in practice.

Regardless of the scale of a project, Newcastle City Council endeavours to secure the best possible design through Local Plan policies, design guidance and negotiations on individual developments. This chapter highlights the overarching principles which should guide householders in achieving great design when extending or altering their homes.



3.2 CONTEXT AND CHARACTER

The unique **context** of a property is crucial to consider: the first step in the design process should be to comprehensively understand the character of the original building, the outdoor space within the plot, the immediate surroundings, and the wider local area. Newcastle is comprised of a number of distinct neighbourhoods, each with a different overarching character. An area’s character can be made up of numerous different attributes, such as the form, size and architectural style of buildings; the palette of materials used on buildings and other structures;

the dimensions and layout of streets and public spaces; and landscape features such as **topography**, trees and decorative planting. The best householder developments respect the context and character in which the home is situated, responding to positive features in the environment. Planning decisions will reflect the unique context of each neighbourhood, so a particular type of extension may be appropriate in one character area but inappropriate in another.

The Newcastle Character Assessment highlights notable features of clearly defined character areas across the city, providing a detailed overview of a range of local contexts. Newcastle features a wide range of housing types, from high density apartment developments to historic terraces, expansive estates of detached and semi-detached dwellings, and rural homes on the edge of the city. The Character Assessment is therefore a useful resource for understanding residential context and appreciating what might be encouraged or discouraged to protect the townscape in each neighbourhood: <https://www.newcastle.gov.uk/services/planning-building-and-development/trees-wildlife-and-green-environment/newcastle-character>

Every individual dwelling can play a role in defining the character of a street or neighbourhood, so extensions and alterations should endeavour to

sympathetically preserve or enhance that character, rather than creating additions which look out of place. Good extensions should adopt a form which is in keeping with the original house, generally using matching materials and emulating details, such as the dimensions and reveals of windows and doors. Openings, ornamental lintels, eaves and string courses should usually be aligned with features on the existing building. The shape, pitch and materials of the roof can also have a significant impact on cohesiveness, and so extensions are expected to match the roof form of the original house.

Extensions should appear subservient to the original property, acting in a 'supporting' role rather than appearing inappropriately dominant. The positioning and massing of additions should avoid imbalancing the street scene, with extensions expected to be clearly smaller in volume and in height than the

original house in most cases. Extensions should not result in harm to a streetscene by respecting established building lines.

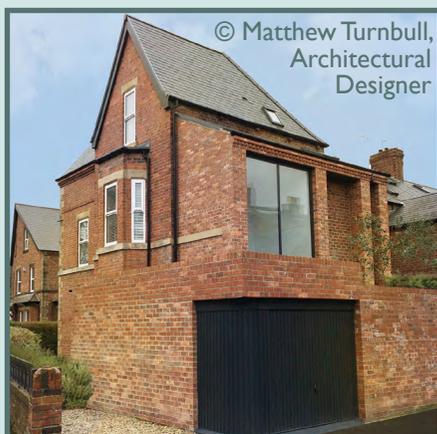
Sometimes, applicants may attempt to justify poorly-designed extensions on the grounds that similarly unsympathetic additions have previously been built in the local area. These extensions may have been constructed a number of years ago under previous guidance, or may not have required planning permission. The existence of previous poor developments will not necessarily be considered as sufficient justification for non-compliance with design standards following the adoption of this Guide, and planning officers reserve the right to determine planning applications on their own merits according to current interpretations of policy and guidance.



Characteristic elevation details should be continued and aligned on the extension



© Miller Partnership Architects



© Matthew Turnbull, Architectural Designer

Pioneering contemporary designs can deliver positive results



© MawsonKerr Architects

3.3 EXCEPTIONAL AND CONTEMPORARY DESIGNS

The recommendations in this Design Guide apply in most situations, but the illustrated design approaches are not exhaustive and may not be relevant or appropriate in every case. Some residential environments lack a strong character, feature substantially varied styles of buildings, or have ground level changes which would necessitate a less generic approach to householder development. Planning officers will assess each application according to its unique context.

The Council does not wish to stifle creativity or to inhibit householders and architects from applying an imaginative, contemporary approach to the design of household alterations in the right context. Contemporary extensions can utilise modern architectural techniques to create innovative spaces which enhance quality of life and add interest to the urban environment. Furthermore, modern design is often most effective in improving the energy performance of a home, contributing to sustainable development. On occasion, the use of materials and built forms which form a contrast to the original dwelling can be equally as complementary as a more traditional extension, so long as the relationship between old and new is well thought through.

Where plans for a householder alteration do not match the existing built form, it will be necessary to justify the approach taken and explain how the use of contemporary design will avoid detriment to local character. Supporting drawings in the planning application should be of a standard to convey the advantages of employing the chosen design: coloured visual representations of the proposals will aid planning officers' understanding of the scheme,

particularly where contrasting materials are to be used. Photographs of built examples of precedents where similar materials or forms are employed may also be helpful for officers. Regardless of architectural style, all householder developments will be expected to complement the intrinsic character and massing of the original building and the street scene, complying with Local Plan policies. For this reason, the approaches outlined in this document are appropriate in the majority of cases.

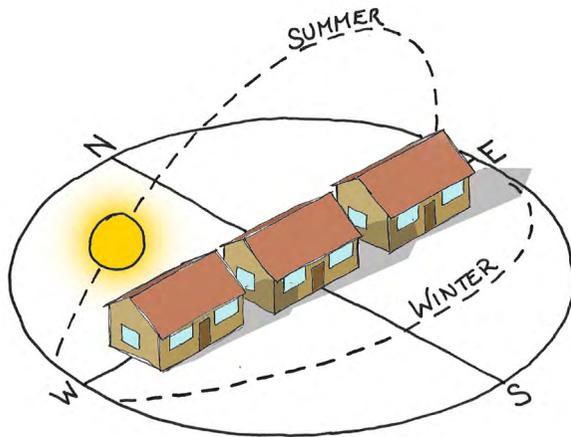
3.4 IMPACTS ON NEIGHBOURING PROPERTIES

In addition to visual impact, planning applications for residential alterations and extensions will be assessed on the impact on the residential amenity of the occupants of neighbouring properties. Design should be used to ensure a high standard of amenity for existing and future users of places, and to do this the council will protect the privacy, light and outlook to neighbouring properties.

Privacy is an important consideration, and proposals should not result in intrusive overlooking of rooms in neighbouring dwellings. Chapter 4 illustrates how the design of different types of extension can avoid adverse impacts on neighbours' privacy. In some situations, the use of **obscure glazing**, angled windows or roof lights can provide alternative methods to combat privacy issues.

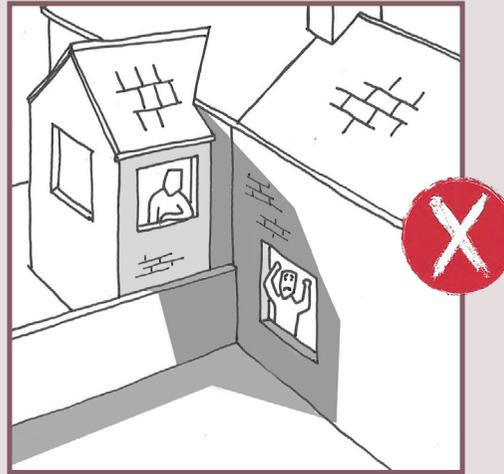
Natural light and sunlight are important for people's health and happiness in buildings, as well as helping to create pleasant outdoor environments. Proposals for extensions which cause significant overshadowing or loss of sunlight to neighbours' properties will not be accepted. At the outset of the design process, householders should consider

the orientation of the street, and how much sunlight could consequently be lost at which times of day and year. Further guidance on amenity tests applied to extensions is contained in section 4.3 is given less weight than the impact on neighbours' indoor rooms, but may still be taken as a material consideration.



Sun paths should be considered at the outset of the design process

Proposals should avoid negative impacts on neighbours' outlook, ensuring that extensions do not result in neighbours losing a feeling of openness. The Planning process will not normally protect a particular view from a neighbour's property, for example of a green field or distant landmark. However, officers will consider how the proposals impact on a neighbour's right to be able to see a reasonable distance out of their window, perhaps involving the ability to see the sky. An application for an extension which would create an oppressive sense of enclosure would not be supported.



Design proposals must avoid causing harm to the privacy, light and outlook enjoyed by neighbours



If there is a significant difference in ground level between neighbouring properties, proposals may have a heightened impact on privacy, daylight and outlook. In these situations, the design may need to be amended to increase separation distances between the extension and the neighbour's house, or to reduce the height of the additional building mass.

3.5 QUALITY OF INDOOR AND OUTDOOR LIVING SPACE

Planning officers will assess the impacts of household alterations on the street scene and on neighbouring properties, and the effect of alterations on current and future inhabitants' quality of life within their property. The temptation to maximise indoor space sometimes results in the **overdevelopment** of a plot, inappropriately reducing the size of garden areas and removing amenity space. An area of outdoor space should be retained which is proportionate to the size of the dwelling and the number of residents it is expected to house. Extensions should not result in the shape of external areas preventing residents from using those spaces for typical outdoor activities, as well as refuse and cycle storage, and should avoid blocking sunlight to external amenity spaces. Designs where the size of the garden or yard would be significantly out of character with the surrounding area or unsuitable for practical use, should be avoided.

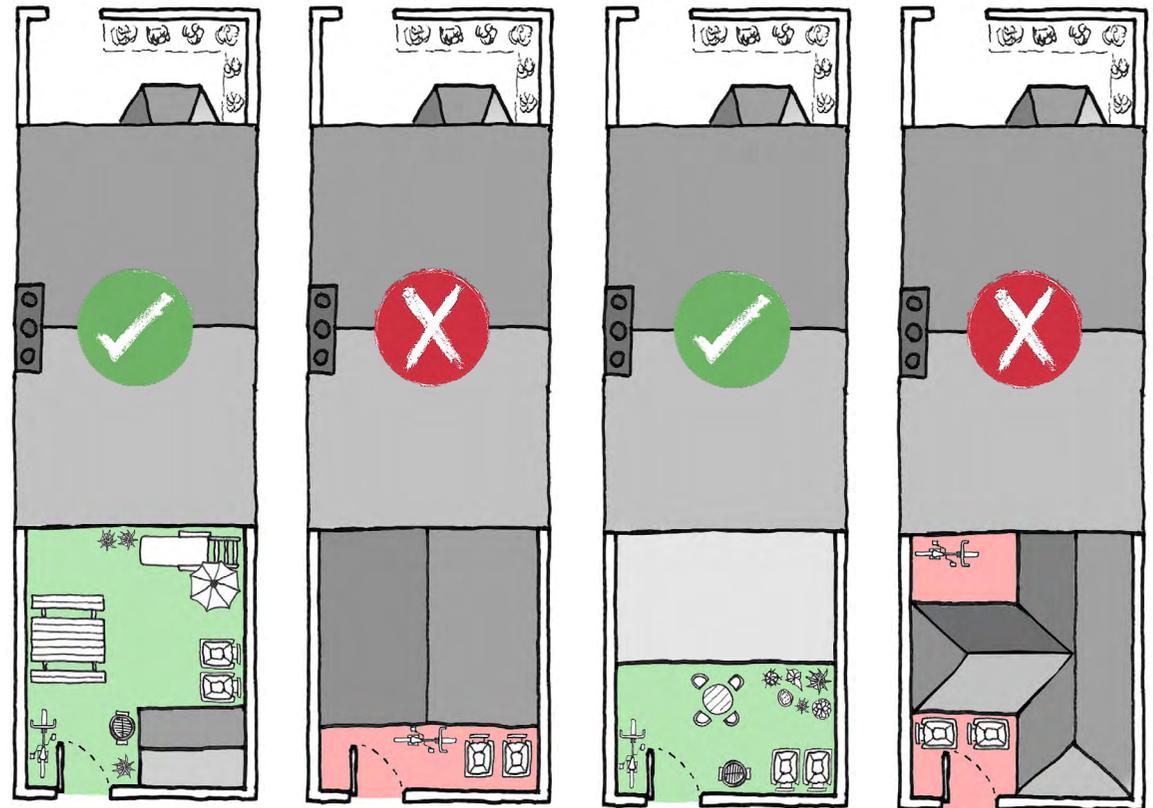
The shape, location and proportion of windows should be designed to maximise daylight to internal spaces. To create attractive and functional residential environments, designers should think about the layout of the whole home, considering how an extension can affect the quality of spaces around the dwelling. Plans should be designed with consideration for the activities that will be taking place in different areas, seeking to maximise the benefits of passive solar gain.



Maximise daylight to internal spaces within the home

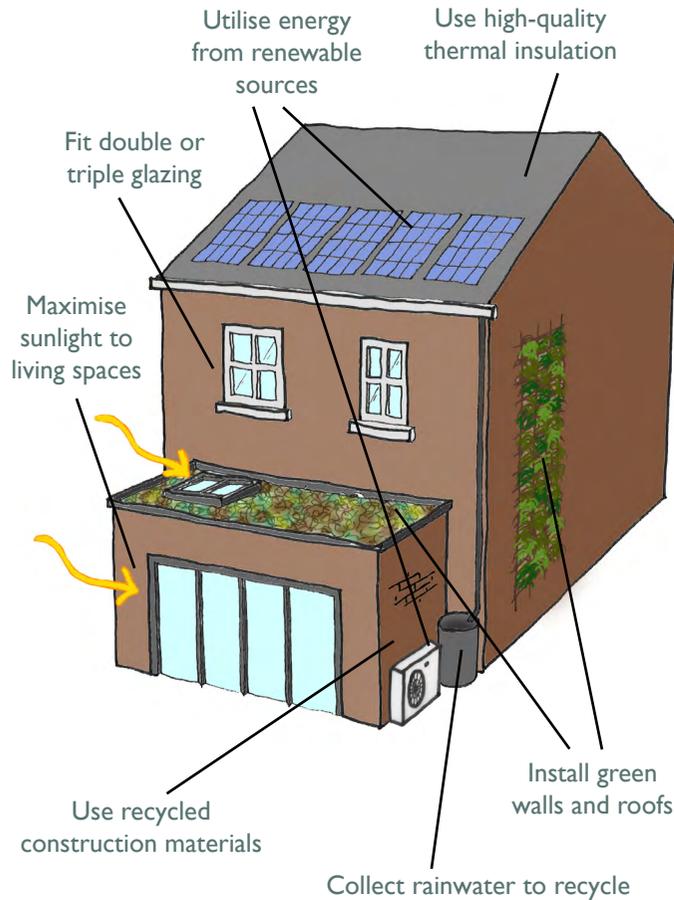
Good design should create spaces which are usable by people of all abilities, and Approved Document M of the Building Regulations states that extensions and alterations must be no less accessible than the existing building. Applicants are encouraged to consider incorporating **M4(2) Accessible and Adaptable Standards** into residential alterations, allowing occupants to stay in their own homes for longer should their mobility become reduced. The Approved Documents on Building Regulations are available at <https://www.gov.uk/government/collections/approved-documents>

The scale and form of an extension can affect the quality of a dwelling's outdoor amenity space, particularly in terraced houses with modest back yards. Take care not to overdevelop, and leave sufficient space for typical outdoor activities.



3.6 SUSTAINABILITY AND ENVIRONMENTAL CONSIDERATIONS

The council's ambition is to have net zero carbon emissions by 2030. For this reason, and all developments should aim to reduce CO₂ emissions in line with Policy CS16 of the Core Strategy. For this reason, Urban Core Plan, and Policy DM20 of the DAP the council therefore encourages householders to maximise the environmental efficiency of their homes, wherever possible.



Applicants are advised to consider incorporating some of the following sustainable design elements in

residential alterations:

- Windows and rooflights designed to maximise sunlight, capturing heat and reducing the need for artificial lighting. Large south-facing openings may also benefit from shading systems to combat overheating, thus avoiding the use of air conditioning.
- Use of recycled building materials to avoid waste in the construction process
- High quality double or triple glazing to minimise heat loss through windows
- High standards of insulation to minimise heat loss through walls and roofs
- Selection of energy-efficient household appliances to reduce electricity usage
- **Low flush toilets, grey water recycling and rainwater harvesting** to reduce water usage
- Use of **green walls, green roofs, rain gardens** and planting to absorb CO₂ and rainwaters, and to enhance biodiversity
- Design of **permeable** outdoor surfaces and green roofs to reduce **surface water run-off**
- Including charging points for electric vehicles
- Low-carbon energy sources, including renewable micro-generators

Newcastle City Council strongly supports renewable energy: micro-generators such as solar panels, wind turbines, air source heat pumps and ground source heat pumps can greatly increase the sustainability of a home. The installation of renewable energy appliances and electric vehicle charging points is often possible without planning permission (see sections 4.4.5), but as with all residential alterations, householders should consider the impact on the character of the street scene and on neighbouring properties. Any external structure associated with sustainable energy should be placed to the rear or side of the dwelling wherever possible. Links to various sustainable design resources are available at the end of this document.

3.7 HIGHWAYS AND PARKING

Extensions or alterations to homes should not result in the loss of an existing off-street vehicle parking space, and space for cycle parking should also be retained. However, highways impacts will be assessed on a case-by-case basis, with officers taking into account any characteristics of the street.

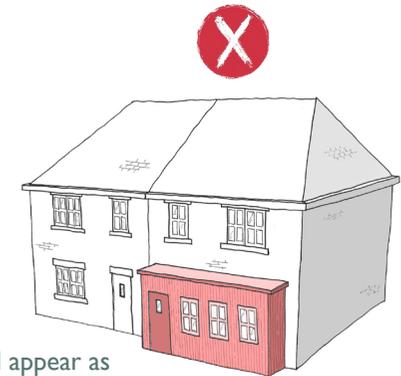
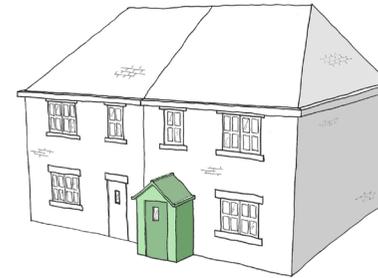
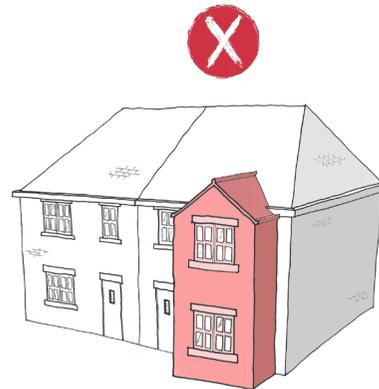
A driveway length of at least 5m should be retained to avoid intensifying on-street car parking. If the parking space fronts a garage with a swing door, rather than a roller shutter, the face of the garage should be 5.6m in length from the back of the footpath. Driveways with gates should be 5.6m in length to enable the inward opening of gates. Driveways should generally be at least 3m wide, or 3.3m if the drive provides the main pedestrian access to the dwelling. More information on parking guidelines is available in Appendix 6 of the DAP and in transport guidance, available on the Council's website.

Common Household Extensions and Alterations

4.1 FRONT EXTENSIONS, PORCHES AND CANOPIES

Front extensions will significantly alter the main elevation of a house, so must be designed sensitively to avoid harming the street scene. The most common and generally acceptable form of front extension is a porch. Within certain dimensions, porches may be permitted development: to find out what you can achieve without planning permission, check the resources in section 2.1.1. All porches should be designed with materials and detailing which are sympathetic to the existing building, with a pitched roof desirable in most circumstances.

Generally, porches should appear as small, visually permeable extensions across the front door of the property, of a proportionate scale to the size of



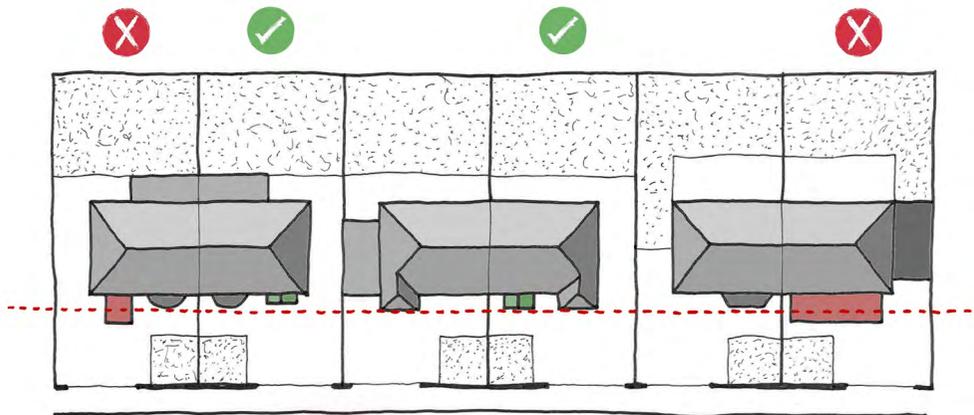
Porches should appear as small, unobtrusive extensions

the property and any front garden areas. Porches should generally be no greater than 1.5m in depth. Front extensions other than porches, which project beyond the front building line of a house and extend across the majority of the width of the property,

should usually be avoided due to their impact upon the original building and the surrounding street scene. Where they introduce features such as a **bay window**, these should be offset from the side of the house in order to appear subservient. Two-storey front extensions are also likely to be visually intrusive and can seriously affect outlook and light to

adjoining properties, so will also be unacceptable in most cases. If you believe that exceptional circumstances might make a full-width or two-storey front extension appropriate on your home without harming local character or the amenity of neighbours, it is recommended that you contact the Council for Pre-Application Advice to present your ideas to a planning officer.

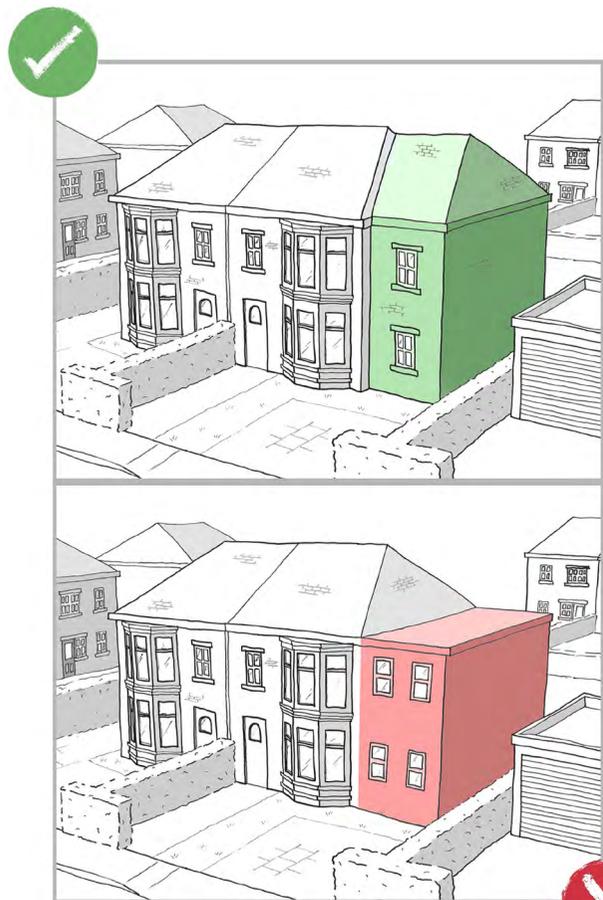
In some cases, a porch can be linked with the front of a garage. It is not usually appropriate to link a porch with a bay window on design grounds. The addition of a canopy to the front of a house may be acceptable where it would reflect the general character of the original dwelling and the street. In some situations, canopies can increase the aesthetic appeal of houses which otherwise lack features. However, canopies should not obscure any significant architectural detailing, such as bay



Porches should appear as small, visually permeable extensions, proportionate to the property. Front extensions should not extend across the majority of the width of the property and respect building lines

windows, and should be proportionate to the street scene. You may also wish to consider whether a canopy would impact upon the amount of daylight penetrating your living spaces.

Front extensions should not reduce the length of an existing driveway to less than is necessary to provide an off-street parking space: see section 3.7 for details.



Side extensions should appear subservient to the main house, with a setback from the dominant frontage and a matching roof with a dropped ridge

4.2 SIDE EXTENSIONS

Adding extensions to the side of a detached or semi-detached property can be an excellent way to increase your living space. Side extensions can also significantly alter the street scene. Side extensions must therefore adopt a subservient design, with the original building still the main design element and the extension appearing as a sensitive addition. In most cases, the width of a side extension should be no more than 50% of the width of the original house. Any rear access routes between houses should usually be retained by avoiding building up to the boundary wherever possible.

For a two storey side extension to play a 'supporting role' to the main house, the additional building mass should be set back from the front of the original building. This will reduce the visual impact of the extension when viewed from the street, as well as masking any potential mismatch between older, weathered bricks on the original building and the new bricks on the extension. The appropriate amount of setback will vary depending on the context of your property, but a minimum setback of 440mm is usually expected (the equivalent of the length of two bricks), with the roof of the extension correspondingly having

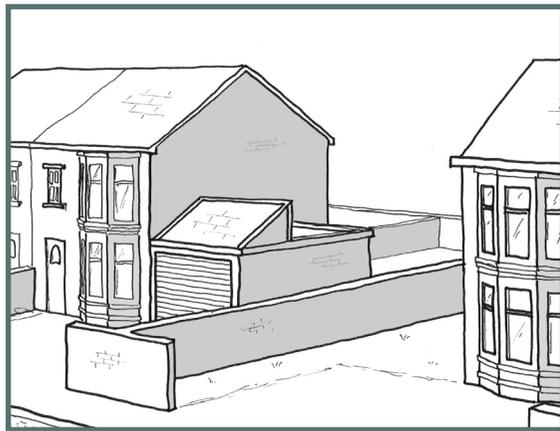
a lower ridge than the main house roof. The level of setback may need to be increased in some cases, such as in a Conservation Area; where there are existing variations in the building line of the original building; or where a deeper setback would help to preserve a sense of openness. The setback should also be sufficiently deep to preserve any existing off-road parking spaces (see section 3.7).

The materials and decorative details on the extension should generally match the existing dwelling. Sills and lintels of new windows should align with those on the original building, adopt sympathetic proportions and use similar glazing styles. Windows serving **habitable rooms** (such as living rooms, kitchens and bedrooms) will not normally be appropriate on the side elevation due to the possibility of privacy and outlook issues, particularly if neighbours were to consider extending close to the boundary in future. However, small windows to non-habitable spaces (such as bathrooms, halls or staircases) may be acceptable when they are located away from common boundaries with neighbours and fitted with obscure glazing, or when they are **high-level windows**.

4.2.1 Single-Storey Side Extensions

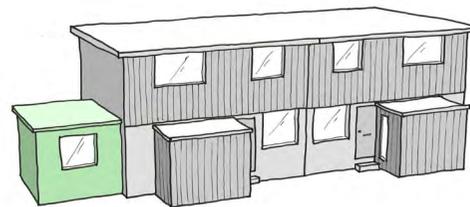
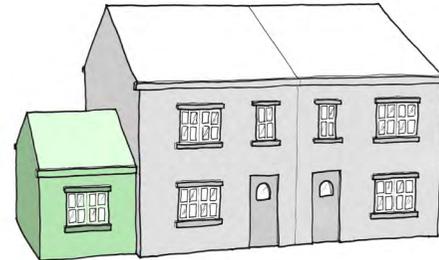
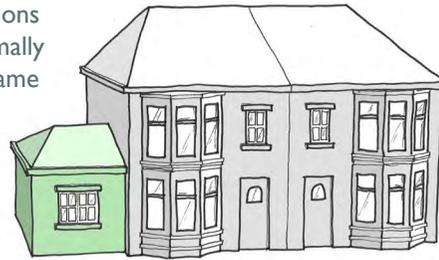
Single-storey side extensions can provide extra ground floor living areas or garage space and, if designed well, can easily avoid harming the character of the street. The above guidance on matching detailing should ensure that single-storey side extensions appear visually subservient to the existing building.

The roof of the extension should match the form and materials of the roof on the existing building. In most cases, this will mean that a pitched roof is most appropriate, and the choice between a **hipped roof**, a **gabled roof** or a **mono-pitch roof** should usually match the design of the original building. A flat roof may be acceptable on a single-storey side extension, with a **false pitched roof** to give the impression of a roof form which is in keeping with the host building.



A flat roof may be acceptable on a single storey extension

Side extensions should normally adopt the same roof form as the main house



4.2.2 Two-Storey Side Extensions

Two-storey or first floor side extensions can have a significant visual impact on the street-scene. For this reason, extra care must be taken to ensure that two-storey extensions are in-keeping with local character and do not harm the amenity of neighbours. Extending to the boundary can be harmful in many circumstances, and general advice on setbacks from the building front and the use of matching materials is doubly important. A first floor extension above an existing garage or ground floor extension should be set back from the front of the building, even if the existing ground floor has no setback.

Where a street is comprised of detached or semi-detached houses, the gaps in between dwellings can give a sense of spaciousness and visual relief between buildings. Side extensions can result in a '**terracing effect**', where those gaps are lost as a cumulative result of householders extending their homes insensitively, giving the impression of a continuous building line. Two storey side extensions should avoid terracing. In conservation areas or where gaps between properties is a characteristic of the area then two storey side extensions should be avoided. Elsewhere a clear setback at first floor level from the main front elevation and, where appropriate, not extending up to the side boundary will be required, as set out in section 4.2.

Two-storey side extensions should seek to retain their original design form, with the extension appearing as a subservient addition. A matching roof shape is particularly important on a two-storey side extension due to the visibility of the roof. Flat roofs will not normally be permitted. Extended roofs should adopt the same form as the original dwelling, with a lower ridge height contributing to the subservient appearance of the extension. Hipped roofs also contribute to reducing the terracing effect.



First floor extensions above an existing garage should be set back from the front of the building

In situations where a side extension is being proposed for an end-of-terrace dwelling, it may occasionally be preferable for the extension to continue the building line and roof ridge height of the terrace rather than being set back.

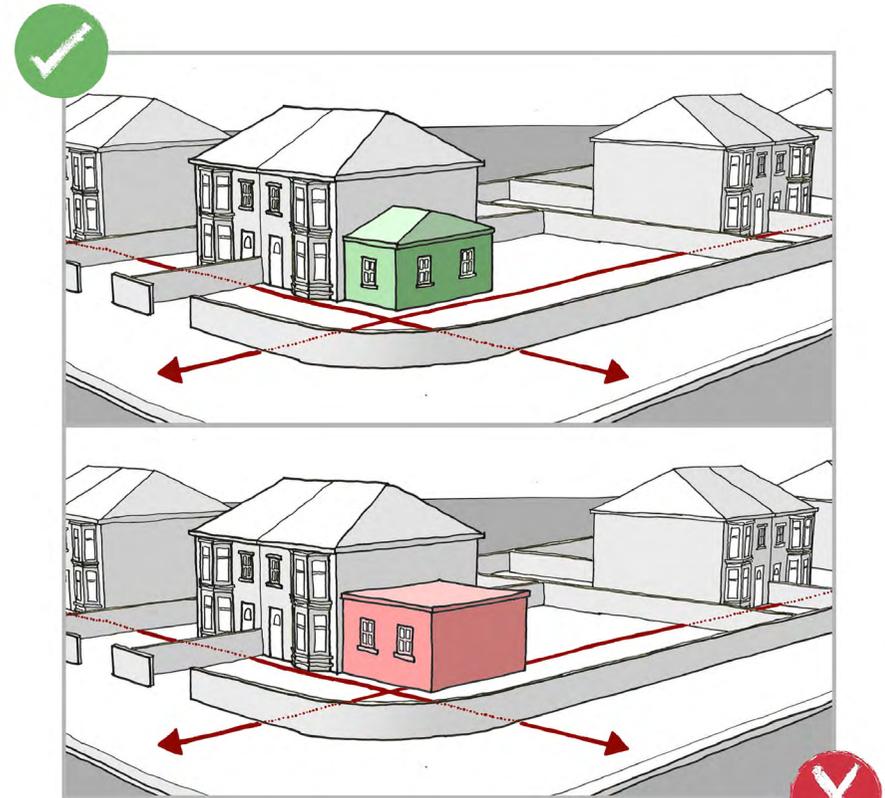
4.2.3 Corner Plots

Careful consideration should be given to extensions on corner plots, as these sites can play a critical role in defining the open character of the area. Extensions should respect the building line of both streets onto which they face, so as not to dominate or imbalance the street scene. The proportions and materials of the extension should be particularly complementary to the existing house. For this reason, developing over the whole width of the corner plot is rarely acceptable. Blank side **façades** on corner plots can create featureless elevations which harm the street scene at key intersections between streets, particularly on two-storey extensions. Where there would be no adverse impact on neighbours' privacy, it may therefore be appropriate to insert windows or other architectural features into the side

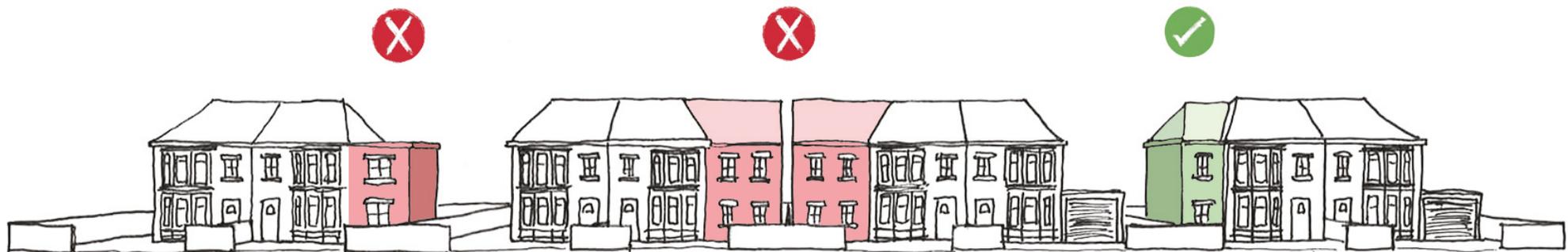
elevation of a corner plot extension to animate the local street scene.

4.3 REAR EXTENSIONS

Rear extensions are one of the most common forms of extension, and can often deliver an increase in space without significantly impacting on the street scene. It is possible to build rear extensions under permitted development rights in many circumstances. Permitted development rules are available from the links in section 2.1.1. The impacts on neighbouring properties must be carefully considered. Rear extension designs must consider neighbours' privacy, outlook and access to light, as outlined in section 3.4.



Extensions on corner plots should sit within the building line of both streets and should avoid dominant featureless façades



Two-storey side extensions should be designed sympathetically to the original building and avoid harming the street scene with a 'terracing effect'

All extensions should be designed to maintain a good standard of light, outlook and privacy for neighbouring occupants. These impacts are assessed by a series of amenity tests and taking account the individual site circumstances, including any relevant permitted development fall-back position. These tests will be applied to all forms of extension, but are particularly relevant to rear extensions. The application of the tests should be applied alongside understanding the individual site context and any permitted development fall-back position.

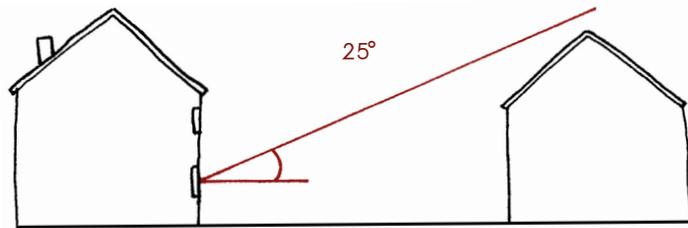


Illustration of the '25° rule'

To protect neighbours outlook, the footprint of an extension should generally not cut a line drawn at a 45 degree angle when measured from the mid-point of a neighbouring homes nearest habitable room window. In the case of a neighbours affected habitable room having more than one window, then a mid-point between the two windows will be used to measure the 45 degree line

Where it is considered that the extension has the potential to adversely impact upon a neighbours skylight levels then two tests can be applied, depending upon the circumstances, as set out in the British Research Establishment Document: Site layout planning for daylight and sunlight: A guide to good practice (3rd Edition) 2022 (BRE).

In the case of extensions proposed opposite a neighbours habitable room window, the height of the proposed extension should not normally extend above a line drawn at 25 degrees when measured from the horizontal at a mid-point of the nearest affected habitable room window facing the extension. In the case of extensions which extend perpendicular to the front or rear of a neighbouring house, a 45 degree line will be drawn from the near top corner of the extension roof and from the end of the proposed extension towards the affected neighbours window. If the centre of window of the next door property and lies within the extension line of both of these 45 degree lines, then the extension may well cause a significant reduction on skylight received to the window. The exact method of measurement will be dependent on the design of the extension proposed in accordance with BRE document.

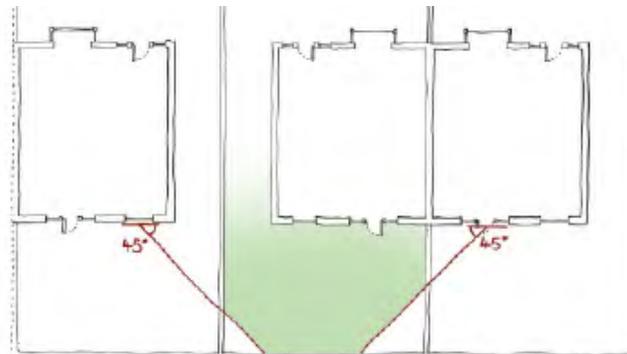


Illustration of a 45 degree outlook line measured from the centre of a neighbours habitable room window

The orientation of a property any resultant impact upon the level of sunlight entering into a neighbours habitable rooms from an extension will also be assessed.

To protect the privacy of neighbours, windows on the side elevations of extensions close to a neighbour's boundary should be avoided. Separation between

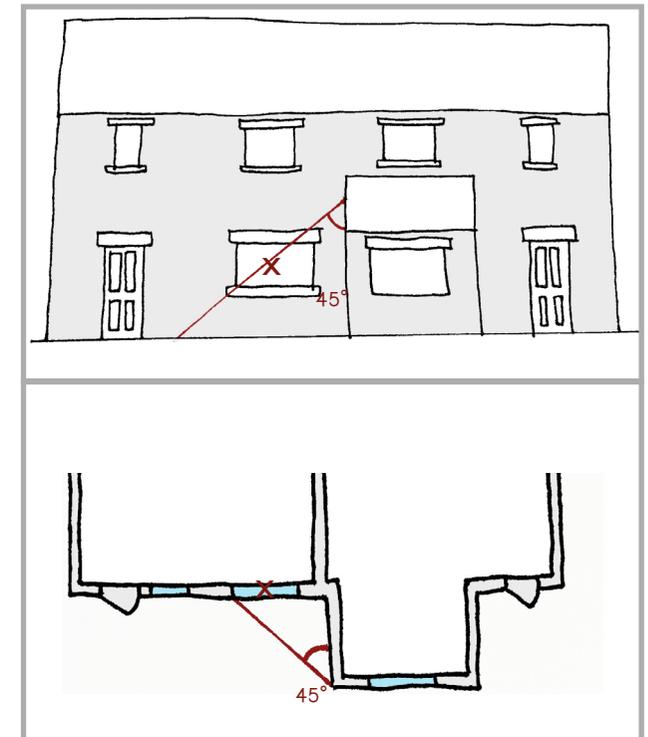
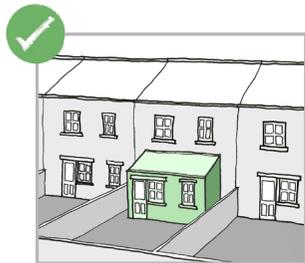


Illustration of the '45° rule' shown on plan and elevation. A significant amount of light is likely to be blocked if the centre of the window lies within the 45° line. Marked by X on the drawing

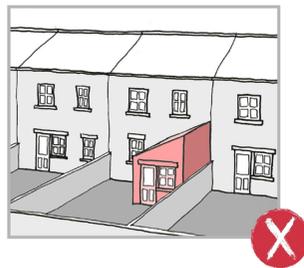
properties is also important for privacy. Generally, for two-storey dwellings, a separation distance of 21m within a 90° arc of a neighbour's habitable window would provide a good level of privacy for future occupants preventing overlooking into habitable room windows. However, the exact appropriate level of separation will depend on existing site circumstances. In areas of higher housing density and for single storey extensions, shorter separation distances may be acceptable, but this will be assessed on a case by case basis taking into account the general character of the area. Rear extensions will be expected to retain a reasonable amount of amenity space as outlined in section 3.5 for use as refuse, cycle storage and for outdoor enjoyment.

4.3.1 Single-Storey Rear Extensions

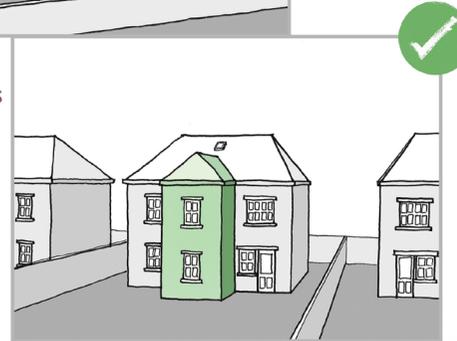
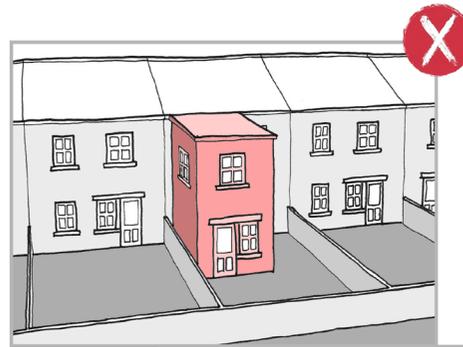
Due to a lack of visibility from the street, it is more often acceptable for single-storey rear extensions to adopt a contemporary design approach when compared to other extension types. If it is demonstrated that the design is of a high quality and complements the existing building, single-storey rear extensions may be permitted to utilise contrasting forms. However, a more sympathetic approach is generally preferable on dwellings where there would be visibility from the public realm, such as corner plots. Mono-pitched and flat roofs are considered acceptable in many circumstances. Where a pitched roof is proposed, the ridge height should be lower than the sill of the first floor windows.



Single-storey rear extensions should keep the roof height to a minimum



If a two-storey rear extension is appropriate, it should be subservient and complementary to the original building, with no side windows

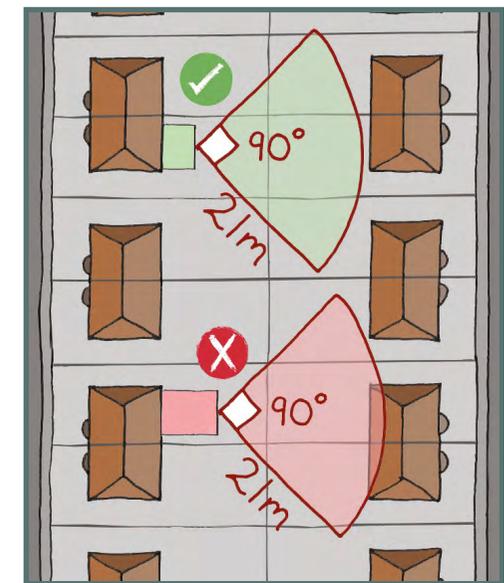


4.3.2 Conservatories

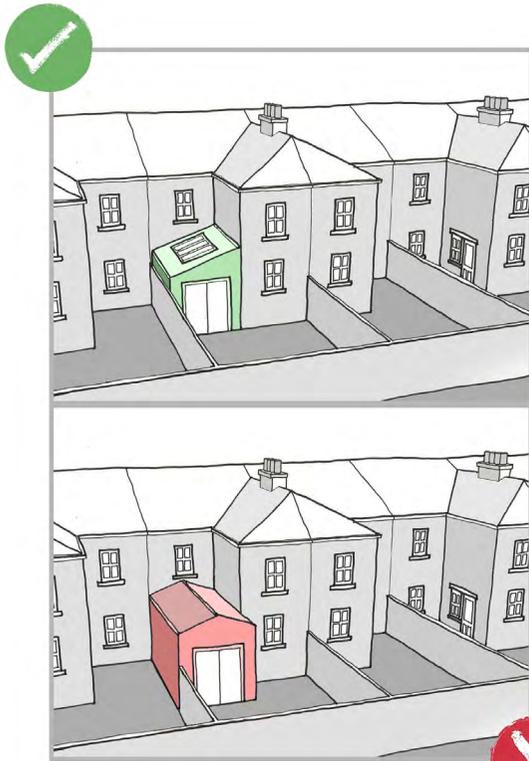
Conservatories can often be built under permitted development rights. Opaque glazing or blank side walls will usually be required on the boundary elevation to protect the privacy of both the householder and their neighbours. As with any rear extensions, conservatories will be expected to adhere to the 45° and 25° rules where permission is required. When considering how to extend their home, householders should be mindful that conservatories rarely boast the equivalent thermal comfort and energy efficiency of a full extension. Large expanses of glazing can result in spaces that are too cold in winter due to heat loss, and too warm in summer due to greenhouse effects. Full extensions usually offer a preferable solution for creating more indoor space.

4.3.3 Two-Storey Rear Extensions

Two-storey rear extensions can significantly reduce the outlook and light of adjoining properties, particularly on terraced or semi-detached houses. There will be more scope to successfully implement a two-storey rear extension on a detached house with a larger curtilage. Where two-storey rear extensions are proposed, the building mass should fit within the acceptable area defined by the 45° and 25° rules. Maintaining 21m first floor back-to-back privacy distances will be desirable, with windows on the side elevation of a two-storey rear extension not normally appropriate on privacy grounds. The roof form and materials should match those of the existing dwelling. On pitched roofs, the ridge height of the extension should seek to be lower than the main ridge of the house. Flat roofs are generally unacceptable unless the main roof of the original building is also flat.



Separation distances of 21m between two-storey extensions within a 90° arc are desirable



Infill extensions should be low in height and should not project beyond the offshoot

4.3.4 Rear Infill Extensions

It is common for terraced houses and Tyneside flats in Newcastle to be L-shaped, with the building protruding into the back yard on one side: this extending section is commonly referred to as an 'offshoot' or 'outrigger'. An **infill extension**, building over the strip of yard alongside the offshoot, can contribute to spaciousness within the home, but could also cause a loss of light and outlook for neighbours. It is therefore essential that infill extensions are as low in height as possible, particularly on the boundary with the adjoining property.

To reduce the massing of an infill extension, the optimum design solution is usually a mono-pitched roof with low eaves along the boundary. To minimise the impact upon neighbours' outlook and retain external amenity space, infill extensions should not extend beyond the rear wall of the offshoot.

4.4 ROOF ALTERATIONS

Unused roof space can hold great potential for creating new habitable accommodation in a house. Loft conversions are often relatively simple and inexpensive compared to other kinds of extension. It is possible to carry out roof alterations, such as inserting rooflights and erecting dormer windows to the rear of a house, within permitted development rights in many cases. However, the addition of dormer windows to bring daylight into the roof space can have a visual impact, with unsympathetic roof extensions detracting from the character of the street. Some roof spaces, particularly those with shallow pitches, may not be suitable for conversion to habitable accommodation.

4.4.1 Rooflights

Rooflights (sometimes known as 'skylights') are generally cheaper to install and easier to maintain than dormer windows. They are also less visually obtrusive and can prevent possible overlooking problems. Rooflights can often be installed on houses under permitted development rights, but the insertion of rooflights into side facing roof slopes on house, flats, including Tyneside flats, will require planning permission. To reduce their visual impact, rooflights should generally be of a low profile. In Conservation Areas, rooflights should aim to be flush with the external surface of the roof tiles to

avoid undue prominence in the street scene. Special 'conservation style' rooflights are available which achieve this low-impact effect. Discreet, ordered and well-proportioned schemes of rooflights aligning with windows on the facade below are generally preferable to haphazard arrangements, which can create a cluttered appearance.



Rooflights should be arranged in an ordered manner to avoid a cluttered appearance wherever possible

Front dormers should be in keeping with the scale and form of other dormers on the street

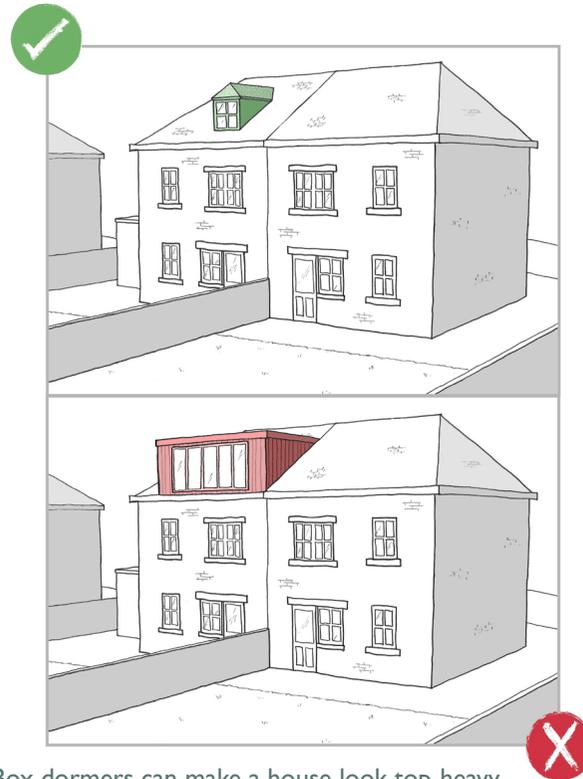


4.4.2 Dormer Windows

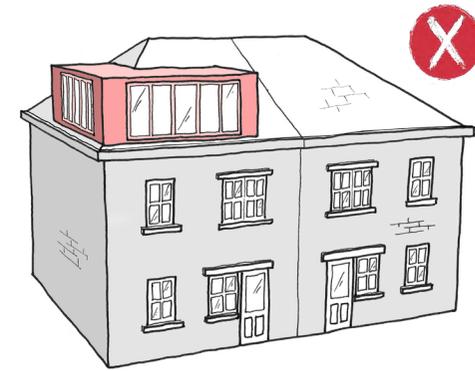
Dormer windows are popular due to their ability to provide additional headroom and an outlook from the roof space, as well as natural light to it designed poorly they can inappropriately dominate a façade. Where dormer windows are not an original design feature, they are not generally considered an appropriate addition on front elevations. If dormers are an established design feature on a street, additional dormers may be acceptable, but must be in proportion to the overall roof size, reflecting the style and character of the house.

Some homeowners attempt to maximise internal space using very large 'box' dormers, particularly on rear elevations where the additional mass is less visible from public areas. However, this can result in a top-heavy appearance that harms the character of the host dwelling, so is not generally acceptable. Two small dormers are often more appropriate than one large dormer.

Dormer windows on side elevations can impact upon the street scene, particularly when located on corner plots. The scale of dormers on these elevations should therefore be designed to sit comfortably and discreetly on the roof plane. Dormer roof extensions can also impact upon the amenity of neighbouring residents



Box dormers can make a house look top-heavy and are discouraged, even on rear elevations



Wrap-around dormers are not generally considered to be acceptable

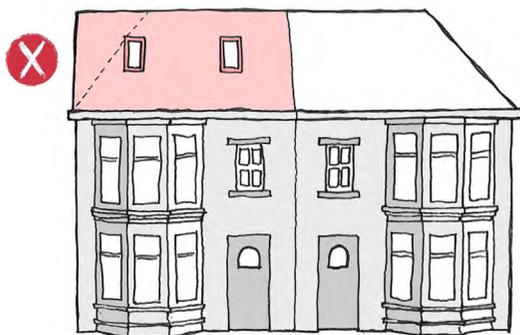
In all cases, dormers should be set into the roof slope from the level of the eaves, and should be dropped below the ridge of the original roof to appear visually subservient. The majority of the roof surface should be maintained, with the dormer appearing within the roof scape and finished in materials to match the roof of the existing house. Wrap-around dormers, which extend across the hip of a roof, are generally unacceptable. Dormers should be positioned to align with other windows on the elevation, maintaining a sense of balance and symmetry. The scale, style and materials of the dormer window should all match existing windows. Occasionally, innovative contemporary designs may be acceptable. These will be assessed on their own merits and must complement the architecture of the original building.

4.4.3 Raised Roofs

Proposals to raise the roof of a dwelling will normally be inappropriate unless the building is detached and the works can be designed to remain in keeping with the character of neighbouring properties and the general street scene. An increase in the building's height should also not occur if it would block light to neighbouring properties or impact upon privacy.

4.4.4 Hip-to-Gable Extensions

The conversion of an existing hipped roof into a gable to provide extra attic space can sometimes be carried out as permitted development. Generally, hip-to-gable extensions can make a property appear visually unbalanced, especially in the case of a semi-detached house. Gable roof extensions can also contribute to a terracing effect (see section 4.2.2), or if located on corner plots, produce blank walls which reduce the feeling of openness on the street. For these reasons, hip-to-gable extensions will not normally be supported where planning permission is required.



Hip-to-gable extensions are heavily discouraged

4.4.5 Solar Panels

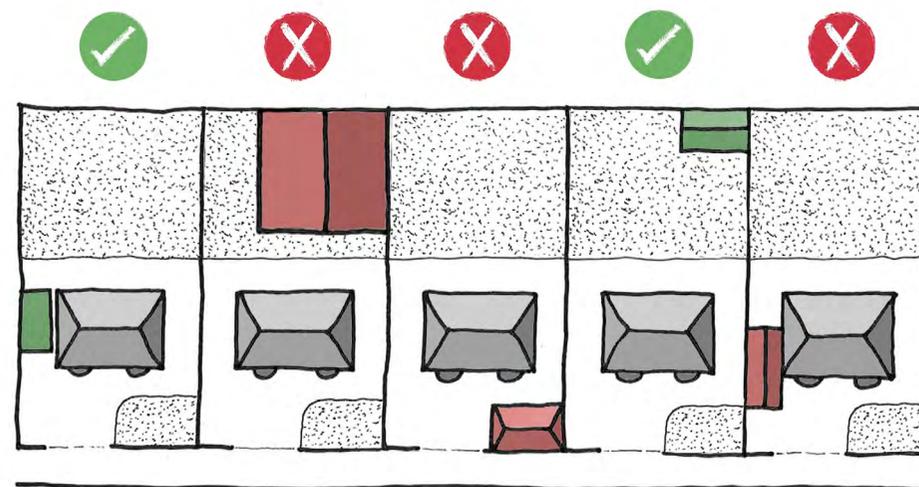
As outlined in section 3.6, solar panels are encouraged in principle to provide a sustainable source of energy, and fall under permitted development in many cases. Where possible, solar panels in Conservation Areas should be grouped on the roof slope to reduce their visual impact. On flat roofs, solar panels mounted at an angle on supported frames should not be visible above any parapet walls from street level. Models such as photovoltaic roof tiles and integrated solar panels, which do not project above the roof tiles are

recommended as they can provide renewable energy without significantly altering the character of the original building.

4.5 OUTBUILDINGS, DETACHED GARAGES AND ANNEXES

A wide range of outbuildings of different sizes and designs can be built under permitted development rights to the rear of a dwelling (see section 2.1.1). Detached buildings within the curtilage of a dwelling should complement the original building and should not be detrimental to the amenity and attractiveness of surrounding spaces. The height of detached structures should be kept as low as possible to avoid adverse impacts on neighbouring residents.

Outbuildings should clearly appear smaller than the main house in scale and retain sufficient private amenity space for occupants. Any outbuilding or annex should clearly serve an incidental purpose to the main dwelling. Outbuildings to the rear of a property are likely to have the least visual impact and are usually the most acceptable proposals. New detached structures will not normally be acceptable to the front of the main house or where they would break established building lines, and detached structures should not remove existing parking spaces within the curtilage of the dwelling. Double garages can appear particularly dominant from the street, and efforts should be made to disguise their bulk.



Outbuildings should retain sufficient amenity space, should be clearly smaller than the main house in scale and should sit behind established building lines on the street

bulk. It should be possible to open the garage door whilst a car is parked in front of the garage – this may result in a longer driveway length if the garage does not feature roller shutter doors (see section 3.7).

4.6 BALCONIES, RAISED DECKING AND PATIOS

The introduction of a balcony or a raised platform, such as a terrace or deck, to a property can create a pleasant outdoor space for residents, but can also cause issues of overlooking, reducing the privacy experienced by neighbouring buildings. The design of a balcony should respect the character of the host dwelling. Balconies will not normally be supported on front elevations due to the impact on the street scene and the potential for them to appear as alien additions to the building. Balconies that would unreasonably affect the amenity of neighbouring dwellings by reason of overlooking into neighbours' houses or gardens will likely be refused. Flat roofs, including those on single-storey extensions, should

not be used as balconies or roof terraces unless there would be no impact on neighbouring properties. Small Juliet balconies, which do not extend the floor space of a dwelling, may be permitted development (see section 2.1.1).



Decking will not be acceptable where it is of a height which would cause overlooking into neighbouring properties

Decking and raised patios are more often acceptable, but householders should consider the potential impact on neighbours' privacy and keep raised decks as low as possible. Usually, Raised decking or patios over 300mm height should avoid a harmful loss of privacy to neighbours. To achieve this decking should not be of an excessive scale. If raised to a level which would cause overlooking into adjacent gardens or habitable rooms, decking will not be acceptable. Decking should not be of an excessive size which would cover the whole of a small rear garden, and should not be placed close to neighbours' boundaries.

Balconies, terraces and decks are more likely to be approved when the dwelling is detached and has

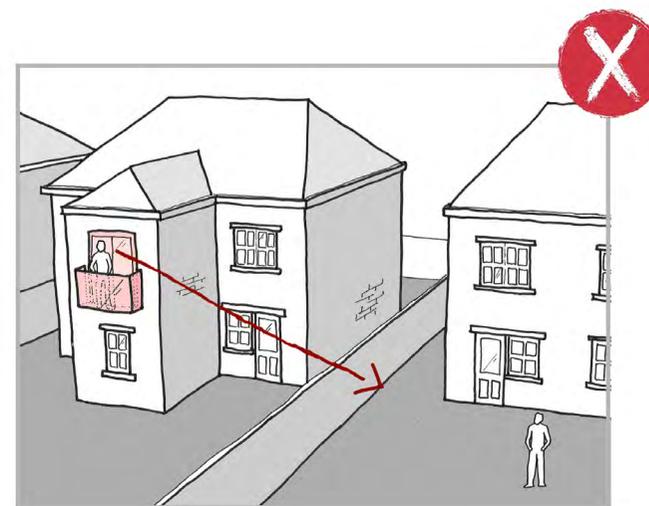
measures to protect the amenity of neighbours such as set backs and screening should be explored although any visual implications would also need to be considered.

4.7 WINDOWS, DOORS AND FAÇADE TREATMENTS

It is usually possible to replace windows and doors, and to alter the façade of your home, without planning permission. Exceptions apply to listed buildings and flats. There may be extra restrictions if you live in a Conservation Area or other designated area. Replacement windows and doors should not disrupt the general character and rhythm of the street scene, and should generally be of a similar style to openings on surrounding buildings. In uniform blocks of flats, replacement windows should exactly match those on the rest of the building. Similarly, the recladding of external walls can require permission and so should be in keeping with local character and avoid harming the street scene. The introduction of contrasting or modern materials to façades is more likely to be acceptable on detached houses which are well separated from neighbouring properties, and in neighbourhoods of little historical significance.

4.8 HARDSTANDINGS AND DRIVEWAYS

The creation of a parking space in your front garden can be undertaken as permitted development, but must be constructed of a permeable or porous material that allows water to drain naturally, or should direct rainwater to a porous surface within the garden area. Hardstandings should also be compliant with guidelines on parking and driveways (see section 3.7).



Balconies will only be acceptable where design features such as setbacks and screening limit overlooking into neighbouring properties

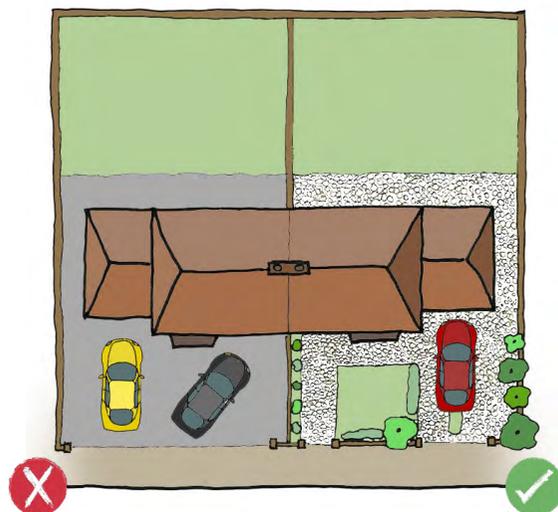
Where permission is required, proposals for hardstandings which fail to absorb water within the property's curtilage will not be acceptable, as the combined effect of multiple non-porous driveways can increase the risk of **flash flooding**. Surface water run-off from impermeable surfaces can also wash pollutants into drains which carry the water directly to streams and rivers, harming wildlife. Appropriate permeable surfaces should be bound materials or modular paving systems including permeable block paving or pavers filled with grass or gravel.

Front gardens contribute greatly to the street scene, and featureless driveways designed purely for parking can detract from local attractiveness. When altering front gardens to create car parking areas, boundary treatments and the maximum possible amount of green space should be retained. In a Conservation Area where original landscaped front gardens are intrinsic to the character of the street,

conversion into a driveway may not be acceptable. The design of a hardstanding should balance hard and soft landscaping, with parking occupying the minimum space possible. Planting around the fringes of the hardstanding may help to screen the vehicle, and a strip of grass in the centre of the hardstanding can hide leaked oil and maintain the aesthetic appeal of the front garden.

Where new or widened access is proposed, a dropped kerb vehicle crossing will be required. All dropped kerbs vehicle crossing will be provided by the council at the householder's expense. Planning permission will be required for a new vehicular access onto **classified roads**, such as A, B and C roads, in order to assess the safety implications. If you are unsure whether your road is classified, you should contact the council.

On unclassified roads, permission is still required by the local highway authority. All residential dropped kerb vehicle crossings are managed and constructed by Newcastle City Council. This is to ensure the use of appropriate materials and workmanship, the safety of any walking surfaces and the protection of pipes and cables under the footway from damage. For further information on the application process, please consult the Council's application guidance webpage... www.newcastle.gov.uk/services/roads-pavements-and-streets/apply/apply-residential-vehicle-crossing



Hardstandings should be constructed of a permeable surface and maintain a positive balance between hard and soft landscaping

4.9 BOUNDARY TREATMENTS, REFUSE AND CYCLE STORAGE

It is often possible to erect a fence, wall or gate without planning permission, depending on its height and whether it faces a highway carrying vehicular traffic. Restrictions on alterations to boundary treatments, such as Article 4 Directions, may apply in Conservation Areas or other areas where boundary treatments are integral to local character.

Boundary enclosures hugely contribute to the overall character of properties, streets and neighbourhoods. Proposals to alter boundaries should always take account of the local street scene. The use of brick or stone walls, metal railings, planting or timber fencing may all be appropriate depending on the local context. Proposals may be

unacceptable if they are not in keeping with the predominant form of boundary treatment in the surrounding area, or where they would introduce inappropriate structures on open-plan estates which are characterised by an absence of boundary walls or fences. Where a boundary is adjacent to a road or public spaces, lengths of fencing should be periodically interrupted by brick or stone piers and should be unoppressive in height, in order to preserve a sense of variety and rhythm and openness. In many residential areas, low walls, fences and hedges are preferable to taller structures. When fronting a highway, enclosures should take care not to affect sight lines for vehicle, cycle and pedestrian traffic, particularly on corner plots.

Fences and walls at the side or rear of the property should not harm neighbours amenity. Where appropriate to the context, hedges are often recommended as a successful boundary treatment due to their softer appearance and benefits for biodiversity. When extending or altering a property, the ability for the site to accommodate four waste bins and allow for secure cycle parking space should be carefully considered in the design. Each dwelling should be able to accommodate up to 4 domestic sized bins for general refuse, recyclable materials, food waste and where necessary, green waste. Secure cycle parking should also be made available where possible. Both refuse and cycle storage should be discreetly located to the side or rear of a property, while bins should be easily accessible to the highway for collection.

Householder Development Checklist

Is your extension or alteration likely to be acceptable?

- Have you checked whether your extension would require planning permission or is permitted development?
- Have you checked which restrictions apply to your area, such as Article 4 Directions, Areas of Archaeological Importance, Conservation Area controls or Green Belt designations?
- Have you spoken to your neighbours and designed the proposals to avoid affecting their residential amenity?
- Does the description of your proposal on the planning application provide sufficient details of all aspects of the development?
- Does the proposed extension or alteration complement the character of the original building and the local area?
- Does the proposed extension appear visually subservient to the original property?
- Are parking spaces retained and sightlines protected for vehicles, cyclists and pedestrians?
- Have environmental issues on site been considered such as impacts on trees, habitats and flood risks?
- Is there scope to design environmentally sustainable features into your proposal, such as micro-renewable energy or rainwater harvesting?
- Do your proposals create good quality interior and exterior spaces in your home?

If you are proposing a front extension, porch or canopy...

- Is the front extension of a modest size and in keeping with the streetscape?

If you are proposing a side extension...

- Is the side extension subservient, with a setback from the main building front and a dropped ridge to the roof?
- Are appropriate gaps maintained between buildings to avoid a terracing effect?

If you are proposing an extension...

- Do the proposals adhere to the 90°, 45° and 25° rules, or to permitted development size restrictions, avoiding overlooking and loss of light and outlook to neighbouring dwellings?

If you are proposing a roof alteration...

- Are dormer windows and/or roof extensions designed in a way which avoids a top-heavy appearance, with materials to match the roof of the house?
- Do dormers and/or rooflights align with windows on the elevation below?

If you are proposing an outbuilding, detached garage or annexe...

- Are outbuildings placed discretely to the rear or side of the dwelling?
- Do outbuildings serve an ancillary purpose to the main dwelling and retain sufficient outdoor space?

If you are proposing a balcony or raised deck...

- Is a balcony, terrace or deck appropriate on your home, and if so, how will you protect the privacy of your neighbours?

If you are proposing to undertake changes to your windows, doors or façade treatments...

- Are replacement windows and doors, and new façade treatments, in keeping with local character and the style of the property?

If you are proposing a new hardstanding or driveway...

- Is your hardstanding permeable, and is enough green space and planting retained?

If you are proposing changes to boundary treatments...

- Do new boundary treatments fit with local context, preserving a sense of openness and sight lines for traffic?
- Is space retained to store and access bins, and to wheel them out for collection?

Glossary

Air Source Heat Pump

An air Source Heat Pump is a type of low carbon heating source. It transfers heat from the outside air to water; heat from the air is absorbed into a fluid. This fluid then passes through a heat exchanger into the heat pump which raises the temperature and then transfers that heat to water, which heats your rooms via radiators or underfloor heating.

Amenity

The pleasantness or attractiveness of a place. Householder planning applications are assessed on visual amenity (the aesthetics of the proposal) and residential amenity (the impact on neighbours' outlook, privacy and access to light).

Article 2(3) Land

Land protected by designations such as Conservation Areas, Areas of Outstanding Natural Beauty, National Parks and World Heritage Sites: certain permitted development rights may be restricted here.

Article 4 Direction

A direction made by the Local Planning Authority to restrict the scope of certain specified permitted development rights over a defined geographic area within the administrative boundary (see <https://www.newcastle.gov.uk/services/planning-building-and-development/guide-planning-applications/article4>)

Bay window

A window which projects outward from the main walls of the building, forming a bay in a room

Building line

An established line on a street created by the placement of buildings in uniform alignment: an extension which would project across this line may be harmful to local character, interrupting the uniformity of the street

Building Regulations

A set of statutory approved documents which set out national minimum standards for specific aspects of building design and construction

Canopy

An overhead roof structure with open sides, used to provide shelter from rain immediately outside the entrance of a building, or to add decoration to a façade

Certificate of Lawfulness

A certificate issued by a Local Planning Authority to confirm that any specified use or development of land is lawful (also known as a Lawful Development Certificate)

Character

The distinctively recognisable nature of a building or place

Classified Road

A road which is classified in accordance with section 12 of the Highways Act 1980 due to national, regional or local importance as a main thoroughfare. Numbered roads are signed as M (Motorway), A- or B-roads, and there are some classified unnumbered roads (sometimes known as C-roads). Smaller local roads are unclassified.

Conditions

Planning conditions are imposed on a grant of planning permission, requiring additional approvals for specific aspects of the development or restricting the way in which the site is used to make the proposed development acceptable in planning terms

Conservation Area

A specified geographic area of notable environmental or historical interest or importance which is protected by law against undesirable changes

Context

The specific local characteristics and circumstances that form the setting for the building or site

Curtilage

The enclosed land immediately surrounding a dwelling

Dormer window

A window that projects vertically from a sloping roof

Eaves

The lowest part of a roof that meets the external wall of a building

Façade

An external wall of a building that faces onto a street or open space: the design of the principal façade, generally at the front of the building and facing the street, will play a large part in defining the character of the building

False pitched roof

A decorative element placed on top of the front façade of a flat-roofed building or structure, giving the false appearance of a pitched roof (also known as a 'dummy' pitched roof or a 'pitched upstand')

Flash flooding

Sudden flooding caused by heavy rain

Gabled roof

A roof sloping downward in two parts at an angle from a central ridge, so as to leave a vertical gable wall at the end of the structure

General Permitted Development Order

A statutory instrument which grants automatic planning permission on a national basis for certain types of development

Green Belt

An area of land around a city, on which building is restricted and the need to retain openness is a key feature

Green roof

A layered roof system finished in vegetation and/or planting, providing environmental benefits such as natural drainage and heat retention (also known as a 'living roof')

Green wall

A wall partially or completely covered with vegetation, usually including an integrated water delivery system (also known as a 'living wall' or 'vertical garden')

Grey water recycling

A system which collects, filters, disinfects and reuses water from sinks, dishwashers, showers and baths

Habitable room

An internal space used for living, sleeping, cooking or eating purposes: this includes kitchens, living rooms and bedrooms; and excludes bathrooms, utility rooms and transitional spaces such as corridors, stairs or hallways

Hardstanding

A surface used for vehicle parking

High-level window

A window placed at a high level which allows light into a room but does not provide a view into or out of the room, usually with a windowsill not less than 1.7m above the internal floor height

Hipped roof

A roof where all sides slope downwards from the ridge to the walls with sloping edges demarcating the roof planes, featuring no gables or vertical sides

Infill extension

An extension which builds over an external space defined by an L-shaped or U-shaped built form, usually to the rear of a property

Lintel

A horizontal support across the top of a door or window

Listed Building

A building of national architectural or historic importance and included on a statutory list maintained by Historic England

Listed Building Consent

Permission granted by a Local Planning Authority to undertake works to a Listed Building

Local List

A list of buildings of local architectural or historic importance, maintained by a Local Planning Authority to highlight the sensitivity of these buildings to new development or alterations when they do not meet the criteria to be nationally listed

Low flush toilets

A toilet that uses significantly less water than a full-flush toilet

M4(2) Accessible and Adaptable Standards

An 'optional requirement' in the Building Regulations which verifies that a home is designed to meet the needs of occupants with different needs, including some older or disabled people, and allow adaptation of the dwelling to meet the changing needs of occupants over time

Massing

The general shape, form and size of a building, or of an element of a building

Material consideration

A matter of relevance which should be taken into account in a planning decision

Mono-pitch roof

A single-sloped roof surface which slopes from one side of a building, or building element, to another (also known as a lean-to roof)

National Design Guide

A UK Government publication which illustrates how to achieve well-designed places

National Planning Policy Framework (NPPF)

The principal document which sets out the Government's planning policies for England

Notification for Prior Approval

A process of informing the Local Planning Authority of intentions to exercise certain permitted development rights prior to the development taking place, sometimes taking the form of a fast-track planning process

Obscure glazing

Glass used in windows and doors which cannot be seen through in order to protect privacy, such as frosted or patterned glass. Obscurity is measured on a scale of 1 to 5, where 1 offers very low levels of privacy and 5 offers very high levels of privacy. Level 3 will normally be the minimum expected when obscure glazing is requested to mitigate privacy issues.

Offshoot

A protruding section of a dwelling, common in terraced houses and Tyneside flats, which extends into the rear garden or yard on one side of the property, often housing a kitchen and/or bathroom (also known as an 'outrigger')

Original building

The dwelling as it was first built, or as it stood on 1st July 1948 if the structure was first constructed before 1948

Outlook

The external space that can be viewed from a habitable window, which is protected by planning controls to prevent a sense of excessive enclosure or loss of openness: this is different to a view, which is related to a specific object or scene visible from the window, and which is not protected by planning controls

Outrigger

See 'offshoot'

Overdevelopment

A quantity of built form or intensity of use on a particular site which is excessive in terms of its impact on local amenity and character

Party Wall Act

A legal framework for preventing and resolving disputes in relation to party walls, property boundaries and excavations near neighbouring buildings: these disputes are not relevant to planning processes or decisions

Permeable

Where a material allows liquids or gases to pass through it, such as permeable paving which allows natural drainage

Permitted Development

A type of development covered by the General Permitted Development Order, which can be carried out without planning permission

Rain garden

A small depression planted with vegetation to capture, hold, and absorb rainwater. Rain gardens slow the flow of rainwater from roofs, sidewalks, streets, parking lots, and other impervious surfaces, allowing the water to penetrate the soil

Rainwater harvesting

A technique of collection and storage of rainwater for re-use on-site rather than allowing it to run off

Rooflight

A window built into a roof to admit light and ventilation (also known as a skylight)

Section drawing

A 2D drawing which shows a view of a building or structure as though it had been sliced in half or cut along another imaginary plane (usually a vertical plane). A plan drawing is essentially a type of section drawing where the cut is along a horizontal, rather than a vertical, plane.

Street scene

The appearance and character of an area (usually a linear street) created by the form of buildings and open spaces, relating to the massing and scale of building but also to floorspace and street furniture details

String course

A raised horizontal band or course of bricks on a building façade

Subservient

Where a certain part of the building (generally an extension) appears less important or prominent than the rest of the building due to its massing, placement or materials

Surface water run-off

The flow of water that occurs when excess water from rain, snowmelt or other sources flow over the ground, often because areas of impermeable paving prevent natural absorption of water into the ground: this can cause flash flooding

Terracing effect

A term used to describe the closing of gaps between houses by extending the houses sideways, thus giving the appearance of a continuous building mass

Topography

The shape and features of land surfaces, such as slopes, hills and mountains

Townscape

The appearance of an urban area; an urban landscape

Tree Preservation Order (TPO)

An order made by a Local Planning Authority to protect a specific tree or group of trees

Tyneside flats

A pair of single-storey flats ('Upper Tyneside' on the first floor and 'Lower Tyneside' on the ground floor) within a two-storey terrace, common in Tyne and Wear

Useful Resources

Local and national policy

Apply for a dropped kerb:

<https://www.newcastle.gov.uk/services/roads-pavements-and-streets/apply/apply-residential-vehicle-crossing>

Article 4 Directions in Newcastle:

<https://www.newcastle.gov.uk/services/planning-building-and-development/guide-planning-applications/article4>

Building Regulations Approved Documents:

<https://www.gov.uk/government/collections/approved-documents>

Government Guidance: When is permission required?

<https://www.gov.uk/guidance/when-is-permission-required>

Government Guidance: Flood Risk Assessment for Planning Applications:

<https://www.gov.uk/guidance/flood-risk-assessment-for-planning-applications#when-you-need-an-assessment>

Government Guidance: Party Walls:

<https://www.gov.uk/party-walls-building-works>

Government Technical Guidance: Permitted development rights for householders:

<https://www.gov.uk/government/publications/permitted-development-rights-for-householders-technical-guidance>

Greener Newcastle

<https://greenernewcastle.newcastle.gov.uk/SolarPV#solarmap>

Guide to planning applications:

<https://www.newcastle.gov.uk/services/planning-building-and-development/apply-planning-permission/guide-planning>

Interactive flood map:

<https://flood-map-for-planning.service.gov.uk>

National Design Guide:

<https://www.gov.uk/government/publications/national-design-guide>

National Planning Policy Framework (NPPF):

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Newcastle Character Assessment:

<https://www.newcastle.gov.uk/services/planning-building-and-development/trees-wildlife-and-green-environment/newcastle-character>

Newcastle City Council Building Control Services:

<https://www.newcastle.gov.uk/services/planning-building-and-development/building-control-services>

Newcastle City Council Wildlife and Ecology:

<https://www.newcastle.gov.uk/services/planning-building-and-development/trees-wildlife-and-green-environment/wildlife-and>

Newcastle City Council planning application forms:

<https://www.newcastle.gov.uk/services/planning-building-and-development/apply-planning-permission/planning-application-forms>

Newcastle City Council pre-application advice service:

<https://www.newcastle.gov.uk/services/planning-building-and-development/apply-planning-permission/pre-application-advice>

Newcastle Conservation Area Guidance:

<https://www.newcastle.gov.uk/services/planning-building-and-development/historic-environment-and-urban-design/conservation-areas>

Newcastle's Historic Environment and Conservation map:

<https://community.newcastle.gov.uk/mapping/hec-map>

Newcastle's Local List of Buildings of Local Architectural or Historic Interest:

<https://www.newcastle.gov.uk/services/planning-building-and-development/historic-environment-urban-design-and-landscape-7>

Newcastle's Local Plan (consisting of the Core Strategy for Gateshead and Newcastle upon Tyne 2010-2030 and the Development Allocations Plan):

<https://www.newcastle.gov.uk/services/planning-building-and-development/planning-policy/local-plan>

Newcastle Tree Preservation Order (TPO) map:

<https://community.newcastle.gov.uk/mapping/tpo-map>

Policies map for the Core Strategy for Gateshead and Newcastle upon Tyne 2010-2030:

<https://www.newcastle.gov.uk/sites/default/files/2020-06/DAP%20Policies%20Map.pdf>

Tyne and Wear Archaeology:

<https://www.newcastle.gov.uk/services/planning-building-and-development/tyne-and-wear-archaeology>

External resources

Architects Registration Board:

<http://www.architects-register.org.uk>

Building Research Establishment – The Green Guide:

<https://www.bregroup.com/greenguide>

Federation of Master Builders 'Find a Builder' tool:

<https://www.fmb.org.uk/find-a-builder>

Planning Portal:

<https://www.planningportal.co.uk>

Royal Institute of British Architects 'Find an Architect' service:

<https://www.architecture.com/find-an-architect>

Royal Institute of Chartered Surveyors 'Find a Surveyor' service:

<https://www.ricsfirms.com>

Newcastle City Council
Civic Centre
Barras Bridge
Newcastle upon Tyne
NE1 8QH

Further information can be found at
www.newcastle.gov.uk

Alternatively, contact Development Management at
planning.control@newcastle.gov.uk
or call 0191 278 7878

Various resources linked to in this document could change in future following the adoption of this Design Guide, and the Council will attempt to keep all links up to date wherever possible.