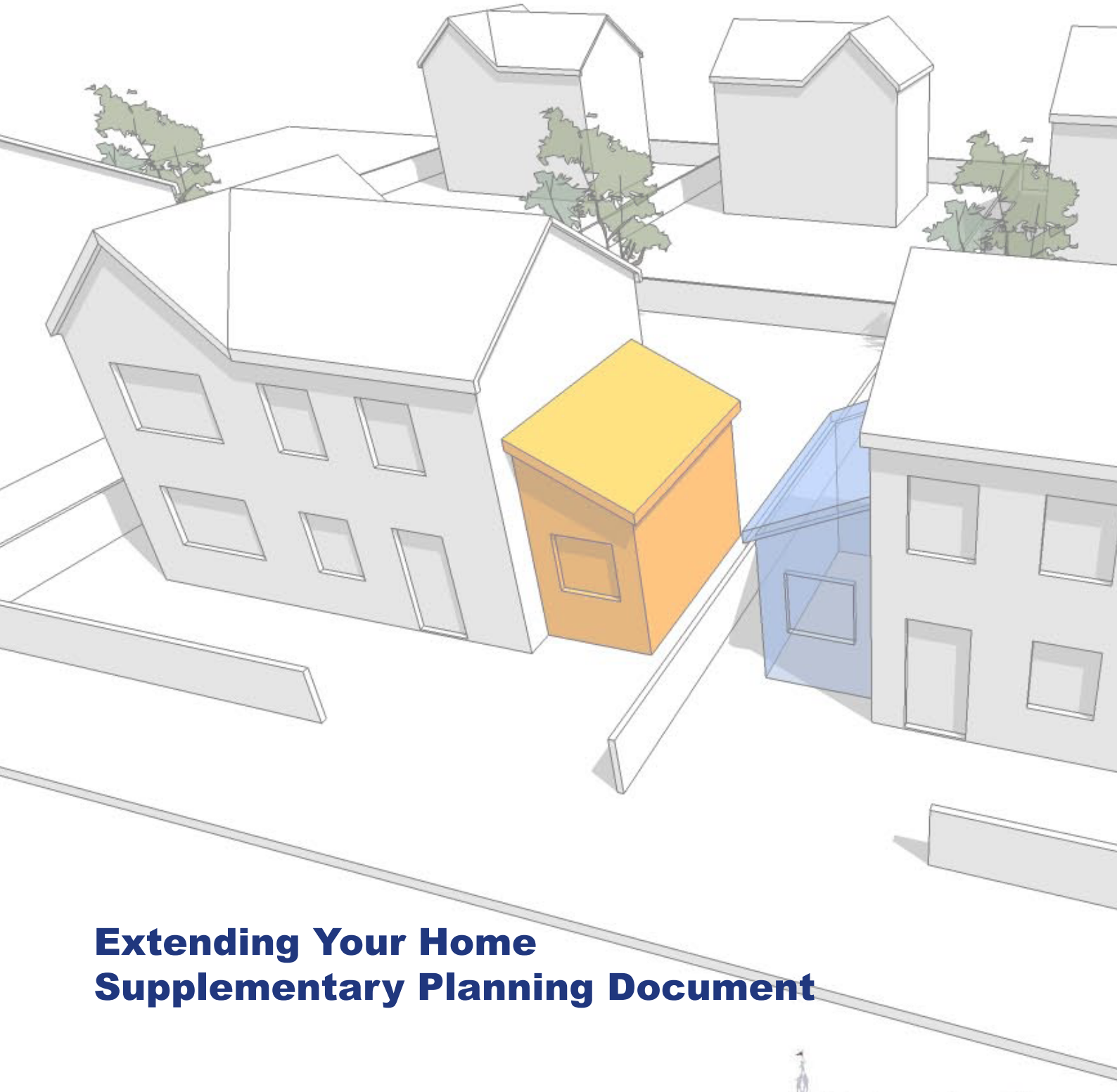

# Extending Your Home
# Supplementary Planning Document

## Blackpool Council
## Fylde Borough Council
## Wyre Borough Council

## Local Development Framework

Blackpool Council
BUILDING A BETTER COMMUNITY FOR ALL

Fylde Borough Council

Wyre Borough Council
LIVE WYRE LOVE WYRE

**Adopted November 2007**

This and other Local Development Framework (LDF) documents are, or will be made available in large print, audiocassette, Braille or languages other than English. All requests for LDF documents in different formats should be made in the first instance to the Planning Policy Team of your Council at the address below. The three Councils will meet the cost of any reasonable request for providing LDF documents in different formats:

For further information please contact:

Blackpool Council
Planning Division
PO Box 17
Municipal Buildings
Corporation Street
Blackpool FY1 1LZ

Tel: 01253 476229 / 476225 / 476206

Email: planning@blackpool.gov.uk

Fylde Borough Council
Planning Policy Team
Town Hall
The Promenade
St Annes FY8 1LW

Tel: 01253 658686

Email: planningpolicy@fylde.gov.uk

Wyre Borough Council:
Planning Policy Team
Wyre Borough Council
Civic Centre
Breck Road
Poulton-le-Fylde FY6 7PU

Tel: 01253 887231/ 887287

Email: planning@wyrebc.gov.uk

# GLOSSARY

Development Plan Document (DPD) A document setting out the Council's planning policies and proposals. They are subject to community involvement, consultation and independent examination. A sustainability appraisal is required for each development plan document.

Habitable Rooms: Much of the guidance in this document is concerned with protecting residential amenity and in particular the amenity of 'habitable rooms'. A habitable room (within houses, bungalows and flats) includes: -

- Bedrooms
- Kitchens
- Living rooms
- Principal dining areas

It **does not** include:-

- Bathrooms
- Halls/stairs or landings
- Utility rooms
- Conservatory
- Porch
- Garage

Each Council will take into account the future likely use of new extensions in determining whether a room is a habitable room.

Habitats Regulations Assessment is part of the sustainability appraisal process which assesses potential impacts of policies on European Designated Sites.

Local Development Document (LDD) Any document within the Local Development Framework. They comprise Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF) This is the term given to the new system of local development documents (LDDs), which will replace the existing Local Plan. Together the LDDs provide the Local Planning Authority's land use and spatial policies for the district.

Local Development Scheme (LDS) A three year programme which shows the local development documents to be produced and the timetable for their production.

Planning Policy Guidance (PPG) A series of documents setting out the Government's national land use planning policies e.g. housing, transport, and employment. They are currently being replaced by Planning Policy Statements.

Planning Policy Statement (PPS) A series of documents setting out the Government's national land use planning policies that will replace the previous Planning Policy Guidance notes.

Regional Spatial Strategy (RSS) Produced by the North West Regional Assembly. It forms part of the Development Plan for the three Councils and sets out the strategic context within which the Local Development Framework will be prepared.

Statement of Community Involvement sets out the processes to be used by each local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The Statement of Community Involvement is an essential part of the new-look Local Development Frameworks.

Statement of Consultation / Statement of Compliance: A report or statement issued by local planning authorities explaining how they have complied with their Statement of Community Involvement during consultation on Local Development Documents.

Statutory Development Plan Consists of the Regional Spatial Strategy and Development Plan Documents. The starting point for the determination of planning applications.

Strategic Environmental Assessment (SEA) An appraisal of the impacts of policies and proposals on economic, social and environmental issues, required by European legislation. The three Councils are preparing combined SEA and Sustainability Appraisal documents.

Supplementary Planning Document (SPD) This is a local development document which provides additional advice and information relating to a specific policy or proposal in a Development Plan Document (DPD). It does not have DPD status and will not be subject to independent examination.

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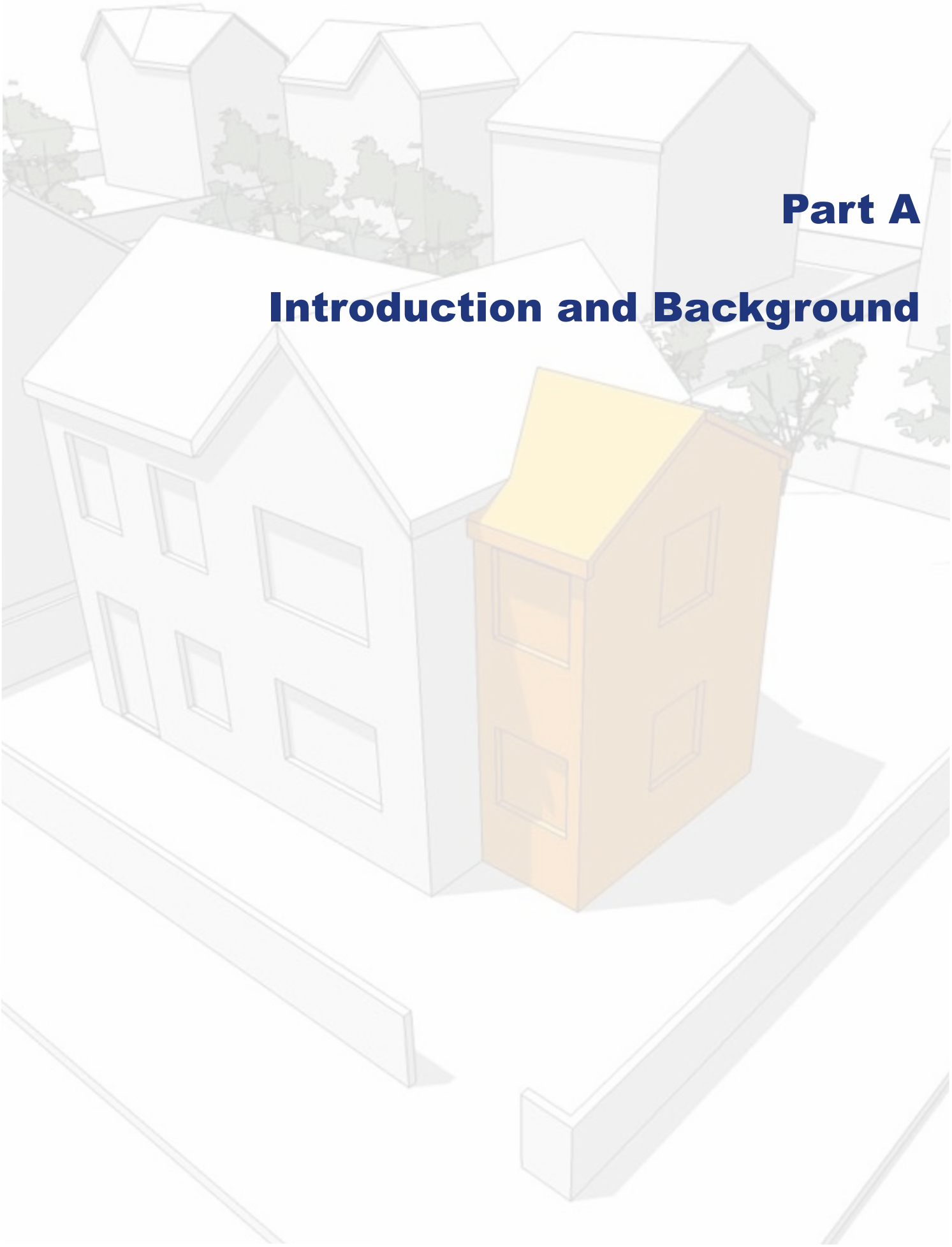


# Part A

# Introduction and Background

# A1 INTRODUCTION

### *Thinking of Extending Your Home?*

A1.1 If you are thinking about extending your home, this document provides guidance on the main points for you to consider. It sets out the matters that Blackpool Council, Fylde and Wyre Borough Councils will consider when deciding planning applications.

A1.2 This document is a Supplementary Planning Document (SPD). Such documents are important since they are used by councils to set out their policies for dealing with detailed planning issues.

### *Do I Need Planning Permission?*

A1.3 In some cases "Permitted Development Rights" may allow you to make alterations to, or extend, your home without applying for planning permission. These rights may not apply in certain circumstances where tighter planning controls apply, including where:-

- your home is within a Conservation Area
- your home is Listed
- permitted development rights have been removed by a condition attached to a previous planning permission relating to the house

A1.4 Information on Permitted Development Rights and the need for planning permission is set out on your Council's web site (see Part B of this document for detail). See also the Government's guide at: www.communities.gov.uk/pub/445/PlanningAGuideforHouseholders_id1500445.pdf and the interactive guide at www.planningportal.gov.uk/uploads/hhg/houseguide.html.

### *Get Advice*

A1.5 If you are in doubt about whether you need to apply for planning permission then you should contact your Council.

A1.6 You are advised to use a competent architect or designer to prepare your planning application. They will be familiar with these guidelines and should help you to achieve a well-designed extension.

### *Building Regulations*

A1.7 Most building works need to comply with Building Regulations, even if planning permission is not required. The Building Regulations ensure that your house will be safe and fit to live in, and you will need to ensure that your design incorporates these various requirements before you submit your planning application. If this is not done you may need to submit a new planning application to take account of any changes to the design required to comply with the Building Regulations. Further information on the Building Regulations can be found on your Council's web site or www.planningportal.gov.uk. See Part B of this document for Building Control contacts for your Council.

### *How to Use this Document*

A1.8 This document is intended to give householders and their agents a clear guide on how to approach the design of new residential extensions in a way that will help speedy and positive decisions to be made, thereby producing high quality, sustainable developments.

A1.9 It is important that each section and design guidance policy is not read in isolation and that each design guidance note is considered.

A1.10 The document is structured as follows:-

**Part A:**
Provides important background information and explains the process by which this draft Supplementary Planning Document has been prepared and how you can comment.

**Part B:**
Sets out other important information and guidance.

**Part C:**
Sets out the Main Design Guidance and Policies for the various types of home extension, outbuildings and other development within the curtilage of the dwelling. Whilst being an integral part of this document, Part C has been designed to enable applicants to obtain specific guidance to meet their particular circumstances and to act as "stand alone" leaflets.

**Overall Purpose of the Guidance**

These guidelines are aimed at helping you to extend your house or bungalow in a way that will:

- Match the design of your existing home
- Fit in with the character of the area
- Take account of the amenities of your neighbour

It is always worth asking yourself whether you would be happy if your neighbour did what you propose to.

Remember, a well-designed extension can add value to your home, whilst a poorly designed extension may not enhance the value of your home and may make it difficult to sell at a later date.

## A2 BACKGROUND – WHY AND HOW THIS DOCUMENT HAS BEEN PRODUCED

A2.1 Blackpool Council, Fylde and Wyre Borough Councils have prepared this joint SPD to provide detailed guidance on house extensions in the three boroughs.

### *The Aims and Purpose of this Document*

A2.2 The three Councils recognise that home owners may want to extend or alter their homes to meet the changing accommodation needs of families. However, whilst recognising the homeowners' desire to improve their properties, the Councils also have to consider the potential impacts of these extensions on neighbours and the character of the local environment.

A2.3 This SPD document is intended to ensure;

- consistency and fairness in making decisions on planning applications
- that impacts on neighbours are acceptable
- that impacts on the character of the local environment are positive through adoption of good design principles
- that the needs of home owners are met in so far as is compatible with the above

### *Extensions above First Floor Level*

A2.4 This document deals with extensions at ground and first floor levels. Proposals for extensions above first floor level, for instance on Victorian or modern town houses, will need to be considered on an individual basis. Should you be considering an extension above first floor level you should consult your Council's Development Control Team.

A2.5 The SPD provides design guidance for extensions and alterations to residential properties across the District's of Blackpool, Fylde and Wyre. The SPD expands on the following "saved" polices of the existing Borough Local Plans:

| Local Plan | Relevant Policies |
|---|---|
| Blackpool Local Plan (June 2006) | BH3, LQ1, LQ2, LQ6, LQ8, LQ9, LQ10, LQ14, NE3 and NE7 |
| Fylde Borough Local Plan Alteration Review (October 2005) | HL4, HL5, SP2, SP3, and SP6, |
| Wyre Borough Local Plan (July 1999) | SP14, H4, ENV9, ENV10 |
| Wyre Borough Local Plan 1st Deposit Draft 2001-2016 (April 2004) | CORE 11, HOUS2, ENVT9, ENVT10, |

*See Appendix 1 for further information*

A2.6 "In preparing this document the Councils have also had due regard to other Development Plan policies including:

- The Adopted RSS (Regional Planning Guidance for the North West (RPG13)) which forms an integral part of the development plan
- The Submitted Draft Regional Spatial Strategy for the North West of England has now undergone a number of periods of consultation, with an Examination in Public which ended on the 15th February 2007. The Panel Report has now been published
- Appropriate policies of the Joint Lancashire Structure Plan (JLSP) 2001-2016
- JLSP 'Landscape and Heritage SPG' which is concerned with the quality and character of the built fabric

NB: Appropriate policies of the JLSP and the JLSP Landscape and Heritage SPG are saved until 30th March 2008. JLSP policies will no longer have effect once they are replaced with RSS policies. Similarly, JLSP policies will no longer have effect if they are not replaced with RSS policies, unless they are the subject of a direction from the Secretary of State to be saved for a longer period.'

### *Statutory Guidance and Procedures*

A2.7 This Supplementary Planning Document has been prepared as part of the three Councils' Local Development Framework[1], which is the new planning system introduced to replace the previous Local Plan system. Further information on the Local Development Framework system can be found on your Council's web site or www.planningportal.gov.uk. Once adopted, this document will be used by the three Councils and Government Inspectors as a material consideration when considering planning applications and appeals.

### *Consultation and Public Involvement*

A2.8 This SPD has been prepared following early consultation with key stakeholders and interested local groups. The draft SPD was subject to a six week statutory consultation exercise between 9th August and 19th September 2007. A Consultation Statement is available on the Councils' web sites or can be inspected at council offices and local libraries. This statement sets out who has been consulted in the preparation of the SPD, how they were consulted, a summary of the main issues raised and how these issues have been addressed.

### Commenting on this SPD

A2.9 This adopted SPD will be the subject of annual review by the three Councils. Should you wish to make a comment on this document which may be considered as part of this annual review please write to:

Head of Planning (Policy)
Fylde Borough Council
Town Hall, Lytham St Annes, FY8 1LW

1 Supplementary Planning Documents are produced in accordance with advice provided by the Government in PPS12: Local Development Frameworks and the requirements of the Town and Country Planning (Local Development) (England) Regulations 2004 (see www.planningportal.gov.uk)

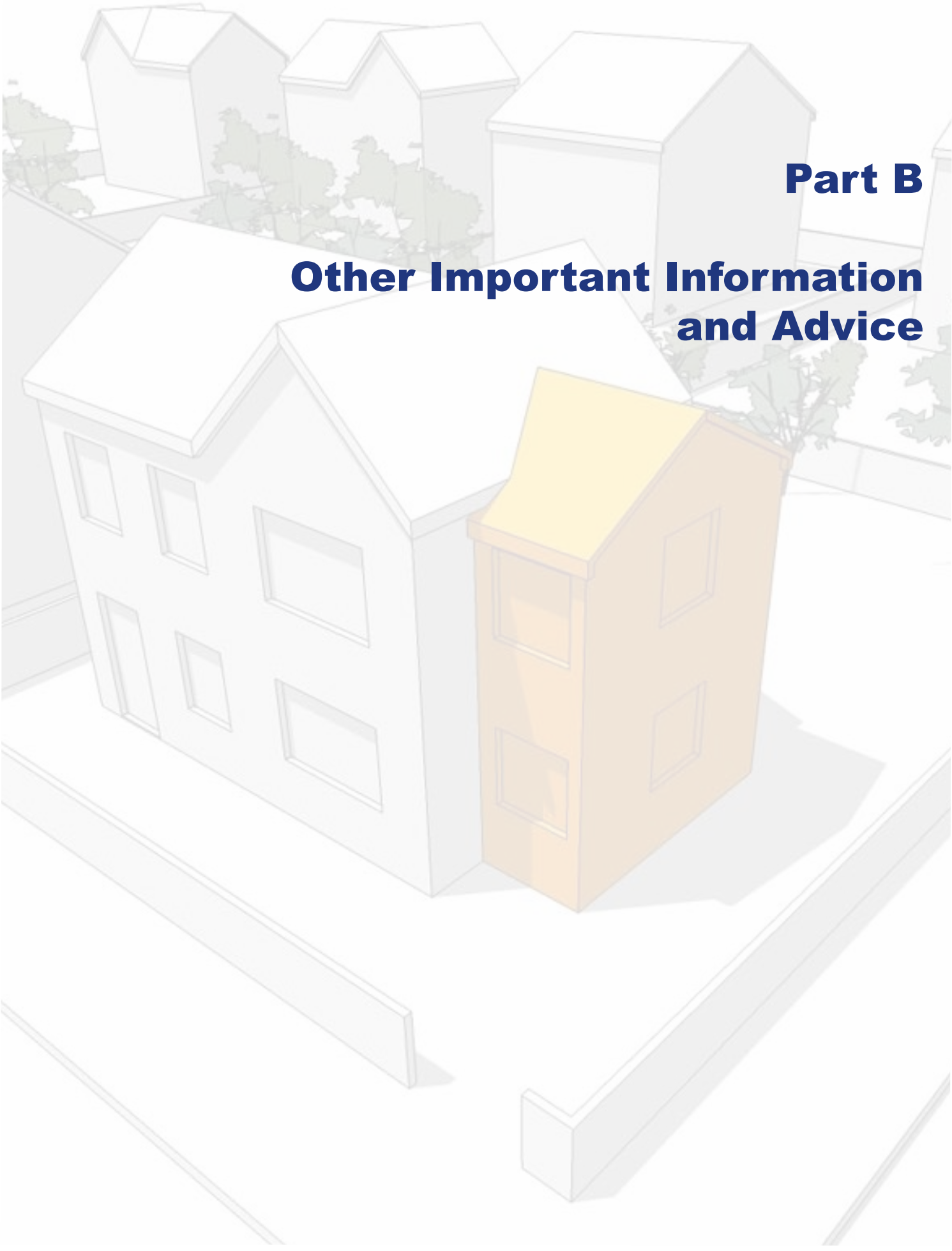
### *Sustainability Appraisal*

A2.10 This document has been prepared having regard to the results of a Sustainability Appraisal (SA) at all stages. The SA considers the implications of the SPD from social, economic and environmental perspectives by assessing options and the SPD against available baseline data and sustainability objectives.

A2.11 A copy of the SA is available on the Councils' web sites and can be inspected at all Council Offices and local libraries. Further information on the SA process can be found on the Councils' web sites and www.planningportal.gov.uk.

### *Habitats Regulations Assessment*

A2.12 Natural England have confirmed upon review of a Screening Report produced for the draft SPD that a full Habitats Regulations Assessment will not be required for this SPD. The Screening Report was published alongside the draft SPD & Sustainability Appraisal Report and is available for inspection on the Councils' websites.



# Part B

# Other Important Information and Advice

# B1 INTRODUCTION

B1.1 This section sets out other important and useful information for you to consider when developing your ideas and designs for extending your home.

## B2 Building Control

B2.1 Most building works need to comply with Building Regulations even if planning permission is not required. Building Control is a statutory service that regulates the built environment through the Building Regulations securing the health, safety and welfare of persons in or about buildings. This embraces the conservation of fuel, power and water as well as the welfare of disabled people. The Building Control service also controls demolition, and deals with dangerous structures and buildings. To ensure that your home will be safe and fit to live in you will need to ensure that your proposals meet appropriate Building Regulations. For further information please contact your Council's Building Control Officer at:

### Building Control Contact Details

| Council | Building Control Contact | Addresses |
|---|---|---|
| Blackpool Council | 01253 476 219 | Building Control Division<br>Planning Department<br>PO Box 17, Corporation Street<br>Blackpool, FY1 1LZ |
| Fylde Borough Council | 01253 658 674 | Building Control<br>Town Hall, St Anne's Road West<br>St Anne's, FY8 1LW |
| Wyre Borough Council | 01253 887 251 | Building Control<br>The Civic Centre, Breck Road,<br>Poulton-le-Fylde, FY6 7PU |

## B3 Your Neighbours

B3.1 It is recommended that you talk to any neighbours affected by your proposals before applying for planning permission. This may enable you to make amendments to the plans that are mutually acceptable and avoid unforeseen issues and delays later. In any event, your council will notify neighbouring properties of planning applications inviting any comments to be made in writing.

*Party Wall Act, Boundaries and Neighbour Disputes*

B3.2 It is important to note that this document does not give guidance on preventing or resolving disputes which can arise in relation to party walls/ boundaries or excavations near neighbouring buildings,. For information on carrying out work near neighbouring buildings or resolving disputes, please refer to the booklet: The Party Wall Act 1996. Copies are available from the contact centres at each main Council office.

## B4 Listed Buildings and Conservation Areas

B4.1 If you live in a Listed Building or a Conservation Area, stricter planning rules apply. You may also need to apply for Listed Building Consent or Conservation Area Consent. Please contact your Council's Conservation Officer for more information.

### Conservation Officer Contact Details

| Council | Conservation Contact |
|---|---|
| Blackpool Council | 01253 476 332 |
| Fylde Borough Council | 01253 658 434 |
| Wyre Borough Council | 01253 891 000 |

## B5 Lancashire County Council Archaeology Service

If your application falls within an area of know archaeological interest, you should also consult with the Lancashire County Archaeology Service, who provide an advice service for all three councils on the historic environment and cultural heritage. Early consultation can help minimise the impact of proposals on the historic environment, and save time and money on re-drafting proposals at a later date.

Contact Details:
Lancashire County Archaeology Service
PO Box 9, Guild House, Cross Street, Preston, PR1 8RD.
Tel: 01772 533404 Fax: 01772 533423
Email: archaeology@env.lancscc.gov.uk

## B6 Ownership

B6.1 If any part of your extension, however small (e.g. a gutter overhang or any part of the foundation), will be on, or over your neighbour's land then you will also need their consent. You will need to serve the appropriate notice on them when you submit your application for planning permission.

## B7 Covenants

B7.1 Covenants or other restrictions in the Title Deeds or Lease of your home may require you to get someone else's agreement before carrying out certain work. You will need to check this yourself or ask a solicitor to assist. These will not affect the need or otherwise to obtain planning permission for any development.

## B8 Rights to Light

B8.1 You may need to get the agreement of your neighbour if your extension would block light to their windows. This will often be the case if your neighbour's home is over 20 years old and light to their windows has not been blocked before.

## B9 Sewers and Services

B9.1 If your extension will be over or near to any sewers or other services, you may need to obtain a 'Building over Agreement' or other consent from the service operator. It is your responsibility to find out whether any such services may be affected by the proposed development.

*For further information please contact:*

United Utilities North West
Asset Protection, Lingley Mere Business Park
Lingley Green Avenue, Great Sankey, Warrington WA5 3LP

Tel: 01925 537257  Fax: 01925 537516

## B10 Special Circumstances

B10.1 Personal circumstances, such as disability or specific requirements of minority groups, may make it difficult to provide the necessary facilities within the guidance set out in this SPD. The Council may interpret these guidelines flexibly in such circumstances, but proposals that significantly deviate from them are still unlikely to be appropriate. Consideration of personal circumstances will be assessed on a case-by-case basis. Standards may be relaxed where an extension would provide basic facilities that are lacking from a house, such as a bathroom.

## B11 Joint Applications

B11.1 Where two neighbours, whose properties are joined, both wish to extend their houses, it is possible for both proposals to be submitted and considered as one planning application. Submitting a joint application with your neighbour can, in some circumstances, provide an opportunity for larger extensions to be built that would not normally be acceptable within the constraints set out in this SPD.

B11.2 Where a joint application is submitted, one of the neighbours would need to put their details forward as the applicant, and that applicant would need to serve the appropriate notice on their own neighbour and complete and submit Certificate B of the application form. The drawings should show the proposed extensions of both properties and the location plan should have a red line drawn around both properties.

B11.3 Where a joint application is approved, a condition would normally be attached requiring both extensions to be built and completed at the same time. This would prevent the construction of one of the extensions where that extension would have an unacceptable impact on the neighbouring property in the absence of the other extension.

Please note that a joint application would still require a fee for each property. Further information on joint applications can be obtained from your Council.

## B12 How To Make A Planning Application

B12.1 The exact procedure and fees for making a householder planning application are subject to change from time to time. Current advice and fees are set out in guidance notes accompanying planning application forms which can be downloaded from your council's web site or obtained from your council's Planning Administration section.

## B13 Whom To Contact

B13.1 For further information regarding this document and extensions and alterations to your property please contact:

### Council Contact Details

| Council | Contact |
|---|---|
| Blackpool Council | South Area: 01253 476 196<br>North Area: 01253 476 6193 |
| Fylde Borough Council | 01253 658 435 |
| Wyre Borough Council | 01253 891 000 |

## B14 Sustainable Development and Climate Change

B14.1 It is now widely accepted that man-made climate change is the greatest environmental issue that the world faces today.

B14.2 It is now recognized that all of us need to respond through changes in our everyday lives and behavior to the challenges of climate change if we are to protect our environment and resources and avoid the dangers of increasing temperatures, rises in sea level, droughts, floods and storms and other unforeseeable impacts.

B14.3 All buildings have an impact on the environment through the consumption of finite materials, energy and water during construction and subsequently through their occupation and use. In the UK, it is estimated that buildings produce 50% of total carbon dioxide emissions and consume half of the nation's energy requirement. Adopting sustainable design and construction methods, even for household extensions, can help reduce the harmful impacts of buildings and contribute to reductions in the rate of climate change.

B14.4 There is a whole range of sustainability issues which need to be considered when designing and building an extension to your home including:

- use of appropriate locally sourced, recycled, and carbon neutral materials where possible
- use of local skills and labour
- reducing energy consumption, and adoption of appropriate renewable energy technology
- minimizing waste during construction (see below)
- water conservation (see below)
- potential impacts on biodiversity and Protected Species (see below);
- flood risk (see below), and
- crime prevention (see below)

B14.5 Further useful information on climate change, sustainable construction and energy saving techniques can be found via the following web links:

www.climatechallenge.gov.uk
www.sustainable-development.gov.uk
www.sustainableconstruction.co.uk
www.energysavingtrust.org.uk

B14.6 In addition, the North West Regional Assembly has published the following documents and guidance relating to sustainable construction and development:
www.nwra.gov.uk/sustainabledevelopment

North West Best Practice Design:
www.rpg.nwra.gov.uk/documents/index.php?group_id=140&expand=

North West Sustainability Checklist for Developments:
www.nwra.gov.uk/downloads/documents/mar_07/nwra_1173866863_NW_Sustainability_Checklist_fo.xls

B14.7 Please also check your Council's web site for up to date links to sustainable development information.

*Waste Minimisation*

B14.8 Policy 86 of Lancashire's Minerals and Waste Local Plan ' General Development and Waste Minimisation' requires development proposals to include details of measures to minimise waste and manage its effects. It explains that applications that do not adequately address these requirements will not be permitted.

B14.9 Lancashire County Council are currently preparing guidance for applicants and local authorities in the form of a Supplementary Planning Document (SPD) to provide detailed guidance as to how this planning policy should be implemented.

B14.10 The SPD will offer guidance on three key issues:

- designing buildings to facilitate recycling;
- incorporating recycled building materials into new developments, and
- managing waste generated during construction

B14.11 Consultation on the Draft SPD ended in January 2007, and the document is expected to be adopted during 2007. Applicants for extensions should consult the adopted document when designing their proposals. (see www.lancashire.gov.uk/environment/lmwlp/lancsmwdf/mwdspd.asp).

*Water Conservation*

B14.12 Whilst there is no current shortage of potable water in the north west of England, predictions on global warming and increased use of water means we cannot be complacent. When you extend your home you have an opportunity to implement water saving methods by design. This includes low volume taps (except at the kitchen sink), low volume shower heads, dual flush toilets, save-a-flush devices. In this way, you can help contribute to water conservation and contribute to sustainable development in our communities.

*Flood Risk*

B14.13 Current Environment Agency Flood Maps show that substantial parts of the area covered by this Joint SPD are shown within:

- Flood Zone 3, ie High probability having a 1 in 100 or greater annual probability of river flooding (>1%) or a 1 in 200 or greater annual probability of flooding from the sea (>0.5%) in any year), and
- Flood Zone 2 (Medium probability having between a 1 in 100 and 1 in 1000 annual probability of river flooding (1% – 0.1%) or between a 1 in 200 and 1 in 1000 annual probability of sea flooding (0.5% – 0.1%) in any year.

B14.14 Whilst domestic extensions are defined as minor development in PPS 25 (Development and Flood Risk) paragraph E9 and D15 of the PPS requires that *all applications except those that fall within Flood Risk Zone 1 (Low Risk), should be supported by an appropriate flood risk assessment.*

B14.15 Paragraph D 17 of PPS 25 advises developers (including home owners) to consult the Environment Agency's flood risk standing advice for the requirements for a flood risk assessment. Standing advice can be accessed through the Environment Agency website at http://www.environment-agency.gov.uk/aboutus/512398/908812/908815/?version=1&lang=_e

B14.16 In accordance with the advice of the Environment Agency and PPS25, *all applications for domestic extensions where the dwelling is located within Flood Risk Zones 2 or 3 will be required to submit an appropriate Flood Risk Assessment* (see Appendix 2) in support of their application.

*Protected Species*

B14.17 Species such as bats, which use roof spaces as roost or hibernation sites, and birds which nest under the eaves of buildings are protected from harm by law. Applications for developments that involve alterations to existing roof spaces, listed buildings, pre-1939 houses, barns or other traditional buildings and, any work involving disturbance to trees or hedges may have an impact upon protected species. If the presence of bats or birds is suspected then an application may need to include a survey report, together with details of mitigation measures to safeguard the protected species from the adverse effects of the development. The Council may impose planning conditions or obligations on planning permissions to ensure that these measures are implemented. Such measures may simply include, for example, avoiding carrying out any work during the bird breeding season, or the inclusion of artificial nest boxes as part of the development. The Council may refuse permission for developments where inadequate survey and mitigation details are included with an application.

B14.18 For further information please visit the Natural England web site, www.naturalengland.org.uk. Other useful information can be found at: www.bats.org.uk and www.rspb.org.uk.

*Microgeneration Equipment*

B14.19 In April 2007 the Government published a consultation paper outlining its proposals for reforming the system governing what householders can do to their own property without the need to apply for planning permission so as to allow the easier installation of microgeneration technologies. The consultation paper proposes to relax and clarify permitted development rights in respect to installation of microgeneration equipment in and around domestic buildings. Different proposals are set out for normal buildings and those located within Conservation Areas.

B14.20 Consultation on these proposals ended on 27th June 2007. At the time of adopting this document final amendments to Permitted Development were not available. As part of their Annual Monitoring, the Councils will consider the need to review or amend this document in the light of any changes to permitted development.

*Crime Prevention*

B14.21 Please remember to consider crime prevention issues, including home and personal security, when designing your extension, including:

- Will the extension make it easier to gain access to your or your neighbour's property?
- Will it create areas where surveillance would be difficult?
- Will the security of existing boundary fencing etc be compromised? Could fencing etc be improved at the same time?
- Include installation of robust doors/ windows and quality locks (check with your home insurance company)
- Take the opportunity to consider installing appropriate electronic security devices
- Consider security lighting requirements, but remember the need to use energy efficient equipment, and
- Consider security during construction, for instance:
  - Potential theft of materials and equipment
  - Ensure all windows are secured when scaffolding is erected, and
  - Secure all ladders/ tools etc which could be used to gain access to your property

B14.22 Further information on the concept of Secured by Design can be found on www.securedbydesign.com.

*Domestic Security Lighting*

B14.23 Well designed, installed and maintained security lights can provide home owners with a sense of security . However, domestic security lighting is often installed, albeit by well meaning home owners, without consideration of its suitability for the task and its potential effect on neighbours and the environment. Domestic security lights should provide the minimum level of illumination necessary to light a property, and not the neighbourhood.

B14.24 Advice on the design of appropriate domestic lighting which minimises energy consumption, nuisance and light pollution can be found on the Institution of Lighting Engineers web site www.ile.org.uk.

## B15 Enforcement

B15.1 When planning permission is granted for any development, including an extension to your house, that permission only relates to the approved plans and development must be carried out entirely in accordance with those approved plans and any conditions imposed on the planning permission. If the extension is not built in strict accordance with the approved plans, or if any of the conditions of the planning permission is not complied with, that would constitute a breach of planning control and the development will be unauthorised. Under such circumstances, the Council has the right to take enforcement action to secure satisfactory compliance with the planning permission.

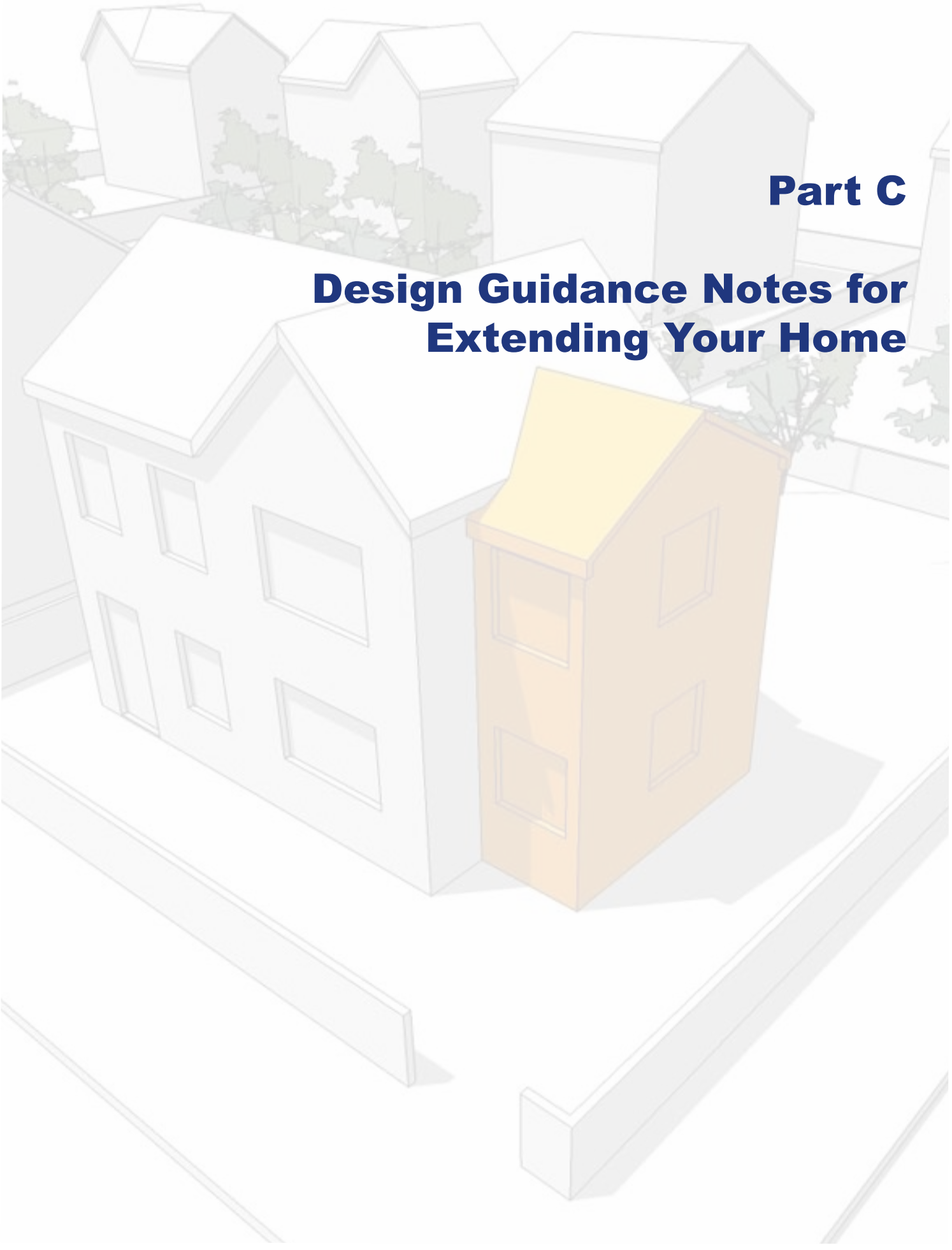
B15.2 It should be noted that a breach of planning control does not constitute an offence in law unless or until any enforcement notice, served by the Council to remedy the breach, is not complied with. The main objectives of planning enforcement are:

- To promote compliance with planning requirements
- To remedy the undesirable effects of unauthorised development
- To bring unauthorised activity under control to maintain the credibility and achieve the purpose of the planning system
- To strike an acceptable balance between protecting the amenity of citizens and other interests of acknowledged importance, and allowing development to take place

B15.3 In deciding whether or not to take enforcement action, the Council must consider if it is appropriate to do so. It must consider whether the breach of planning control unacceptably affects public amenity or safety, or the existing use of land or buildings merit protection in the public interest. This means that a judgement has to be made in each case as to the seriousness of the breach and the level of any harm that it causes.

B15.4 If you do not build your extension in accordance with the approved plans and relevant conditions you could be subject to enforcement action which could require you to, at least, make alterations, and possibly to carry out more extensive remedial works including demolition.

B15.5 Even where the Council decides that enforcement action is not appropriate, you should be aware that the development would remain unauthorised and this could cause you future problems, for example, if you wanted to sell the property, because any prospective purchasers solicitor would want to see evidence that any works carried out to the property were authorised.



# Part C

# Design Guidance Notes for Extending Your Home

# C1 INTRODUCTION

C1.1 This section sets out the Design Notes and Guidance that Blackpool Council, Fylde and Wyre Borough Councils will consider when determining planning applications for domestic extensions and alterations.

C1.2 Whilst it is intended that these Notes and Guidance will apply in most circumstances, it is accepted that there may be other material considerations such as topographical or other site conditions or site history which may justify some relaxation. The Council may interpret these guidelines flexibly in such circumstances, but proposals that significantly deviate from them are still unlikely to be appropriate.

## How to Use this Section

C1.3 When considering the design of your extension you should:

Step 1: First consider the general guidance and policies set out in Design Note 1 which is applicable to all types of extension, and

Step 2: You should also refer to the particular Design Note/s below which apply to your particular circumstances

Step 3: Refer to Section B13: Sustainable Development in the main report

Design Note 2: Single Storey Side Extensions
Design Note 3: First Floor Side Extensions
Design Note 4: Single Storey Rear Extensions
Design Note 5: First Floor Rear Extensions
Design Note 6: Dormers and Roof Extensions
Design Note 7: Corner Extensions
Design Note 8: Front Extensions (including large porches)
Design Note 9: Conservation Areas and Listed Buildings
Design Note 10: Rural Areas

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# GENERAL DESIGN PRINCIPLES TO CONSIDER WHEN DESIGNING AN EXTENSION OR ALTERATION TO YOUR HOME

1

Design Note

1. Planning Policy Statement 1 'Delivering Sustainable Development' sets out the Government's planning policies on the delivery of sustainable development through the planning system. It states that "good design ensures attractive, usable, durable and adaptable places and is a key element in achieving sustainable development". This policy statement will be taken into account when considering any planning application for built development.

2. The character of any neighbourhood comprises a number of elements including:

- Form, layout and architectural style of buildings
- The materials used
- Local landscape setting and
- Local topography

3. Any alterations or extensions to a property should respect the general scale, character, proportions, details and materials of the original structure and complement the general character of the surrounding area.

4. An extension should normally be designed to appear subordinate to the original dwelling so that it does not visually dominate it. When designing an extension or alteration, you need to have regard to the following key elements:-

- Its scale and proportions
- Roof form and pitch
- Windows and door shapes/proportions
- Gardens and landscaping
- Boundary walls, gates and piers
- Pedestrian and vehicular access and car parking

5. Similarly, the external facing materials should match or harmonise with the form, colour and texture of the original property, particularly on elevations that are visible from the street.

**Design Guidance 1A:**
**General Design Principles**

i) The main design features of the original property should, where appropriate, be reflected in the extension.

ii) Proposals that fail to complement the architecture of the original property or incorporate materials sympathetic in size, colour and texture will not be permitted.

## Bulk and Scale

6 Over-large extensions can dominate and have a very harmful effect on the appearance of the original property, adjoining properties and the character of the surrounding area. Traditionally, extensions are smaller and subordinate to the original building.

7 Large extensions can have a noticeable impact on the amenities of neighbours. They can have an overbearing and enclosing impact on neighbours especially where main windows to their habitable rooms face onto extensions particularly two-storey or first floor extensions.

# 1 Design Note

# GENERAL DESIGN PRINCIPLES TO CONSIDER WHEN DESIGNING AN EXTENSION OR ALTERATION TO YOUR HOME

**Design Guidance 1B : Bulk and Scale**

i) The bulk and scale of the extension should appear subordinate to the original property, should not change the general character of the area and should not form an overly dominant feature in the street or as seen from neighbouring homes or garden areas.

ii) Proposals that result in a built form that is overly dominant and is out of scale with its immediate context or fails to be visually subordinate to the host building will not be permitted.

## Daylight And Sunlight

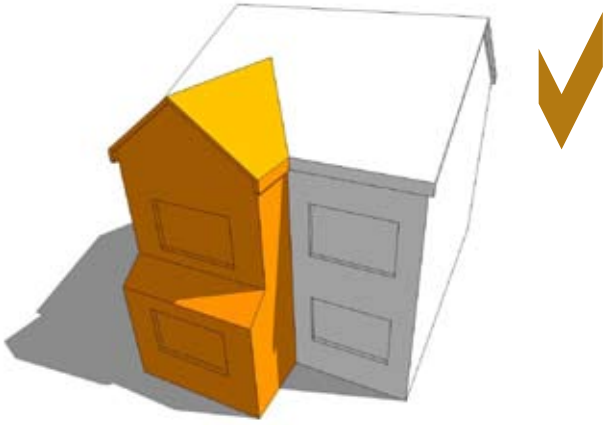
8 Most home extensions will cause some degree of shadowing. Any extension should be located and kept to a size which does not cause unacceptable overshadowing of, or loss of natural daylight to a neighbouring property.

9 Side facing habitable room windows in the neighbouring property will be afforded the same protection as rear facing ones unless they are secondary windows (i.e. they are to a room already served by one or more larger windows).

10. The accompanying Design Notes provide guidance and policies taking into account issues of light for specific types of extension.

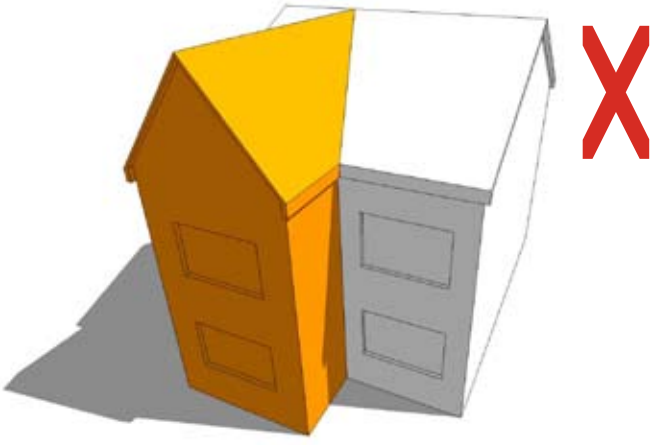
Subordinate Side Extension

Subordinate Rear Extension



Overly Dominant Side Extension

Overly Dominant Rear Extension



**Design Guidance 1B:**
**Examples of Good and Bad Design Practice for Rear and Side Extensions**

**Design Guidance 1C :**
**Daylight and Sunlight**

i) Extensions that result in an unacceptable loss of daylight or sunlight to neighbouring properties will not be acceptable.

## Overlooking And Privacy

11 Neighbours are entitled to enjoy a reasonable degree of privacy within their house and garden areas. Home extensions can reduce privacy if not designed well.

12 Habitable room windows should be positioned such that if they directly face other habitable room windows on neighbouring properties there should be adequate distance between them to prevent direct overlooking.

13 Conservatories located along or close to boundaries can result in poor levels of privacy for both you and your neighbours.

14 Balconies can result in severe overlooking and loss of privacy to neighbours especially where they are close to other propertiess or gardens with no opening windows.

15 The presence of trees, hedges, or other soft landscaping that provides a screen between properties will not justify a reduction to the separation distance required as they are non permanent features.

**Design Guidance 1D:**
**Overlooking and Privacy**

i) Windows to habitable rooms at ground level should not enable or allow an unrestricted view into neighbouring garden areas or into ground floor windows of any other property.

ii) Windows to first floor habitable rooms that overlook neighbouring garden areas should be a minimum of 10.5 metres from boundaries they face.

iii) Windows to habitable rooms at first floor level should be a minimum of 21 metres from any facing habitable room windows in neighbouring properties. A relaxation of this distance may be considered where the relationship between the extension and the window(s) is oblique.

iv) Extensions sited adjacent or close to a boundary should have a blank side facing the neighbour, obscure glazing and non opening windows, or be screened by a fence or wall that extends above eye level when viewed from within the extension.

v) Balconies should only be sited or screened so as not to cause loss of privacy to neighbours.

# 1 Design Note

# GENERAL DESIGN PRINCIPLES TO CONSIDER WHEN DESIGNING AN EXTENSION OR ALTERATION TO YOUR HOME

## Access and Car Parking

16. The design of extensions should not result in the loss of existing off-street parking provision, unless it can be demonstrated that alternative provision can be made elsewhere within the curtilage, without causing detriment to the overall streetscape, an unacceptable loss of amenity space, and without causing a traffic hazard or harming the amenities of neighbours.

17. Parking provision should be consistent with the latest appropriate guidance (currently set out in Joint Lancashire Structure Plan 2001 to 2016, access and parking SPG, 2005 see http://www.lancashire2016.com/accessparking.asp (or as amended from time to time)).

18. This currently provides for car parking to be provided at a ratio of 1 space for a single bed dwelling, 2 spaces for a two or three bed dwelling, and 3 spaces for a larger property (including garages). Relaxation of the parking standards may be accepted in highly accessible locations.

19. Car parking spaces occupy a space 2.5m by 5.0m but parking spaces in front of a garage should be 2.5m by 5.5m to allow for the unobstructed opening/closing of garage doors.

20. A new garage must have internal dimensions of at least 6m by 3m in order for it to count as a car parking space.

21. On main roads, such as classified roads or roads with a speed limit greater than 30mph, turning space should be provided within the site. Proposals that result in the loss of existing manoeuvring facilities are unlikely to be acceptable. Appropriate visibility will also be needed, the standards for which will vary depending on the location and site.

22. Where gates are proposed, they should be positioned to allow a vehicle to park off the carriageway even when the gates are closed. So gates should be set at least 5 metres from the back edge of the footpath and open into the site.

23. The creation of a new hardstanding and access is only likely to require planning permission if the access is to/from a classified road or where permitted development rights have been withdrawn.

# SINGLE STOREY SIDE EXTENSIONS

2
Design Note

1 Whilst side extensions can be an effective way of providing garaging space or more living space, they can have a big impact on the character of the street.

2 Sufficient space should be allowed in front of new garages to ensure that cars can be parked clear of the highway and, where a new garage results in the loss of an existing car parking space, it should be large enough to reasonably accommodate an average sized car (see Design Note 1).

**Design Guidance 2:**
**Single Storey Side Extensions**

i) The form and design of side extensions should incorporate roofs which complement that of the original property.

ii) In a street characterised by regularly spaced properties of similar design and scale, single storey side extensions should be set back from the front main wall of the property by a minimum of 1 metre.

iii) Single storey extensions which, if repeated on neighbouring homes, would create a linking effect and join properties, must be sited a minimum of 1 metre from the side boundary with the neighbouring property. This requirement may be relaxed if the property and its neighbour have significantly staggered building lines and an alternative means of access to the rear.

iv) Side extensions should not result in a reduction in the number of usable car parking spaces within the site.

v) Side extensions should not result in hard surfacing a significant proportion of front garden areas for car parking, where the loss of grassed or landscaped areas would detract from the character of the area.

vi) A minimum of 5.5 metres length of parking space should be provided/ retained between any garage and the highway.

vii) Where a new garage is proposed which results in the loss of an existing off street parking space, the new garage must have internal dimensions of at least 6 metres long and 3 metres wide.

# 2
## Design Note

# SINGLE STOREY SIDE EXTENSIONS

**Design Guidance 2:**
**Single Storey Side Extension to Two Storey Dwelling - Poor Design Practice**

**Design Guidance 2:**
**Single Storey Side Extension to Two Storey Dwelling - Good Design Practice**

**Design Guidance 2:**
**Single Storey Side Extension to Single Storey Dwelling - Poor Design Practice**

**Design Guidance 2:**
**Single Storey Side Extension to Single Storey Dwelling - Good Design Practice**

# FIRST FLOOR SIDE EXTENSIONS

3
Design Note

1 Two storey side extensions can easily change the character of a street by linking together semi detached or detached properties to create a terraced effect. The loss of this visual gap between properties is to be avoided, with a minimum gap of 1 metre to the boundary being maintained.

**Design Guidance 3:**
**First Floor Side Extensions**

i) The form and design of side extensions should incorporate roofs which complement that of the original property.

ii) First floor side extensions which, if repeated on neighbouring properties, would create a linking effect and join them, must be sited a minimum of 1 metre from the side boundary with the neighbouring property. This requirement may be relaxed if the property and its neighbour have significantly staggered building lines and an alternative means of access to the rear.

iii) In a street characterised by regularly spaced properties of similar design and scale, first floor side extensions should be set back from the front main wall of the property by a minimum of 1 metre. The ridge level of the extension shall be set a minimum of 0.5 metres lower than the apex of the roof of the original building.

iv) Side extensions should not result in a reduction in the number of usable car parking spaces within the site.

v) Side extensions that include proposals for providing additional or replacement car parking spaces on front garden areas where the loss of grassed or landscaped areas would detract from the character of the area will not be permitted.

vi) A minimum of 5.5 metres length of parking space should be provided between any garage and the highway.

vii) Where a new garage is proposed which results in the loss of an existing off street parking space, the new garage must have internal dimensions of at least 6 metres long and 3 metres wide.

# FIRST FLOOR SIDE EXTENSIONS

## Design Guidance 3: Avoiding the Terracing Effect

✗ Poor Design Practice

✗ Poor Design Practice

✓ Good Design Practice

# SINGLE STOREY REAR EXTENSIONS

4
Design Note

1 Rear extensions (and conservatories) can have a significant effect on the amenities of neighbours, because, if badly designed, they can result in a loss of outlook, overshadowing, overlooking, or could have an overbearing and oppressive impact.

2 In normal circumstances some form of single storey rear extension will usually be acceptable. In order to ensure that the neighbouring property does not suffer an unacceptable loss of amenity the rearward projection of the extension will be limited by the distance between the extension and the boundary to the neighbour's property. The shorter the extension, the less the impact on the neighbour is likely to be.

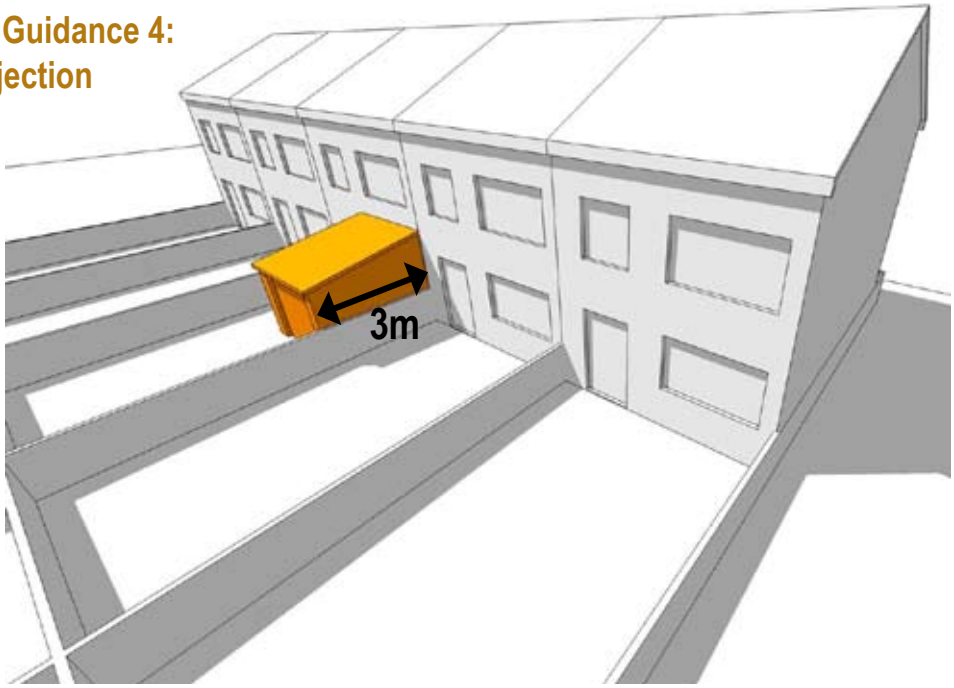
3 Any extension which includes habitable accommodation at first floor level or which has an eaves level above single storey level, will count as a two storey extension for the purpose of applying the policies/guidelines in this document.

**Design Guidance 4:**
**Single Storey Rear Extensions**

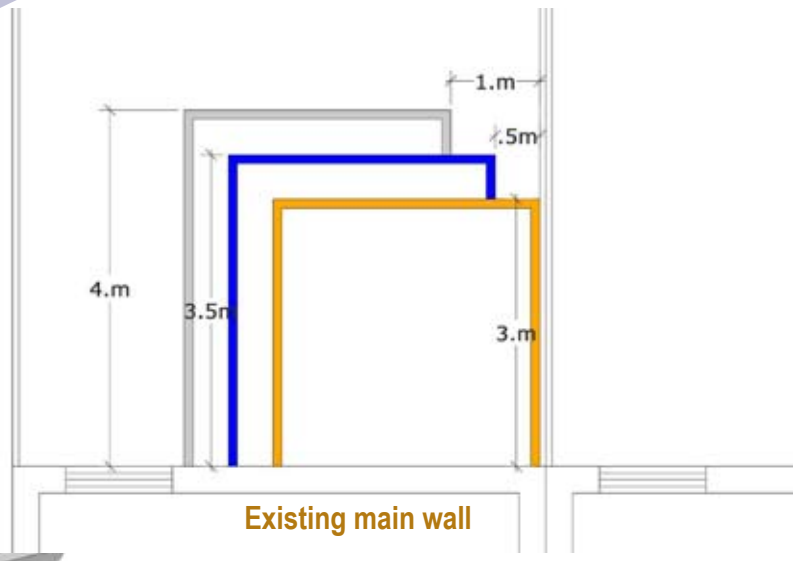
i) Single storey or ground floor rear extensions on a boundary should not project more than 3 metres from the main rear wall of the adjoining neighbouring property/properties.

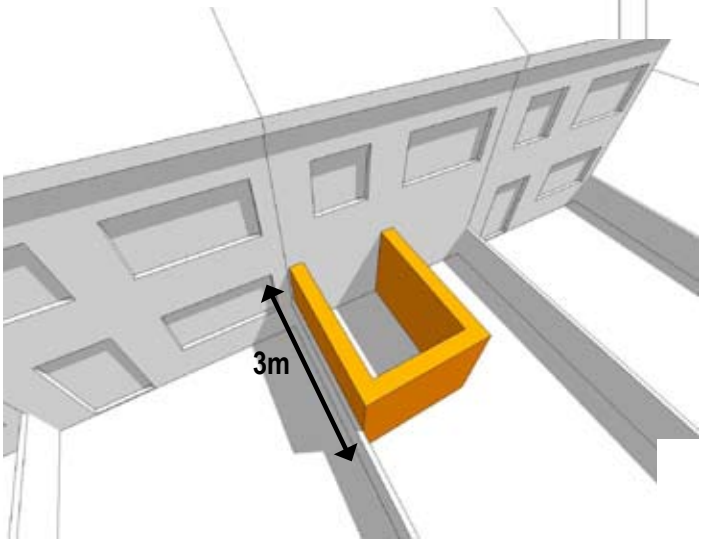
ii) A single storey or ground floor rear extension set off a boundary shall not project by more than the set off distance plus 3 metres from the main rear wall of the adjoining neighbouring property/properties. (For instance, if the extension is set off the boundary by 0.5 metres then the maximum total projection shall be 3.5 metres)

**Design Guidance 4:**
**3m Projection**



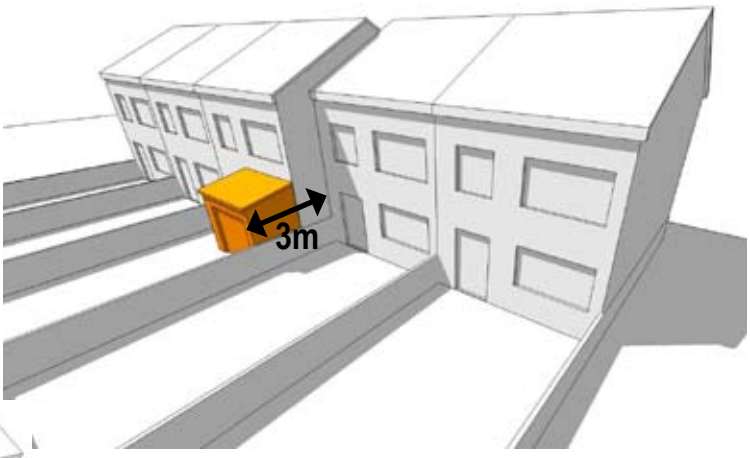
**Design Guidance 4:**
**Maximum Projection**
**Single Storey Rear Extension Plan View**

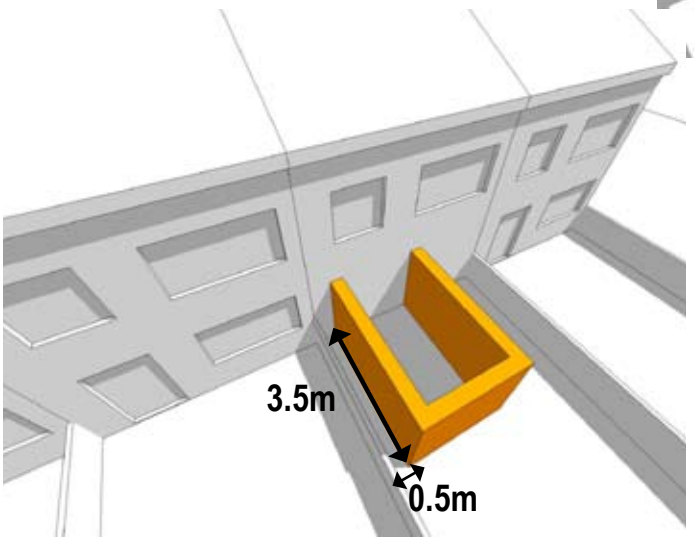



**Design Guidance 4:**
**3m Projection along boundary**

**Design Guidance 4:**
**3m Projection Staggered Building Line**




**Design Guidance 4:**
**Max 3.5m Projection when set back 0.5m from boundary**

# FIRST FLOOR REAR EXTENSIONS

5
Design Note

1 Rear extensions (and conservatories) can have a significant effect on the amenities of neighbours because, if badly designed, they can result in a loss of outlook, overshadowing, overlooking, or could have an overbearing and oppressive impact.

2 Rear extensions can also sometimes be visible from public areas. In these cases the effect they have on the appearance or character of the area will also have to be taken into account.

3 Two-storey rear extensions, or first floor rear extensions, are often not acceptable in normal situations. This is because of loss of privacy to neighbours (see guidelines on overlooking and privacy) or overshadowing of neighbours' property. Two storey extensions will be more acceptable if they are set away from the boundary with neighbours, or where there are wide gaps between the properties.

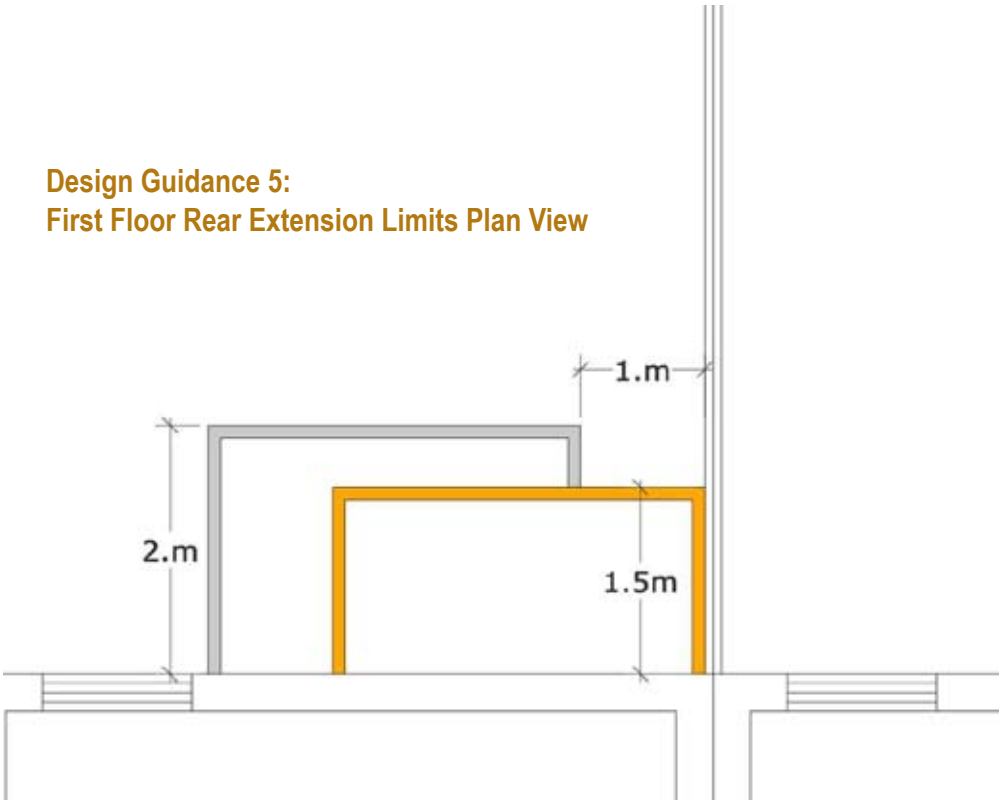
4 Because of the greater height of two storey extensions it is more important that they relate well to the original property, especially the form of the roof.

**Design Guidance 5:**
**First Floor Rear Extensions**

i) First floor rear extensions on the boundary should not project more than 1.5 metres from the main rear first floor level wall of the adjoining neighbouring property/properties.

ii) First floor extensions set off the boundary shall not project by more than half the set off distance plus 1.5 metres from the first floor rear wall of the adjoining neighbouring property. (For instance if the extension is set off the boundary by 0.5 metres then the maximum total projection at first floor level shall be 1.75 metres).

**Design Guidance 5:**
**First Floor Rear Extension Limits Plan View**



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# DORMERS AND ROOF EXTENSIONS

6
Design Note

1 Because of their prominent position, dormers and roof extensions can have a significant effect on the appearance and character of a property or street.

**Design Guidance 6:**
**Dormers and Roof Extensions**

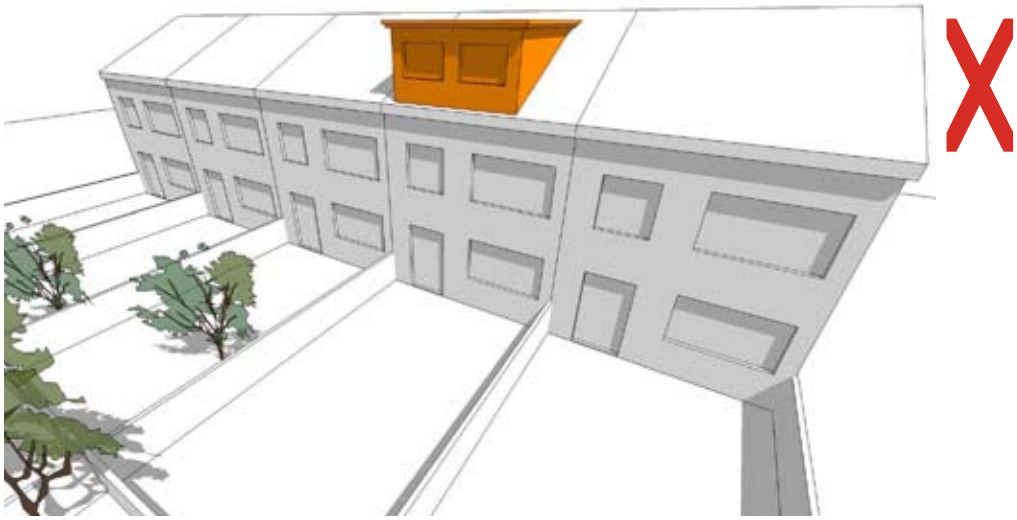
i) In general dormers should:

a) Be contained well within the body of the roof, by being well set back from the party/end walls, below the ridge of the roof and above the eave gutter line.
b) Not normally occupy an area which is greater than 35% of the area of the plane of the roof into which it will be sited.
c) Line up vertically with the existing fenestration below.
d) Have a pitched roof in matching materials wherever possible.
e) Be constructed with cheeks and pitched roofs clad in tiles or slates of a matching colour and texture of the existing roof, and not be clad in board or plastic.

ii) Exceptions to the above requirements depend on:

a) The character of the house and the area.
b) Whether there are a large number of dormer extensions of a particular style in the immediate area.
c) Whether the dormer is a typical feature found in a property of that age.

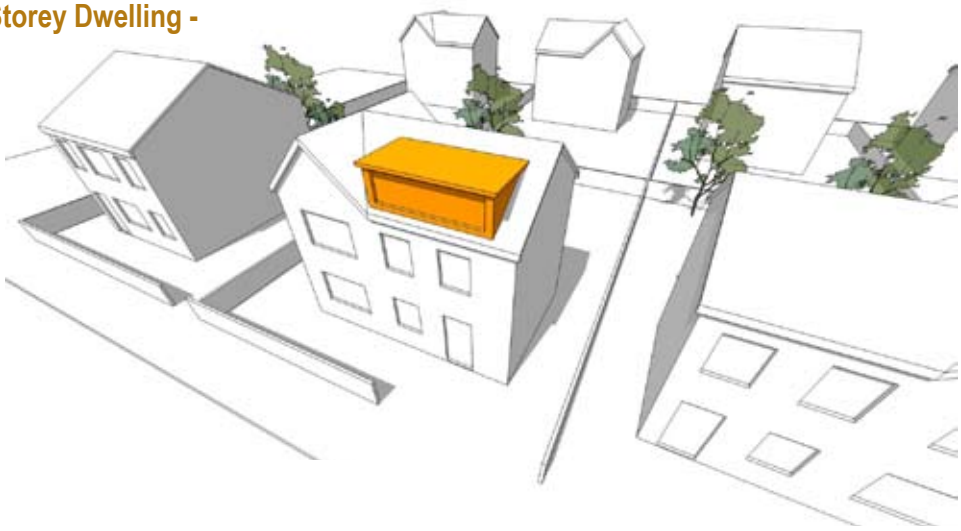
**Design Guidance 6:**
**Rear Dormer on Two Storey Dwelling - Poor Design Approach**



# DORMERS AND ROOF EXTENSIONS

**Design Guidance 6:**
**Rear Dormer on Two Storey Dwelling - Good Design Approach**

**Design Guidance 6:**
**Front Dormer on Two Storey Dwelling - Poor Design Approach**



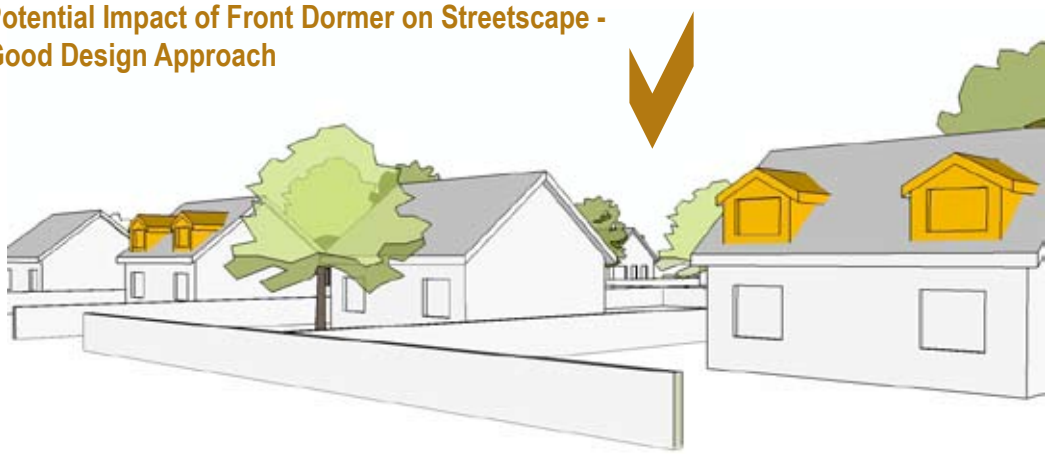
**Design Guidance 6:**
**Front Dormer on Two Storey Dwelling - Good Design Approach**

## Design Guidance 6: Side Dormer on Single Storey Dwelling - Poor Design Approach

## Design Guidance 6: Side Dormer on Single Storey Dwelling - Good Design Approach

**Design Guidance 6:**
**Potential Impact of Front Dormer on Streetscape - Poor Design Approach**

**Design Guidance 6:**
**Potential Impact of Front Dormer on Streetscape - Good Design Approach**



# CORNER EXTENSIONS

7
Design Note

1. Side gardens make an important contribution to the character of the streetscene. Existing side building lines should normally be respected unless it can be shown that a proposed extension will not have a negative impact on the streetscene.

2. In most cases, a single-storey extension will be preferable, as it will have less impact on the streetscene whereas a two-storey extension would. Where it is desirable to build an extension which is the full height and width of the existing house there may be an opportunity to incorporate a corner feature.

**Design Guidance 7: Corner Extensions**

i) Extensions within the side gardens of corner properties will be permitted where:

a) they are not harmful to the street scene.
b) they are not out of character with the area.

**Design Guidance 7:**
**Corner Extension Overly Dominant**
**Poor Design Practice**

**Design Guidance 7:**
**Corner Extension Subordinate**
**Good Design Practice**

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# FRONT EXTENSIONS (including large porches)

8 Design Note

1 Opportunities for acceptable front extensions are more likely to exist where there is ample space at the front of the property, where housing is of low density and also detached.

**Design Guidance 8: Front Extensions (including large porches)**

i) Both single and two storey front extensions will only be permitted where they:

a) Are not intrusive in the street scene.

b) Are modestly sized and are sympathetically proportioned with the main building.

c) Do not unduly affect the amenities of neighbours.

d) Are in keeping with and do not harm the character of the building.

**Design Guidance 8:**
**Front Extension - Poor Design Approach**

**Design Guidance 8:**
**Front Extension - Good Design Approach**

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# CONSERVATION AREAS AND LISTED BUILDINGS

9
Design Note

## Development effecting Conservation Areas, Listed Buildings, Locally Important Buildings, and other Designated Assets[2] or their Setting.

1. Some parts of Blackpool, Fylde and Wyre have been designated as Conservation Areas owing to their special historic or architectural character. In addition, some homes within the three Boroughs have special architectural features or are of historical interest and have been protected as Listed Buildings. There are also other designated and other locally important buildings and assets. In all these cases stricter planning controls apply in order to preserve their special character and their setting[3].

2. If you think your proposal may involve one or more of the above, then you should contact your Council's Conservation Officer or Heritage Adviser (see Section B) before undertaking any design work.

## Listed Buildings

3. Listed Building Consent is required for any internal or external works that affect the architectural or historic character of a Listed Building, whether or not the particular feature concerned is specifically mentioned in the list description.

4. Local planning authorities must 'have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses' (PPG15: Planning and the Historic Environment). In order to assist the Council in this, it is important that a detailed justification is included with any application.

**Important Considerations:**

The original design and use of the Listed Building. If it is of a simple form, such as a double fronted cottage, a front or side extension could destroy its integrity.

i) Is the architecture of the building suitable for the uses it contains? Is it trying to be too grand or pretending to be more modest than it really is?

ii) Has the building been extended in the past? If so, it may not comfortably take further additions without the loss of its character.

iii) Will it still be possible to read the building's original form if it is extended? What materials are used? How do they relate to those of the surrounding buildings? Is the quality high?

iv) Will there be a significant loss of historic fabric? If it includes the loss of internal or external walls, or roof timbers for example, it is unlikely to be acceptable.

v) Will the works be reversible? Any works must not preclude the ability to return the building back to its original form in the future.

v) Listed Buildings within Fylde Borough "saved" supplementary policy guidance: Windows, Doors and Architectural Joinery also applies.

vi) "The listing grade is a material consideration but is not of itself a reliable guide to the sensitivity of a building to alteration or extension." (PPG15)

[2] Scheduled monuments, and registered parks and gardens.
[3] Please note that Wyre Borough Council are intending to make Article 4 Directions within Conservation Areas upon the completion of specific Conservation Area Appraisals. This will have the effect of removing all permitted development rights within these areas.

5. Conservatories: It may be possible to add a conservatory to a Listed Building since visually light and permeable structures can often be seen as an acceptable approach to extending such a property. They should be constructed from traditional materials such as timber or cast iron. In most cases, a contemporary approach would be preferable to a more traditional style conservatory.

6. Where significant changes, alterations or extensions are proposed to a listed building or other historic structure, that the council may require the production of a record of the structure 'as existing' and its deposition in an appropriate archive prior to any works commencing. Such a record would be intended to mitigate against the impact of the proposals and to provide a record of any features that would be removed, hidden, obscured, or otherwise impacted by the development. Guidance on the content of such a record can be obtained from the appropriate Conservation Officer, from the Lancashire County Archaeology Service, and other heritage professionals."

7. Before making an application, please ask the Council for a copy of the English Historic Towns Forum (EHTF) publication, 'Making Better Applications for Listed Building Consent'. Alternatively, this document can be downloaded from the EHTF website: www.ehtf.org.uk.

8. The JLSP 'Landscape and Heritage SPG' also provides useful guidance on the quality and character of the built fabric and should be consulted where appropriate. (please note that this document shall cease to have effect once the RSS is adopted).

9. The English Heritage/CABE publication 'Building In Context' also offers useful guidance on the design of extensions to Listed Buildings see www.english-heritage.org.uk.

10. You are also advised to discuss your proposals with your Council's Conservation Officer or other Historic Buildings Advisor before making a Listed Building Consent application (see Part B of the main document for Contact Details).

## Conservation Areas

11. These are considered to be 'areas of special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' (Planning (Listed Buildings and Conservation Areas) Act 1990).

12. The emphasis within Conservation Areas is on ensuring local character is strengthened, not diminished, by change.

13. Special regard should be given to matters such as scale, height, massing, detailed design and quality of materials in the interests of harmonising with the existing properties. In some cases it may be necessary to reproduce an historical style of architecture in order to match existing buildings. However, in certain cases a design in a modern idiom may be acceptable provided the matters listed above, such as materials and scale, are appropriate. You must demonstrate that your proposals preserve or enhance the character or appearance of the Conservation Area. (Applicants should also consider the potential impact of extensions on important features, such as front boundary walls which contribute to the street scene and setting of buildings within Conservation Areas).

14. If your house is in a Conservation Area (or alterations will affect a Listed Buildings setting) your application for planning permission for an extension will have to be accompanied by a 'Design and Access Statement'. You are strongly advised to contact your Council's Development Control Service to discuss your proposals and to seek advice on the preparation of a 'Design and Access Statement' before making a planning application (see Part B of the main document for Contact Details).

15. "While conservation (whether by preservation or enhancement) of (an areas') character or appearance must be a major consideration, this cannot realistically take the form of preventing all new development: the emphasis will generally need to be on controlled and positive management of change." (PPG15)

**Design Guidance 9: Extensions To Listed Buildings, To Buildings Within Conservation Areas, To Locally Important Buildings, and to Buildings within Designated Areas (or to buildings which effect their settings)**

i) Extensions to a Listed Building (or locally important building) should preserve and respect the architectural and historic character of the original house and be designed to complement its size, scale and appearance.

ii) Particular attention should be given to the use of detail and materials which should reflect the special quality of the building.

iii) Extensions should be designed to specifically preserve or enhance the special character or appearance of Conservation Areas or other designated areas.

iv) Regard should be had to the relevant 'Conservation Area Appraisal' document, where one exists, prior to the commissioning of any work.

v) Extensions to buildings which affect the setting of any designated asset or locally important building should be designed so as to avoid any detrimental visual impact on its special character or appearance.

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# RURAL AREAS

10
Design Note

1. When considering extensions to homes located in the countryside, in addition to the guidance set out in other Design Notes, further consideration needs to be given to the need to protect its open and rural character.

2 In rural areas the overall objective is to control substantial additional building where development is not normally allowed. These areas are shown in the Blackpool, Fylde and Wyre Local Plans as countryside areas, Greenbelts and Areas of Outstanding Natural Beauty (AONB).

3. Specific Policies for extensions to homes located within these areas are set out in the individual Local Plans as set out below and applicants should refer to these (and the written justification for each policy within the Local Plan document) when considering extending their homes and before submitting an application (see Appendix 1 for full details).

**BLACKPOOL LOCAL PLAN 2001 - 2016 (JUNE 2006)**

Policy NE3 Replacement Dwellings and Extensions in the Countryside

**FYLDE BOROUGH LOCAL PLAN 1996 - 2006 : ALTERATIONS REVIEW (OCTOBER 2005)**

Policy HL4 : Enlargement and Replacement of Rural Dwellings

Policy SP2 : Development in Countryside Areas

Policy SP3: Development in Green Belt

Policy SP6 : Conversion of Existing Buildings Outside Settlements:

**WYRE BOROUGH LOCAL PLAN 1ST DEPOSIT DRAFT 2001-2016 (APRIL 2004)**

Policy (HOUS2): Alterations and Extensions to Residential Properties:

**ADOPTED WYRE BOROUGH LOCAL PLAN (JULY 1999)**

Policy H4: Alterations And Extensions To Residential Properties:

**JOINT LANCASHIRE STRUCTURE PLAN: LANDSCAPE AND HERITAGE IN LANCASHIRE –SUPPLEMENTARY PLANNING GUIDANCE (APRIL 2006)**

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# Appendix 1

# Relevant Local Plan Policies

## THIS APPENDIX SETS OUT:

- **'Saved' Local Plan Policies which provide the basis for this SPD**
- **Other Local Plan Policies which may be relevant to your proposal**

# APPENDIX 1 : RELEVANT LOCAL PLAN POLICIES

## BLACKPOOL LOCAL PLAN 2001 - 2016 (JUNE 2006)

### Policy BH3 - Residential and Visitor Amenity

**A. Developments will not be permitted which would adversely affect the amenity of those occupying residential and visitor accommodation by:**

**(i) the scale, design and siting of the proposed development and its effects on privacy, outlook, and levels of sunlight and daylight, and/or**

**(ii) the use of and activity associated with the proposed development, or by**

**(iii) the use of and activity associated with existing properties in the vicinity of the accommodation proposed**

**B. Residential units will need to provide a rear or side garden, or other area of outdoor private amenity space, of sufficient size to meet the needs of their occupiers. Exceptionally flat developments without private amenity space will be acceptable where:**

**(i) the characteristics of the site and/or surrounding built form preclude the provision of private amenity space**

**(ii) the development is in a highly accessible location**

**(iii) the development would have wider regeneration benefits or would re-use vacant space above commercial premises in shopping centres, and**

**(iv) adequate provision is made for the storage of refuse and materials for recycling**

**The ability for people to enjoy their homes, or their stay in the resort, will be an important consideration in determining planning applications for development. To this end the plan will protect the environment of residential and visitor accommodation areas from over-intrusive development.**

**Development should respect the privacy, outlook and levels of sunlight and daylight received by existing properties and ensure that adequate amenity standards are provided for the occupiers of new properties.**

In mixed use areas, the activities generated by the commercial use of a property, particularly those carried on outside normal office hours, can cause disturbance to the occupiers of neighbouring properties. Development that is likely to cause unacceptable disturbance will not be permitted or, where appropriate, planning conditions will be attached to permissions limiting the intensity of use or hours-of-use of the site. Similarly, new housing or visitor accommodation will not be permitted in close proximity to existing commercial uses that are likely to cause disturbance to the potential occupiers, unless adequate mitigating measures are provided.

Provision of an adequate sized area of private amenity space is essential to creating a high quality residential environment. For houses this would be expected to take the form of a rear or side garden that is not unduly overlooked or overshadowed by surrounding properties. In flat developments, private amenity space can take the form of a shared courtyard/ garden or, in appropriate locations, private balconies or roof gardens. Exceptions may be made for high quality flat developments in highly accessible locations, for example in or on the edge of the town centre, which would have wider regeneration benefits and where the site characteristics preclude the provision of any form of private amenity space.

The council intends to produce a supplementary planning document on residential layout and community safety that will develop standards for the provision of private amenity space in all forms of residential development.

### Policy LQ1: Lifting The Quality of Design

**All new development will be expected to be of a high standard of design and to make a positive contribution to the quality of its surrounding environment. All planning applications for large-scale developments or smaller developments occupying prominent and/or sensitive locations, such as gateways and activity nodes must be accompanied by an 'urban design statement'. This statement will need to set out the design principles of the development covering the following:**

**(i) site appraisal and context**

**(ii) layout of street and spaces**

**(iii) activity and movement patterns**

**(iv) building design**

**(v) public realm design**

**(vi) landscape design, including wildlife and biodiversity issues**

**(vii) energy and resource conservation**

**(viii) other relevant design issues**

For the purposes of this policy, large scale developments are defined as residential schemes of 5 or more units or non-residential proposals in excess of 500 sqms. Sensitive and prominent locations are considered to be those within or adjacent to conservation areas, those directly affecting the fabric or setting of a listed building, those sites occupying landmark or nodal locations with the town centre, and any site within the resort core or resort neighbourhoods with any elevation fronting onto the promenade.

There is a clear need to promote higher standards of design across Blackpool. Good design not only improves the appearance of a place but also attracts and retains investment and visitors and promotes civic pride. In Blackpool, a significant amount of past development has not met these standards and there are relatively few good quality reference points. Some areas of Blackpool will undergo major physical change over the plan period and it is essential that new developments create quality places that establish a new standard for future development.

Planning policy statement 1: "delivering sustainable development" advises that planning authorities should plan positively for good design to ensure creation of well-mixed and integrated developments. Where required an urban design statement should include an appraisal of the site and its context and demonstrate how the proposed design chapter.

The council intends to adopt an urban design framework, as a supplementary planning document, for the town centre, resort core and resort neighbourhoods that will provide that townscape context for information development control decision-making and the production of character area appraisals and development briefs in these areas.

### Policy LQ2: Site Context

**The design of new development proposals will be considered in relation to the character and setting of the surrounding area.**

**A. New developments in streets, spaces or areas with a consistent townscape character should respond to and enhance the existing character. These locations include:**

**(i) affecting the setting of a listed building**
**(ii) conservation areas**
**(iii) other streets, frontages and areas with a consistent townscape character**

**B. New developments outside these locations should:**

**(i) complement the prevailing design character of the surrounding area**

**and/or**

**(ii) be high quality contemporary and individual expressions of design**

The character and setting of Blackpool's high quality buildings and historic areas should be respected and enhanced by new development. Consideration should be particularly given to respecting and enhancing the established building line and the scale, massing, vertical and horizontal rhythms and materials of neighbouring buildings. Streets, frontages and areas with a consistent townscape character will be identified by the council through character area appraisals.

In areas where the townscape quality is lower, the poor quality of past development should not be regarded as a precedent for similar proposals. Developments should provide new positive reference points of quality. Contemporary and individual expressions of design will be encouraged but it may also be appropriate for designs to respond to the prevailing design character of the surrounding area.

### Policy LQ6: Landscape Design and Biodiversity

**New development will be required to incorporate appropriate landscaping and benefits to biodiversity wherever possible, that:**

**(i) enhances the spaces between and around buildings, including new streets**

**(ii) retains existing mature trees, shrubs, hedgerows and other landscape features and species, or habitats of ecological importance, within the site where possible and incorporates them into the overall design**

**(iii) makes provision for appropriate replacement planting or creation of features where the removal of existing mature landscaping or important ecological species or habitats is unavoidable**

**(iv) provides new planting of appropriate specification, including the use of indigenous species and semi-mature planting, where appropriate**

**(v) avoids the creation of left over spaces**

**(vi) provides an adequate buffer between obtrusive developments, such as industry, and other uses.**

**(vii) avoids interference with the operation of public cctv systems where in place.**

Development proposals will be required, where appropriate, to submit a suitable and comprehensive landscaping scheme, with clear proposals for implementation and maintenance, as part of the planning application.

Landscape design should be given adequate consideration at an early stage in the design process. Developments that include spaces between and around buildings will need to address landscape design issues as part of the planning application. A landscape design scheme should aim to integrate a development into its surroundings with minimal impact on the environment, whilst at the same time creating an attractive setting in the immediate vicinity.

As far as practicable existing mature landscape features and species or habitats of ecological importance should be retained and integrated within the design of the overall scheme. This will help to secure Blackpool's contribution towards meeting Lancashire Structure Plan Target 20.1 of no net loss of hedgerows through development between 2001-2016. Proposals that will lead to unacceptable tree, shrub or hedgerow loss will not be permitted. Where replacement planting is necessary it should aim to introduce species and create habitats which make a positive contribution to local biodiversity. The council will also protect trees and groups of trees by making tree preservation orders where appropriate.

Removal of protected trees will only be allowed in exceptional circumstances, where trees endanger public safety or are diseased, and on condition that replacement planting takes place.

The council intends to adopt a 'landscaping and planting' design guide to assist developers to incorporate viable arrangements for landscaping and planting in their proposals.

### Policy LQ8: Energy and Resource Conservation

**Developments should be designed in a way that minimises their overall demand for resources. Proposals for development will need to take into account:**

**(i) the efficient and effective use of land, including the reuse of existing buildings where appropriate**

**(ii) the use of environmentally friendly materials, including the re-use of construction materials and recycled aggregates, where appropriate**

**(iii) maximising the use of natural heat and light and minimizing the use of non-renewable energy sources through orientation, siting and external and internal design of buildings and use of landscaping**

**(iv) the possible incorporation of photovoltaic cells, active solar panels and other small-scale sources of renewable energy**

**(v) the potential need for measures that enable the development to collect, store and recycle rainwater**

**(vi) the provision of storage facilities for materials to be recycled**

Good design and the use of secondary and recycled materials from well-managed sources can help to promote sustainable development by minimising the overall demand for resources generated by new development.

Land is a non-renewable resource and other policies of this plan promote the development of vacant, derelict and under-used brownfield sites before the further release of greenfield land. Where development opportunities arise it is important that proposals maximize the development potential of the site. Schemes that under-develop a site will be unacceptable.

The orientation and layout of development can take advantage of solar radiation. Daylighting reduces the need for artificial lighting and passive solar gain reduces the need for heating. The solar potential of a site can be optimised by broadly orientating buildings to the south, where the site characteristics allow.

The government has set a target to see 10% of the uk's electricity requirements being met from renewable energy generation by 2010. Over the next few years Blackpool's contribution to this target is likely to come mainly from small scale renewable energy sources that can be incorporated within buildings or groups of buildings. The council particularly encourages new development to incorporate renewable energy technology within the proposed design. Photovoltaic cells are a rapidly developing technology that converts solar radiation directly into electricity whilst active solar panels heat water directly. Small wind turbines can also be incorporated on some non-residential buildings. Potential for large-scale renewable energy development, such as wind farms, is more limited in Blackpool because of the borough's tightly drawn administrative boundaries. Government guidance and joint Lancashire Structure Plan Policy 25 direct such development away from urban areas, green belts and sites of special scientific interest (sssis).

Managing water use reduces the demand on the water supply thus conserving precious water resources. Rainwater collection, from installing a simple water butt on a house to the use of large storage tanks in commercial buildings, can be used for watering gardens or other areas of landscaping. A supplementary planning document will be prepared to supplement policy LQ8, incorporating information on the provision of recycling facilities and technologies.

## Policy LQ9: Listed Buildings

**A. Demolition of a listed building listed building consent for the total or substantial demolition of a listed building will not be granted, other than in exceptional circumstances. Applications will be considered having regard to the following criteria:**

**(i) the importance of the building, its intrinsic architectural and historic interest and its contribution to the local street scene**

**(ii) the condition of the building and the cost of repairing and maintaining it in relation to its importance**

**(iii) the adequacy of efforts made to retain the building in use**

**(iv) the merits of alternative proposals for the site and whether they bring substantial public benefits for the community which decisively outweigh the harm resulting from demolition**

**(v) development affecting the setting of a listed building development which adversely affects the character or appearance of a listed building, or its setting will not be permitted**

**(vi) alterations and extensions to a listed building proposals for the repair, alteration or extension of a listed building will only be granted consent where:**

**(vii) the essential character of the building is retained, including any features of architectural or historic interest which contribute to the reasons for its listing**

**(viii) the works proposed make use of original and/or sympathetic materials which match or are in keeping with those found on the listed building**

Listed building consent is required for the demolition, or any alteration to the interior or exterior, of a listed building which would affect its character as a building of special architectural or historic interest. There is a presumption in PPG15 'planning and the historic environment', in favour of the preservation of listed buildings and against demolition.

Consent for the demolition, or substantial demolition, of a listed building will not be granted, other than in exceptional circumstances. Where consent for total or substantial demolition is sought an application will need to be accompanied by a 'statement of justification'. This must include an appraisal of the intrinsic architectural and historic value of the building, a condition survey, costings, and a marketing exercise. Consideration will also be given to the merits of proposals for the site, which should substantially outweigh the harm resulting from demolition, be designed to the highest standards and have wider community benefits.

The character and appearance of a listed building can be harmed by inappropriate alterations or extensions and also by insensitive development within its setting. Proposals that adversely affect the setting of the listed building, through their scale, design or siting will be refused consent. Repairs, alterations or extensions to listed buildings will need to retain interior and exterior features of architectural and historic interest. Proposals to remove such features will need to be accompanied by a 'statement of justification'. Listed building consent will not be granted unless the 'statement of justification' demonstrates there are exceptional circumstances that require the removal of such features. Extensions must be designed in keeping with the listed building and use original and/or sympathetic materials.

### Policy LQ10: Conservation Areas

**A. New development applications for development in conservation areas will be considered against the following criteria:**

**(i) the development must preserve or enhance the character and appearance of the conservation area**

**(ii) the development will need to respect the scale, massing, proportions, materials and detailing of similar building forms within the conservation area**

**(iii) trees and other landscape features contributing to the character and appearance of the area must be retained**

**B. Demolition permission for the demolition of any building or structure that makes a positive contribution to the character or appearance of a conservation area will not be granted, other than in exceptional circumstances.**

**Applications will be considered having regard to the following criteria:**

**(i) the importance of the building or structure, its intrinsic architectural and historic interest and its contribution to the character and appearance of the conservation area**

**(ii) the condition of the building or structure and the cost of repairing and maintaining it in relation to its importance**

**(iii) the adequacy of efforts made to retain the building in use**

**(iv) the contribution any replacement building makes to the character and appearance of the conservation area. Development involving demolition in a conservation area will be permitted where the building to be demolished makes no positive contribution to the character and appearance of the conservation area. Demolition will not be allowed before detailed proposals for re-use of the site, including any replacement buildings, have been approved**

**C. Talbot Square Conservation Area Extension**

**It is proposed to extend the Talbot Square conservation area to include those parts of Clifton Street, Abingdon Street, Edward Street, Cedar Square and Church Street defined on the proposals map. The emphasis within the extension will be on enhancement.**

Conservation areas have been designated in two areas of Blackpool, Stanley Park and Talbot Square. These are areas of Blackpool with special architectural and historic interest that merit protection and improvement. Insensitive development, including extensions and alterations to existing buildings, can have a serious detrimental impact on the character of conservation areas.

Special consent must be obtained for the demolition of buildings in a conservation area. PPG15 states that there should be a presumption in favour of the preservation of buildings or structures that make a positive contribution to the character and appearance of the conservation area. For such buildings the same criteria used to assess applications for the demolition of listed buildings will apply. Where a building makes no contribution to the character or appearance of a conservation area, consent will be granted for demolition providing alternative proposals for the use of the site have been approved.

The council is under a duty to review boundaries of existing conservation areas and consider the designation of new conservation areas in accordance with consistent standards and will carry out an assessment of the special interest of each area. The plan proposes to extend the boundaries of the Talbot Square conservation area to include streets and frontages around key buildings in the town centre such as the head post office, winter gardens and st john's church. The council has successfully bid for funding through the townscape heritage initiative (thi), a grant-giving programme administered by the heritage lottery fund that supports schemes to regenerate the historic environment in towns and cities, to help revive and restore the historic buildings and historic fabric of the extended Talbot Square conservation area. The thi will have four main objectives:

- to facilitate the repair of historic buildings
- to reinstate architectural features which have been lost
- to bring vacant/under-used floorspace back into use
- to undertake public realm works (streetscape improvements)

### Policy LQ14: Extensions and Alterations

**Applications for extensions or alterations will be considered in relation to the existing building, adjoining properties and to the surrounding area.**

**A. Overall design – extensions and alterations must be well designed, sited and detailed in relation to the original building and adjoining properties. Past, unsympathetic alterations and extensions of adjoining properties should not be regarded as a precedent for further similar proposals.**

**B. Materials will need to match or be complementary to the original building.**

**C. Roof extensions will be acceptable where they will not:**

**(i) be detrimental to the appearance or undermine the unity, roofscape or the townscape quality of the original and nearby buildings**
**(ii) result in over-intensive development of a property with inadequate levels of private amenity space. Roof lifts will not be permitted**

**D. Rear extensions will not be permitted where they would result in inadequate levels of private amenity space being provided.**

**E. Front extensions beyond the main front wall of a property will not be permitted where they would disrupt a uniform building line.**

Extensions and alterations to existing buildings account for a significant proportion of planning applications in the borough. Well-designed extensions and alterations that are in keeping with the scale and character of the original building and neighbouring properties will be acceptable. In assessing how a proposal relates to neighbouring buildings consideration will be given to the original design and form of those properties.

Some areas of Blackpool, particularly the resort neighbourhoods and other inner area neighbourhoods, are intensively developed with little or no private amenity space to the rear of properties. Proposals should not result in an inadequate level of private amenity space or exacerbate an existing deficiency. The creation of additional flat units by extensions to the rear or side of properties, or into the roof space will not be permitted in the defined inner areas.

Roof lifts have been used as a way of extending holiday accommodation by the addition of a further storey. Usually they consist of building up the outer walls of a property and replacing the pitched roof with a flat roof, sometimes at a higher level than the original ridge. Roof lifts are generally out of scale and character with the original property and, particularly when used on front elevations, have a detrimental effect on the street scene. Where upward extension of a property is acceptable, roof extensions should take the form of a dormer, where the use of roof space is allowed by the introduction of windows set within and framed by the existing roof. The dormer's materials and design should be in character with the existing building and roof style.

Inappropriate extensions to the front of properties can be visually obtrusive and detract from the appearance of the original building. In streets that are predominantly in holiday accommodation use, many properties have one-storey sun lounge extensions to the front. In such locations proposals for sun lounges should be designed to reflect the vertical alignment, spacing of windows and scale of the original building and the materials used should match or be sympathetic. Sun lounges will not be permitted where the two adjoining properties have not been extended at the front. The council will require the removal of sun lounges, and the restoration of a frontage with a residential appearance, where permission is granted for the conversion of a propert from holiday accommodation to permanent residential use.

Further detailed design guidance on standards for extensions and alterations will be set out in a revised supplementary planning document.

### Policy NE3: Replacement Dwellings and Extensions in the Countryside

**Extensions and replacements for existing dwellings in the countryside will only be permitted if in keeping with the scale and open character of the designated countryside area or green belt. Extensions and replacements for existing dwellings in excess of 35% of the original ground floor footprint of the building will not be permitted.**

Consistent with the council's policy to resist new residential dwellings, extensions to existing buildings will not be permitted that are clearly in conflict with the open character of the designated countryside areas and green belt.

Modest extensions that relate well to neighbouring developments and are carried out sensitively will be permitted. The council's restrictive policies controlling new housing development in the countryside, however, potentially encourages applications for large extensions and replacement dwellings. Proposed developments that by virtue of their scale, design or materials would have an adverse impact on the visual amenities and remaining rural character of the designated countryside areas and green belt will be resisted. To avoid over large and conspicuous dwellings, no proposals will be permitted exceeding 35% of the original ground floor building footprint.

### Policy NE7: Sites And Features Of Landscape, Nature Conservation And Environmental Value

**The council will protect and retain sites and features of landscape, nature conservation and environmental value. Particular importance is attached to:**

- **sites within the densely built-up inner areas**
- **prominent road/railway frontage sites that provide attractive open breaks**
- **groups of trees and hedgerows that contribute to public amenity and/or are of nature conservation importance**
- **watercourses**
- **other habitats listed in the Lancashire biodiversity action plan (bap) or supporting species listed in the bap. Development proposals must ensure that these sites and features are protected and where possible enhanced. The council will identify suitable sites for landscape enhancement and use its powers to promote and encourage their renewal, including maximising benefits for nature conservation using available grant resources**

Blackpool's intensely built-up urban area means much of the remaining open land has important landscape, nature conservation and environmental value and increases the importance of optimising the amenity value of remaining undeveloped land. Substantial development proposals or any proposals affecting prominent or sensitive sites should have regard to their landscape character and include an assessment of their potential impact on the open and urban landscape.

A large amount of open land is protected from development by other policies of the plan, including public open space, sites of nature conservation value, green belt and countryside areas. Churchyards, school grounds, wasteland, neglected sites and even railway embankments and roadside verges can also have wider amenity and environmental benefits for the community. Where such sites are identified as of importance, the council will seek their conservation.

Particular importance is attached to the retention and enhancement of any well-located sites within the inner areas of the town where existing open space is at a premium. Prominent open sites on main road frontages contribute significantly to the character of an area and should be safeguarded wherever possible. Blackpool's urban nature and exposed coastal location also increases the importance of the few wooded areas and hedgerows that add interest and enjoyment to the local environment. The council will seek to protect significant trees through tree preservation orders.

In addition there are numerous small derelict, untidy or under-used backland sites. Often sites provide very little opportunities for meaningful use due to size, configuration or access problems, with such sites becoming untidy dumping grounds rather than being of amenity benefit to residents.

As part of the response to tackle dereliction there are a range of county, regional and nationally based landscape enhancement grants and programmes to invest in such sites for the benefit of the community. The "remade in Lancashire" initiative is a major new approach focussing on the improvement of derelict, under-used or neglected land (dun land). The council will seek to access such programmes and engage with the local community in identifying and delivering improvements to a range of sites across the borough.

The council will actively seek tounlock the potential for such sites and improve the natural environment for local residents. Potential measures include landscape renewal, wildlife habitats, footpaths, tree planting and community woodlands as well as more formal and informal provision of recreation facilities. Any tree planting will help to secure Blackpool's contribution towards meeting joint Lancashire Structure Plan Target 20.1 which seeks to increase the area of native woodland in the county by 15% by 2016.

**FYLDE BOROUGH LOCAL PLAN 1996-2006: ALTERATIONS REVIEW (OCTOBER 2005)**
***'Enlargement and Replacement of Rural Dwellings'***

As a result of a strong policy presumption against new housing development in the open countryside, the Council from time to time is presented with proposals to enlarge or replace an existing rural dwelling where the extension or replacement substantially overwhelms the original. Modest extensions and replacements (defined as normally not exceeding 25% of the volume of the original premises but in no circumstances exceeding 33%) will normally be acceptable when carried out in the right way. The Council is concerned to avoid over-large dwellings and dwellings of an urban design and appearance in the countryside where they clearly conflict with the established building traditions of the area. The original building will be considered to be that which existed on 1 July 1948.

### Policy HL4: Enlargement and Replacement of Rural Dwellings

**Proposals to enlarge substantially or to replace an existing dwelling with another substantially larger dwelling will not be permitted in countryside areas where the resulting development, by virtue of its scale, design or materials would be out of keeping with the rural character of the area or other traditional dwellings in the location.**

### *Implementation*

Fylde Borough Council: Through Development Control

Target 100% of rural dwellings enlarged or replaced under policy HL4 should be within the 25-33% limitation.

### *House Extensions*

House extensions are a popular way of providing additional living space for families without the complexities of moving house. A large proportion of the planning applications determined by the Council are for house extensions and for most people involvement with the planning process is made in respect of this type of development.

Poor designs can have a significantly detrimental effect on the locality and if repeated, the cumulative impact can be severe.

For this reason it is important that house extensions are designed in such a way as to respect the form of the original building, maintain the character and appearance of the street scene, and maintain residential amenities for neighbouring residents in terms of privacy, loss of sunlight or daylight and general outlook.

### Policy HL5: House Extensions

**House extensions will be permitted provided the following criteria can be met:-**

**(i) the proposal in terms of its scale, design and external appearance is in keeping with the existing building and does not adversely affect the street scene**

**(ii) the amenities of adjacent and nearby residents are not unduly prejudiced by loss of privacy, loss of sunlight or daylight, or by the creation of dominant or overbearing development**

**(iii) sufficient garden area remains to serve the reasonable needs of the occupants of the dwelling**

**(iv) the proposal does not reduce the availability of private off-street car parking to a level below the currently adopted car parking standards**

**(v) the proposal does not prejudice the safety of vehicular access to the site**

**Proposals for other forms of development within the curtilage of a dwelling including garages, garden sheds, greenhouses, animal houses, swimming pools etc will be permitted subject to the above criteria.**

### *Implementation*

Fylde Borough Council: Through Development Control

### *Other References*

Lancashire CC SPG: "Access and Parking"

Note: these standards may change during the life of the plan.

### *Development in Countryside Areas*

A fundamental element of the urban concentration strategy is the need to strictly control development in the open countryside. Policies of restraint in rural areas will, on the one hand, encourage development and investment in existing settlements and, on the other hand, will help to protect the intrinsic value and rural character of the countryside.

This approach is commensurate with the objective of sustainable development, the Government's policies of safeguarding the countryside for its own sake and protecting non-renewable and natural resources.

However, whilst acknowledging the duty placed on local planning authorities to protect the character of the countryside, certain forms of development are necessary to support rural life and maintain or enhance the rural economy. Policy SP2 defines the categories of development which are acceptable in the open countryside in appropriate circumstances.

Most development allowed in the open countryside will be for agricultural, horticultural or forestry purposes where this is necessary for the efficient and effective running of the enterprise. The Council consults the Land Agency Manager of Lancashire County Council's Property Consultancy in respect of most agricultural development proposals to establish whether there is a genuine need for development. Applications for agricultural workers dwellings are considered in relation to Policy SP10.

Some forms of tourism development can be appropriate within the rural areas. These include small-scale tourist accommodation, caravan sites and very exceptionally larger scale tourism development. The Council's policies in respect of these matters are included in Chapter 6.

The re-use of substantial brick or stone buildings, which are structurally sound may be an appropriate way of preserving an important local feature in the landscape or providing for a rural use which otherwise may have required a new building.

Where large developed sites already exist within open countryside, it is appropriate to allow their re-use or redevelopment for purposes that are appropriate in a countryside setting and which would not prejudice the rural character of the area. Policy SP7 gives further guidance on this issue.

Minor extensions to existing dwellings and other non-residential buildings are also acceptable in principle, providing they do not prejudice the character of the countryside and are appropriately designed.
Whilst Policy SP2 below deals with the principle of development in Countryside Areas, the Council recognises the importance of obtaining high standards of design reflecting, where appropriate, local building styles and traditions and the character of the landscape. Policy EP11 covers the issue of quality of development.

### Policy SP2: Development in Countryside Areas

**In countryside areas, development will not be permitted except where proposals properly fall within one of the following categories:-**

**(i) that essentially required for the purposes of agriculture, horticulture or forestry; or other uses appropriate to a rural area, including those provided for in other policies of the plan which would help to diversify the rural economy and which accord with policy SP9**

**(ii) the rehabilitation and re-use of permanent and substantial buildings which are structurally sound, in line with policies SP5 and SP6**

**(iii) the re-use, refurbishment or redevelopment of large developed sites in line with policy SP7**

**vi) minor extensions to existing residential and other buildings**

**v) development essentially needed for the continuation of an existing enterprise, facility or operation, of a type and scale which would not harm the character of the surrounding countryside**

### *Implementation*

Fylde Borough Council: Through Development Control

### *Other References*

PPG7: The Countryside: Environmental Quality and Economic and Social Development

Lancashire Structure Plan: Policy 1

Fylde Borough Local Plan: Policies SP5, SP6, SP7 and SP9

## *Development In Green Belt*

The concept of green belt was introduced nationally by the government in 1955. The function of green belt designation is to place special restrictions on development in rural areas surrounding or near to major urban areas. In particular, the purposes of green belt designation are as follows:-

(i) to check the unrestricted sprawl of large built-up areas
(ii) to safeguard the surrounding countryside from further encroachment
(iii) to prevent neighbouring towns from merging into one another
(iv) to preserve the special character of historic towns, and
(v) to assist in urban regeneration

In the January 1995 revision to PPG2: green belts, the government restated its continued support for green belt and the contribution it makes to sustainable development objectives.

Lancashire Structure Plan Policy 2 identifies four areas within Fylde Borough which are designated as green belt. These areas are between staining and Poulton le Fylde, between south Blackpool and St Annes, between Lytham and Warton and between Freckleton and Kirkham.

One of the essential characteristics of green belt is its permanence and government guidance states that once defined, green belt boundaries should not be changed unless alterations to the structure plan have been approved or other exceptional circumstances exist which necessitate such revision.

No such alterations have been made to the structure plan and the council believes that there are no exceptional circumstances which would warrant a major revision to existing green belt boundaries. However, the proposals map shows some minor local changes to previous green belt boundaries at St. Annes and Warton. Green belt boundaries have been defined to coincide with proposed roads and the definition of those roads have been changed slightly compared with the previous edition of the local plan.

There is a strong presumption against inappropriate development in the green belt over and above that which normally applies within countryside areas. Such development will not be approved, except in very special circumstances and it is for the applicant to show in such cases why planning permission should be granted. Very special circumstances to justify inappropriate development will not exist unless the harm likely to be brought about by the proposed development is clearly outweighed by other considerations. Even where development would not harm the openness of the green belt or the purposes of including land within it, the visual amenities of the green belt should not be injured by proposals for development within or conspicuous from the green belt.

### Policy SP3: Development in Green Belt

**Within the green belts defined on the proposals map, planning permission will not be given except in very special circumstances for the erection of new buildings, other than for the purposes of agriculture, forestry, essential facilities for outdoor sport and recreation, for cemeteries and for other uses which preserve the openness of the green belt and which do not conflict with the purposes of including land within it.**

**Where no change of use is involved, the limited extension or alteration of existing dwellings will be permitted as will their replacement with a building of similar size to the original.**

**The re-use of permanent and substantial existing buildings will be permitted subject to the criteria identified in policies SP5 and SP6 and providing that the proposal would not have a materially greater impact than the present use on the openness of the green belt and the purposes of including land within it.**

**Forms of development other than those referred to above will not be permitted unless they maintain the openness of the green belt do not conflict with the purposes of including land within it and do not injure the visual amenities of the green belt.**

### *Implementation*

Fylde Borough Council: Through Development Control

### *Other References*

### *PPG2: Green Belts:*

Lancashire Structure Plan: Policies 2 and 4.

### *Conversion of Existing Buildings Outside Settlements*

Although new development in the open countryside and in Green Belts is subject to strict controls, there may be circumstances where, for economic reasons or on conservation grounds, the re-use, adaptation or conversion of existing rural buildings for new commercial, industrial or recreational uses would be appropriate. Such re-use or adaptation could help to reduce demands for new buildings in the countryside and could encourage diversification of the rural economy.

Government advice as contained in both PPG2: 'Green Belts' and PPG7: 'The Countryside : Environmental Quality and Economic and Social Development' is fully supportive of the re-use of existing agricultural and other rural buildings. The use of existing buildings for new purposes will support the objectives of sustainable development.

Residential conversions have a minimal benefit on the rural economy and for other reasons can prejudice the character of the countryside. For instance residential conversions can often have detrimental effects on the fabric and character of traditional and historic farm buildings, and the creation of a residential curtilage around a newly converted building can sometimes have a harmful effect on the character of the countryside.

The development of new housing in the countryside is subject to strict controls and this has been the case for many years. It is against this established principle and for the reasons indicated above that the Council will consider planning applications for changes of use of rural buildings to residential purposes with particular care.

Whilst policies SP5 and SP6 make provision in principle for the re-use of rural buildings, there should not be an overall presumption that such development will always be acceptable. It is important that the criteria against which the Council will consider individual development proposals, are clearly set out. Further, the Council will need to be convinced that a particular building is suitable for adaptation or conversion. As such, planning applications for conversion or adaptation of buildings will only be considered favourably where detailed plans are submitted to show how the development can be achieved and what the effects would be on the building. Applicants should also be aware that the Council will require the submission of a structural survey in respect of conversion schemes. Any proposals to make structural alterations or rebuild sections of a building must be agreed with the Council as part of the application process.

With changing agricultural practices, the Council anticipates that from time to time there are likely to be proposals put forward for the re-use or adaptation of modern agricultural buildings e.g. steel framed sheds. Whilst such proposals may be acceptable for industrial, commercial or recreational uses, there will be a strong presumption against the conversion of such buildings to residential use. For the avoidance of doubt, proposals for tourist facilities and accommodation such as camping barns, hostels other small scale farm accommodation and holiday houses for letting will be considered under Policy SP5. Proposals for second homes will be considered in relation to Policy SP6.

### Policy SP6: Conversion of Existing Buildings Outside Settlements

**In the countryside areas and green belts, the conversion of agricultural or other buildings to residential use will not be permitted except where:-**

**(i) It is necessary for purposes of agriculture, horticulture or forestry, or**

**(ii) Where it would form a necessary subordinate part of a scheme for business re-use, which would significantly benefit the rural economy, or**

**(iii) It would result in the preservation of a building of architectural or historic interest, or which makes a special contribution to the rural landscape and the applicant has previously made every reasonable attempt to secure suitable business re-use**

**Additionally conversion proposals will only be permitted where all of the following criteria can be met:-**

**(i) the building must be of a permanent and substantial construction in brick or stone, have a form, bulk and general design in keeping with its surroundings and be structurally sound**

**(ii) the building must be capable of conversion or re-use without substantial reconstruction or major demolition and without major extension**

**(iii) the conversion or re-use, including any additional or replacement buildings, extensions to existing buildings and the creation of any residential curtilage, must be achievable without having harmful effect on the character of the building, its setting in the landscape and the surrounding countryside**

**(iv) there would be no conflict with any adjacent or nearby buildings, uses or operations**

**(v) the site has, or must be capable of being provided with, safe and adequate vehicular access, satisfactory foul and surface water drainage disposal arrangements and other essential services without involving unnecessary expenditure by public authorities and utilities**

### *Implementation*

Fylde Borough Council: Through Development Control

### *Other References*

PPG2: Green Belts

PPG7: The Countryside: Environmental Quality and Economic and Social Development

Lancashire Structure Plan. Policies 1, 2 and 4

**ADOPTED WYRE BOROUGH LOCAL PLAN 1991 TO 2006 (1999)**

### Policy SP14: Standards Of Design And Amenity

**The council will seek to apply consistent principles and high standards of design and amenity for all types of development. Where development proposals generally accord with the principles of the development strategy and with other relevant policies and proposals of this plan the following criteria will therefore also need to be satisfied:**

**A. The proposal should be compatible with adjacent existing land uses and any other relevant adjacent proposal of this plan**

**B. The development should be acceptable in the local landscape in terms of its scale, mass, style, siting and use of materials, including any associated advertisement matter**

**C. Any development proposal should respect and accommodate existing important features of the site such as preserved trees, biological and heritage features and public footpaths**

**D. The proposal should enjoy satisfactory access, parking and servicing facilities which should not prejudice the provision of such facilities for neighbouring properties on an individual basis or as a joint arrangement**

**E. The traffic associated with the development should not have any adverse impact on the local environs nor on the local highway network generally**

**F. Suitable landscaping and/or screening should be employed to satisfactorily ameliorate the impact of the development and any necessary associated activities (for example parking, external storage)**

**G. Where appropriate, and particularly in those developments where access is intended for the general public, adequate provision should be made in the design for the special access needs of the physically impaired and for the safety and convenience of other vulnerable groups**

**H. The interrelationship between buildings and open spaces in any layout should act to minimise opportunities for criminal activity, consistent with good layout and architectural design**

### *Justification*

The council is conscious that the generally high quality and diversity of the local environment is a particular asset enjoyed by the community and is anxious that those high standards of amenity are maintained, and where possible improved, throughout the borough.

By the careful control of land use, the design and siting of new development and the protection of those existing features of importance the council intends to ensure that proposals are entirely sympathetic to the qualities and character of the local environment and that residential amenity and considerations of safety for both person and property are not prejudiced.

In those areas which enjoy a special landscape designation or where development relates to land or buildings which have some form of protection (for example listed buildings, conservation areas, defined open areas) the criteria may be more stringently applied but the overall principle remains the same, that is, to achieve high standards of development and ensure that matters such as the nature, style and materials of the development are appropriate and acceptable to the particular local context.

The council's concern in relation to the physically infirm and disabled persons generally is not simply confined to access to individual buildings but also concerns wider issues such as the layout and design of roads and footpaths, the location of street furniture, public utilities and the availability of parking and position of bus stops. In terms of safety and convenience, similar concerns also relate to other groups, such as young children and mothers with prams.

### *Implementation*

By the application of development control powers and by liaison and negotiation between the council's access officer, representatives of the organisations for disabled people and other interested parties. Where appropriate, consultation will also take place with the department of the environment, transport and the regions, and the highways agency.

In considering planning applications the council will, as a matter of practice, seek to ensure that the principles of secured by design are introduced where appropriate in new developments. Any such measures that will improve the personal security and comfort of the individual will be actively encouraged as design solutions.

### Policy H4 : Alterations and Extensions to Residential Properties

**Proposals to extend or alter existing residential properties within the plan area will be permitted providing that the scheme meets the design and amenity requirements of policy SP14 and does not conflict with any other policy or proposal of this plan.**

**Proposals relating to dwellings located either in the open countryside, green belt or the area of outstanding natural beauty will only be approved provided that the extension or alteration:**

**A. Is appropriate in character and style to the dwelling and the area, and**
**B. Is proportionate in scale to the size of the original building, and**
**C. Is developed using materials appropriate to the locality, and**
**D. Involves a high standard of design which enhances the visual quality of the landscape**

### Justification

In accordance with the objective to protect and enhance the qualities of the residential environment, this policy will ensure that careful consideration is given to all proposals for residential extensions and alterations when planning consent is required. The usual planning considerations for any type of development relating to design, materials, amenity, space, access, car parking, local environment and so on will be applied so that a high standard of development will be maintained for all sizes of schemes. In determining any application reference will also be made to the council's supplementary planning guidance notes, extensions and alterations to dwellings and spacing standards in housing layouts which provides more detailed advice. Although the basic theme of the guidance notes will remain unaltered throughout the plan period minor amendments and additions may be undertaken so that the advice more adequately reflects current national guidance and practice.

In environmental terms, it is important that developments which do take place respect the scale and character of their particular locality. Whilst it may be appropriate for a modest increase in size in order to provide a level of accommodation and a generally recognised range of domestic facilities to modern standards, very large extensions in relation to the size of the existing dwelling can have a detrimental effect not only on the building itself but also on the locality, and will usually be resisted especially in sensitive rural areas. This prevents the loss of important amenity space around dwellings which are built in close proximity to one another, the loss of smaller dwellings in the rural area which are frequently an inherent part of the character and quality of rural landscapes and the creation of disproportionately sized dwellings. It must be emphasised that this policy does not generally relate to proposals to extend converted rural buildings. The conversion of rural buildings will be determined in accordance with policy H6.

In areas designated as open countryside, green belt and area of outstanding natural beauty, all development must be carefully controlled to protect and enhance scenic quality or to maintain the openness of the area. In recognition of this fact, more stringent criteria will be applied to proposals within these areas to ensure an acceptable form of development.

Extensions to dwellings to be used as granny flats and conservatories will also be considered against the provisions of this policy and will be required to meet the same standards of development as any other type of extension.

### Implementation

By the application of development control powers. Attention is drawn to the council's extensions and alterations to dwellings and spacing standards in housing layouts guidance notes which are being published as supplementary planning guidance.

## Policy ENV 9: Conservation Areas

**Development in and adjoining Conservation Areas as defined on the proposals map will only be permitted where:**

**A. Proposals respect the existing character and setting of the area together with views into or out of the area, and**

**B. New buildings are sited so as to retain existing building lines and open spaces, and**

**C. The density, scale, proportions, height and fenestration accord with their surroundings, and**

**D. The use and application of building materials respect local traditional materials, techniques and design characteristics, and**

**E. The scale, proportion and height of advertising material and the use of materials, including colour, is appropriate, and**

**F. Where acceptable the nature and degree of any illumination should have no detrimental impact upon the visual character of the Conservation Area, and**

**G. Landscaping is designed as an integral part of the scheme where appropriate**

**H. Except in those circumstances where it can be clearly shown that demonstrable harm will not be caused to the character of the Conservation Area, and the basis of its designation will not be undermined, and in respect of Listed Buildings is consistent with Policy Env11, development proposals in conservation areas will not be permitted where they include:**

**I. The demolition of Listed Buildings or those buildings which make a positive contribution to the character or appearance of the Conservation Area; or**

**J. The amalgamation of adjacent plots if this results in the development of larger buildings out of scale with their surroundings; or**

**K. The refurbishment of adjoining buildings to create a single larger space user where this would adversely affect the character of the conservation area**

### *Justification*

Conservation Areas are defined as 'areas of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance'. Designation provides additional control over the demolition of buildings and the quality of development or redevelopment in the area and gives additional protection to trees. In certain cases, the designation may enable grants to be obtained from government funded sources towards the repair of buildings.

The following Conservation Areas exist in the Borough at Albert Square, Mount, Pharos (all in Fleetwood), Poulton, Garstang, Calder Vale, Churchtown, Dolphinholme and Scorton.

Information is also available on the Fleetwood Conservation Area Review and Poulton-le-Fylde conservation area review.

Where appropriate the Council will designate further Conservation Areas, having regard to the limited resources available to undertake such steps and any following enhancement schemes. It is implicit that within any designation or enhancement exercise, consultation with local residents, community interest groups, parish or town councils is undertaken.

### *Implementation*

Through the application of development control powers, assisted where appropriate by the provision of detailed design guidelines and the provision of advice to applicants.

The effects of Conservation Area designation broadly relates to controls over the following:

- demolition of buildings
- lopping, topping or felling of trees;
- planning applications which would affect the character of the area
- the provision of detailed information in any application
- limitations on the size of house extensions
- alteration to certain other types of development

The Council will assess areas being considered for designation as Conservation Areas (or existing areas being reviewed) using the following criteria as guidelines:

(i) that the area has a special character and / or historical character which should be maintained. The area should illustrate development either from a particular period, or over a number of periods and thereby form a strong link with the past

(ii) that the special character of the area is reasonably well preserved as a whole

(iii) that the area illustrates all or some of the following features from one or a number of periods

- prevalent building materials
- architectural characteristics
- historical development
- street and boundary layout

(iv) That the area provides an example of the historic development within a particular locality which cannot be replicated, and is therefore unique in that respect and is worthy of conservation for the benefit of the community

In exceptional circumstances, where development of listed or unlisted buildings is to be considered the Council will require detailed plans to be approved for the future of the site and the developer to enter into an agreement to carry out the development within a specified time period following the advice contained in PPG15.

## Policy ENV 10 : Listed Buildings

**Proposals for the repair, alteration, extension (internal or external) or change of use of a Listed Building will be permitted provided that:**

**A. Any changes are entirely in keeping with the character, proportion, detailing and materials of the existing building, and**
**B. The proposal preserves the physical fabric of the building, and**
**C. The proposal does not adversely affect the building's setting or its reasons for listing, and**
**D. Any change of use is necessary to ensure the future of the building**

### *Justification*

As at June, 1996 the Listed Building resource consisted of 450 buildings of which two are grade 1, six are grade 2* with the remainder being grade 2. The stock of Listed Buildings of pre 1840 origins reflect the predominantly rural character of the area. The development of Fleetwood from 1840-1900 saw urban buildings in the town increase considerably. Approximately one third of Listed Buildings in the Borough are concentrated in Fleetwood. All urban areas grew from late Victorian times onwards. However, there are very few Listed Buildings in the Borough from the 20th Century. The authority carried out a buildings at risk survey in 1992. This found that very few buildings were genuinely at risk and that the stock of Listed Buildings was found to be generally in good condition.

Listed Buildings play an important part in Wyre's heritage. The repair and maintenance of Listed Buildings and appropriate alterations (where they are necessary to ensure the continued viability and use of the building) are essential to safeguard the future of that heritage. Proposals which retain the most important features of the listed property and repairs which restore degraded features will be particularly encouraged.

In certain circumstances, the change of use of a building may enable the Listed Building to be maintained and used rather than neglected. Although this may not always be appropriate for all types of uses the Council will adopt a flexible attitude in those suitable cases to ensure the future of the building, whilst having regard to the particular features of the property when considering proposals. This policy reflects the advice of PPG15 and is consistent with Lancashire Structure Plan Policy 22.

### *Implementation*

By the application of development control powers. When considering applications for alterations to, or extensions or changes of use of Listed Buildings, or development affecting their setting the Council will give priority to the maintenance of the fabric and character of the original Listed Building and its curtilage.

Where residential conversion of a listed farm building is proposed, particular regard will be given to protecting the historic fabric and special interest of the building. Residential conversion of listed farm buildings, if carried out unsympathetically, can undermine the whole purpose of the buildings' listing. Whilst Policy H6 deals with the principle of residential conversion, the impact on the Listed Building or its setting will be an important consideration when determining the proposal. Advice on listed farm buildings is contained in the English Heritage statement 'The Conservation of Historic Farm Buildings, 1990'.

Particular attention will be given to all proposals to ensure that:

- existing materials and details are retained so far as possible
- existing openings are not enlarged so that they become out of proportion to an elevation
- new work and materials match the existing as closely as possible, and
- extensions do not dominate the building

Where a Listed Building is left to decay to the point where it may be lost, the Council will use its statutory powers (as appropriate) to secure the future of the building. Design guidance and advice will be provided and the Council will take appropriate enforcement action where unauthorised work is carried out.

**WYRE BOROUGH LOCAL PLAN 1ST DEPOSIT DRAFT 2001-2016 (APRIL 2004)**

### Policy CORE 11: Standards of Design and Amenity

**All development proposals should be compatible with adjacent existing land uses and any other relevant adjacent proposal of this plan.**

**Developers, when applying for planning permission, will be required to demonstrate that all aspects of development form - layout, landscape, density, height, massing, details and materials - reflect the objectives of good design as defined by the following criteria. The council will require all new development to:**

**A. Respect and relate to the character and context of the area in which it is proposed. Development proposals should not detract from, and where possible enhance, the character of the existing area. The development should respect and accommodate existing important features of the site such as natural and heritage features and rights of way, be acceptable in the local landscape and/or townscape, and acknowledge prevailing development form where it contributes to a distinctive area character, and**

**B. Ensure a high quality, safe and accessible public realm. The treatment of spaces, landscaping and linkages should form an integral part of the overall design. Submitted schemes should clearly distinguish between the public and private realm, and exhibit a design and choice of hard materials, boundary treatment and planting appropriate to the particular location and existing landscape and/or townscape character, and**

**C. Provide and facilitate convenient access for pedestrians and sustainable modes of transport where appropriate, integrate with established patterns of movement, and not have any adverse impact on the local environs nor on the local highway network generally by way of additional traffic generated. The proposal should enjoy satisfactory access, parking and servicing facilities appropriate to the nature of the development.**

### *Justification*

The council is conscious that the generally high quality and diversity of the local environment is a particular asset enjoyed by the community and is anxious that those high standards of amenity are maintained, and where possible improved, throughout the borough.

Core national guidance on design issues is given in PPG1 ‘general policy and principles’ (1997). PPG3 ‘housing’, revised in march 2000, promotes good design as a key theme of new housing development. In general, an increasing range of planning policy at all levels is placing greater emphasis on the subject.

Two fundamental aspects of this are greater understanding and response to local context and character, and the creation of high quality 'people friendly' environments. Design considerations should go beyond just issues relating to the style of individual buildings and consider wider 'urban design' factors, ie. How people will interact with the environment. These issues are highlighted at a regional level by the draft regional planning guidance for the north west.

The aim of this policy is consequently to ensure that good design is taken into account as a fundamental aspect of new development. By the careful control of land use, the design and siting of new development and the protection of those existing features of importance the council intends to ensure that proposals are entirely sympathetic to the qualities and character of the local environment and that public amenity is maintained and enhanced. The council will expect developers to demonstrate that they have had full regard to the principles of good design as outlined by this policy.

PPG1 defines urban design as 'the complex relationships between all the elements of built and unbuilt space'. The government guide 'by design' goes on to describe how good urban design should be seen in terms of the effective interrelationship between a set of seven objectives - character, quality of the public realm, continuity and enclosure, ease of movement, legibility, adaptability and diversity - and the physical expression of urban design 'development form' - layout, landscape, density, height, massing, detailing and materials. This policy seeks to apply the objectives as appropriate to new development schemes in the borough.

### *Aspects of Development Form*

The treatment of each of the aspects of form determines how well a site will perform in terms of the objectives of good design. Layout relates to the framework of routes and spaces in a development; landscape is the character and appearance of the land; density relates to the amount of development on any given piece of land; height is the size of a building in relation to it's surroundings; massing is the combined effect of the arrangement, volume and shape of a building or a group of buildings in relation to other buildings and surroundings; details are the craftsmanship, building techniques and decoration used etc.; materials encompass texture, colour etc., and how they are used.

### *Objectives Of Good Design*

In terms of objectives, regard to the existing character of an area is essential. 'By design' outlines how a range of interrelated aspects can contribute to character definition. Reference should be made to the overall townscape of the settlement and its wider landscape, the particular pattern of streets, buildings and spaces in the neighbourhood, the specific scale, massing and design of buildings adjoining the site and in the street, and the presence of features of heritage or ecological value. Local building traditions and materials can also be important, as can the history and use or functions of the area. In seeking to define local character, it must be recognised that this can vary considerably within an area. Wyre comprises a wide variety of both urban and rural settings, settlements of different size and age, and, within each settlement, different character areas. Each application site will exhibit a unique mix of characteristics.

New development should respect and relate to the area in which it is proposed and as a minimum maintain and where possible enhance the character of the area. This is not to say that new proposals must replicate that nearby, rather that they must be sensitive to site features, the essential character of the area and not detrimentally affect the landscape/ townscape. Where there are no significant local traditions or existing development is lacking in character or of a poor quality it should not be replicated. The challenge to create a place of distinctiveness will be greater.

Character and innovation can exist together with old and new buildings fitting together provided they are carefully designed. Innovative design that has similar scale and massing to the existing will be welcomed where it enhances the area.

The need to ensure that areas comprising the public realm are of a high quality is also central to the attainment of good design. The public realm is made up of the parts of a village or town that are available for use by everyone. This can include streets, foot and cyclepaths, open spaces and landscaping, squares, arcades and public buildings, whether publicly or privately owned. It is important that any development which incorporates public realm is well designed to ensure that the public areas are both attractive and successful, i.e. The space is usable by every sector of the population. Public areas must not be land which is left over after the buildings have been designed, but should form an integral part of the development, linked to patterns of movement and activity. Where possible, public spaces should be designed to incorporate existing features of the site, and exhibit natural surveillance; this will make them both feel and be safer (see policy core 12). Where appropriate, street furniture and public art should be integrated into the design of development to give areas identity. Particularly in central areas, developments will be encouraged to enhance the public realm by ensuring that the ground floor use of units creates activity and interest.

Linked to this is the need to clearly distinguish between public and private spaces. All developments should clearly define public and private spaces and give enclosure to the public realm whilst promoting safety and security. The means of enclosure - walls, railings etc. - should provide both privacy and security without becoming a dominant visual feature of the site. Regard should be paid to the character of the area when choosing the form of enclosure to be incorporated. In general, new development should relate to the line of the buildings in the street and provide an active street frontage; incorporate pedestrian access from the street rather than from the rear or from internal courtyards; have distinctive fronts and backs; define and enclose private space to the rear of buildings and define open spaces and streets i.e. By the use of appropriately scaled buildings and trees.

Finally, in terms of 'people friendliness', it is important that all new development helps create places which are both easy to get to and move through. It should be remembered that streets are more than just channels for vehicles - they should offer a safe and attractive environment for all users. It is essential that transport routes reflect urban design qualities and not just traffic considerations, i.e. A street should be a public space. One of the main priorities of planning guidance at all levels is to reduce dependence on the car and encourage the use of other more sustainable forms of transport, including walking, cycling and public transport. The impact of this on the design of major new developments is that highway engineering standards should no longer be the starting point in the design of layouts. Encouragement will be given to schemes that give maximum space to pedestrians and cyclists and minimum space to the car. A well-designed urban structure has a network of routes and spaces allowing for use by pedestrians, cyclists and vehicles, with that order of priority. All new routes should connect to existing routes and movement patterns and where possible follow established short cuts. The design of a street layout should where possible include public transport facilities, and walking distances between major land uses and public transport stops should be minimised to encourage the use of public transport.

Whilst the council is keen to ensure that design is not dominated by roads and provision for the car user, it is unrealistic to design out the car completely. Parking provision should therefore be incorporated as an integral part of design. Further guidance is given in SPG 4, and the Lancashire county council supplementary guidance 'access and parking' and 'parking standards'. This guidance acknowledges the need to promote sustainable transport where possible, allowing flexibility in the imposition of standards. Good opportunities to develop the use of sustainable transport, for example when the development is centrally located and is likely to generate substantial movement, should be taken where possible.

### *The Role of Supplementary Guidance*

'By design' points to the wider role SPG can play in achieving high quality design, by helping to define key aspects of character, and outlining key design principles based upon these. Design related SPG is wide ranging, and can vary in focus from borough-wide to site specific. SPG9 'secure design', is applicable in the majority of cases. Other examples are of particular relevance to Wyre, and should be referred to as appropriate. These are outlined below.

Lancashire county council has prepared a draft SPG based upon the Lancashire landscape strategy (lls), produced in 2001. This aims to draw upon the lls, which comprised a detailed appraisal of landscape characteristics across the county, and recommendations for their enhancement and improvement.

At a more local level, the council is working with a number of parishes in the borough on the preparation of village design statements. Vds's differ from other design guidance in that they are prepared primarily by local communities - with the input from the local authority generally restricted to an advisory role. The aim of the statement is to describe the qualities and characteristics that people value in their village and surroundings - setting out clear and simple guidance for the design of new development in the village, based on character. The council will aim to adopt quality vds's as SPG, and these will be a material consideration in the determination of planning applications.

### *Implementation*

By the application of development control powers and by liaison and negotiation between council officers, representatives of special interest groups and other interested parties, and government bodies as appropriate.

The submitted design should be based upon an appraisal of the context of the site. This appraisal should take into account the objectives of good design. The scope of the appraisal will depend upon individual characteristics of the proposal. A design statement outlining the results of the appraisal and subsequent solution may be required depending upon the size, nature and location of the application. Design statements will not generally be required for small-scale householder developments.

However, PPG1 encourages good design everywhere, and accordingly all proposals should be generally consistent with the aims of good design as outlined by this policy and relevant supplementary guidance.

### Policy HOUS 2: Alterations and Extensions to Residential Properties

**Proposals to extend or alter existing residential properties within the plan area will be permitted providing that the scheme meets the design and amenity requirements of policy core 11 and does not conflict with any other policy or proposal of this plan.**

**Proposals relating to dwellings located either in the open countryside, green belt or the area of outstanding natural beauty will only be approved provided that the extension or alteration;**

**A. Is appropriate in character and style to the dwelling and the area, and**
**B. Is proportionate in scale to the size of the original building, and**
**C. Is developed using materials appropriate to the locality, and**
**D. Involves a high standard of design which enhances the visual quality of the landscape**

### Justification

In accordance with the objective to protect and enhance the qualities of the residential environment, this policy will ensure that careful consideration is given to all proposals for residential extensions and alterations when planning consent is required. The usual planning considerations for any type of development relating to design, materials, amenity, space, access, car parking, local environment and so on will be applied so that a high standard of development will be maintained for all sizes of schemes. In determining any application reference will also be made to the council's supplementary planning guidance notes, 'extensions and alterations to dwellings and spacing standards in housing layouts' which provide more detailed advice. Although the basic theme of the guidance notes will remain unaltered throughout the plan period minor amendments and additions may be undertaken so that the advice more adequately reflects current national guidance and practice.

In environmental terms, it is important that developments which do take place respect the scale and character of their particular locality. Whilst it may be appropriate for a modest increase in size in order to provide a level of accommodation and a generally recognised range of domestic facilities to modern standards, very large extensions in relation to the size of the existing dwelling can have a detrimental effect not only on the building itself but also on the locality, and will usually be resisted especially in sensitive rural areas. This prevents the loss of important amenity space around dwellings which are built in close proximity to one another, the loss of smaller dwellings in the rural area which are frequently an inherent part of the character and quality of rural landscapes and the creation of disproportionately sized dwellings. It must be emphasised that this policy does not generally relate to proposals to extend converted rural buildings. The conversion of rural buildings will be determined in accordance with policy hous4.

In areas designated as open countryside, green belt and area of outstanding natural beauty, all development must be carefully controlled to protect and enhance scenic quality or to maintain the openness of the area. In recognition of this fact, more stringent criteria will be applied to proposals within these areas to ensure an acceptable form of development.

Extensions to dwellings to be used as granny flats and conservatories will also be considered against the provisions of this policy and will be required to meet the same standards of development as any other type of extension.

### Implementation

By the application of development control powers. Attention is drawn to the council's 'extensions and alterations to dwellings and spacing standards in housing layouts' supplementary planning guidance notes.

## Policy ENVT 9: Conservation Areas

**Development in and adjoining conservation areas as defined on the proposals map will only be permitted where:**

**A. Proposals respect the existing character and setting of the area together with views into or out of the area, and**
**B. New buildings are sited so as to retain existing building lines and open spaces, and**
**C. The density, scale, proportions, height and fenestration accord with their surroundings, and**
**D. The use and application of building materials respect local traditional materials, techniques and design characteristics, and**
**E. The scale, proportion and height of advertising material and the use of materials, including colour, is appropriate, and**
**F. Where acceptable the nature and degree of any illumination should have no detrimental impact upon the visual character of the conservation area, and**
**G. Landscaping is designed as an integral part of the scheme where appropriate. Except in those circumstances where it can be clearly shown that demonstrable harm will not be caused to the character of the conservation area, and the basis of its designation will not be undermined, and in respect of listed buildings is consistent with policy envt 11, development proposals in conservation areas will not be permitted where they include:**
**H. The demolition of listed buildings or those buildings which make a positive contribution to the character or appearance of the conservation area**
**or**
**I The amalgamation of adjacent plots if this results in the development of larger buildings out of scale with their surroundings, or**
**J. The refurbishment of adjoining buildings to create a single larger space user where this would adversely affect the character of the conservation area**

### *Justification*

Conservation areas are defined as 'areas of special architectural or historic interest, the character or appearance of which is desirable to preserve or enhance'. Designation provides additional control over the demolition of buildings and the quality of development or redevelopment in the area and gives additional protection to trees. In certain cases, the designation may enable grants to be obtained from government funded sources towards the repair of buildings.

The following conservation areas exist in the borough, Fleetwood , Poulton, Garstang, Calder Vale, Churchtown, Dolphinholme and Scorton.

Where appropriate the council will designate further conservation areas, having regard to the limited resources available to undertake such steps and any following enhancement schemes. It is implicit that within any designation or enhancement exercise, consultation with local residents, community interest groups, parish or town councils is undertaken.

### *Implementation*

Through the application of development control powers, assisted where appropriate by the provision of detailed design guidelines and the provision of advice to applicants.

The effects of conservation area designation broadly relates to controls over the following:

- demolition of buildings
- lopping, topping or felling of trees
- planning applications which would affect the character of the area
- the provision of detailed information in any application
- limitations on the size of house extensions
- alteration to certain other types of development

The council will assess areas being considered for designation as conservation areas (or existing areas being reviewed) using the following criteria as guidelines:

1. That the area has a special character and/or historical character which should be maintained. The area should illustrate development either from a particular period, or over a number of periods and thereby form a strong link with the past
2. That the special character of the area is reasonably well preserved as a whole
3. That the area illustrates all or some of the following features from one or a number of periods

    - prevalent building materials
    - architectural characteristics
    - historical development
    - street and boundary layout

4. That the area provides an example of the historic development within a particular locality which cannot be replicated, and is therefore unique in that respect and is worthy of conservation for the benefit of the community.

In exceptional circumstances, where development of listed or unlisted buildings is to be considered the council will require detailed plans to be approved for the future of the site and the developer to enter into an agreement to carry out the development within a specified time period following the advice contained in PPG15.

### Policy ENVT 10: Listed Buildings

**Proposals for the repair, alteration, extension (internal or external) or change of use of a listed building will be permitted provided that:**

**A. Any changes are entirely in keeping with the character, proportion, detailing and materials of the existing building, and**

**B. The proposal preserves the physical fabric of the building, and**

**C. The proposal does not adversely affect the building's setting or its reasons for listing, and**

**D. Any change of use is necessary to ensure the future of the building**

### *Justification*

As at September 2003 the listed building resource consisted of 457 buildings of which two are grade 1, six are grade 2* with the remainder being grade 2. The stock of listed buildings of pre 1840 origins reflect the predominantly rural character of the area. The development of Fleetwood from 1840-1900 saw urban buildings in the town increase considerably. Approximately one third of listed buildings in the borough are concentrated in Fleetwood. All urban areas grew from late victorian times onwards. However, there are very few listed buildings in the borough from the 20th century. The authority carried out a buildings at risk survey in 1992. This found that very few buildings were genuinely at risk and that the stock of listed buildings was found to be generally in good condition.

Listed buildings play an important part in Wyre's heritage. The repair and maintenance of listed buildings and appropriate alterations (where they are necessary to ensure the continued viability and use of the building) are essential to safeguard the future of that heritage. Proposals which retain the most important features of the listed property and repairs which restore degraded features will be particularly encouraged.

In certain circumstances, the change of use of a building may enable the listed building to be maintained and used rather than neglected. Although this may not always be appropriate for all types of uses the council will adopt a flexible attitude in those suitable cases to ensure the future of the building, whilst having regard to the particular features of the property when considering proposals. This policy reflects the advice of PPG15.

### *Implementation*

By the application of development control powers. When considering applications for alterations to, or extensions, or changes of use of listed buildings, or development affecting their setting the council will give priority to the maintenance of the fabric and character of the original listed building and its curtilage.

Where residential conversion of a listed farm building is proposed, particular regard will be given to protecting the historic fabric and special interest of the building. Residential conversion of listed farm buildings, if carried out unsympathetically, can undermine the whole purpose of the buildings' listing. Whilst policy hous4 deals with the principle of residential conversion, the impact on the listed building or its setting will be an important consideration when determining the proposal. Advice on listed farm buildings is contained in the English heritage statement 'the conservation of historic farm buildings, 1990'.

Particular attention will be given to all proposals to ensure that:

- existing materials and details are retained so far as possible
- existing openings are not enlarged so that they become out of proportion to an elevation
- new work and materials match the existing as closely as possible, and
- extensions do not dominate the building

Where a listed building is left to decay to the point where it may be lost, the council will use its statutory powers (as appropriate) to secure the future of the building. Design guidance and advice will be provided and the council will take appropriate enforcement action where unauthorised work is carried out.

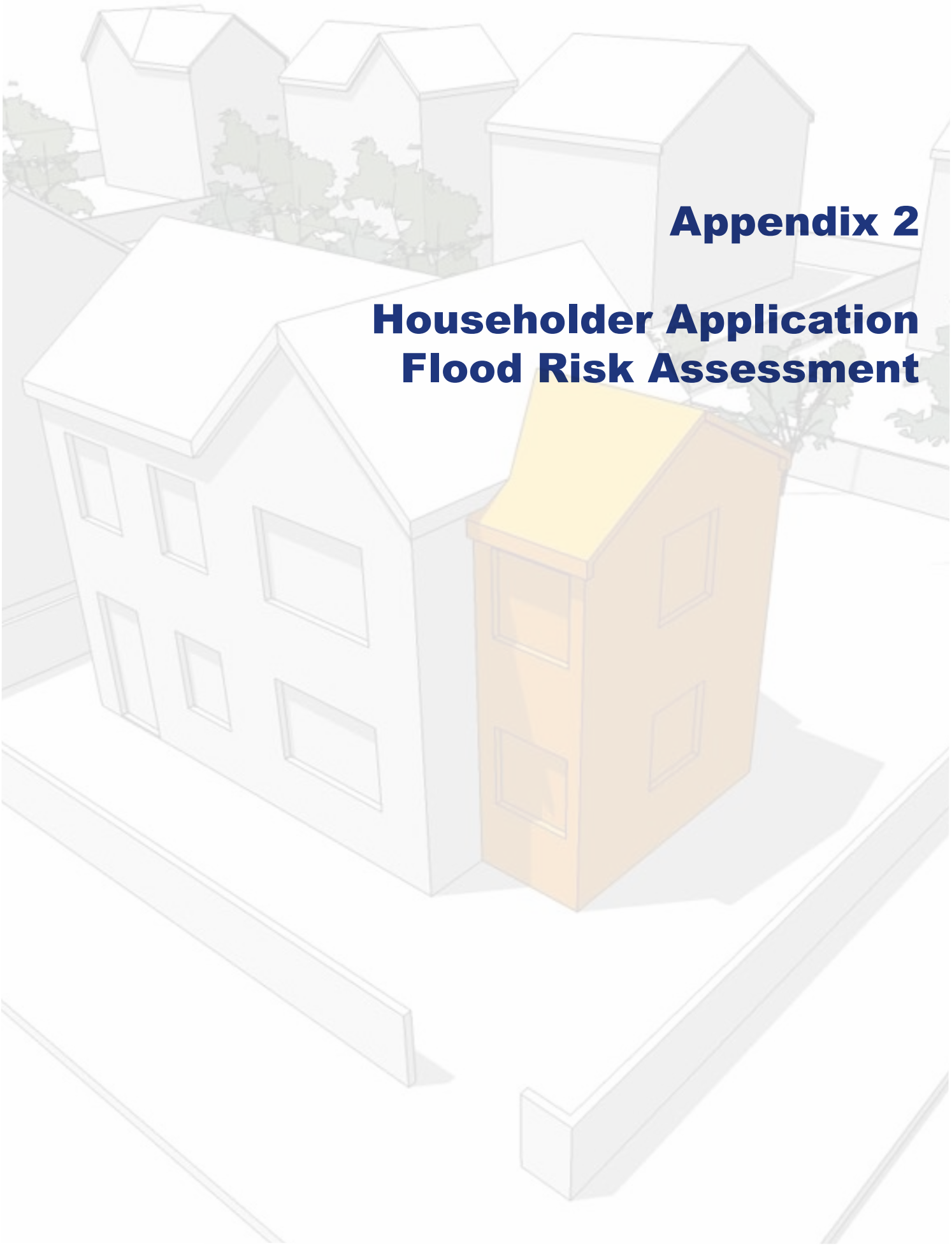
## JOINT LANCASHIRE STRUCTURE PLAN: LANDSCAPE AND HERITAGE IN LANCASHIRE – SUPPLEMENTARY PLANNING GUIDANCE

Lancashire County Council and the Borough Councils of Blackburn with Darwen and Blackpool, as Joint Structure Plan Authorities have prepared Supplementary Planning Guidance (SPG) on Landscape and Heritage in Lancashire. Titled 'Landscape and Heritage'.

The SPG supports Policies 20 and 21 of the Replacement Joint Lancashire Structure Plan 2001-2016. It is consistent with national and regional planning guidance. This document was subject to public consultation July - September 2003 and August - September 2005. Whilst the SPG does not form part of the Replacement Joint Lancashire Structure Plan, it may be taken into account as a material consideration in deciding planning applications.

The SPG provides a strategic good practice guide for development in rural and urban environments. (See www.lancashire2016.com/landscapeheritageSPG.asp).

*Appropriate policies of the JLSP and the JLSP Landscape and Heritage SPG are saved until 30th March 2008. JLSP policies will no longer have effect once they are replaced with RSS policies. Similarly, JLSP policies will no longer have effect if they are not replaced with RSS policies, unless they are the subject of a direction from the Secretary of State to be saved for a longer period.*



# Appendix 2

# Householder Application Flood Risk Assessment

March 2007

## Householder and other minor extensions

*The guidance below is designed to cater for domestic extensions as well as the extension of an existing building used for non-domestic purposes where the floor space 'footprint' created by the development does not exceed 250 square metres.*

The Environment Agency recommends that:

**Applicants** complete the table below and include it with the planning application submission. The table, together with the supporting evidence, will form the Flood Risk Assessment (FRA) and will act as an assurance to the Planning Authority that flood risk issues have been addressed as part of the development.

**Planning Authorities** check the planning application and ensure that one or other of the mitigation measures proposed in the table below has been incorporated into the development

| **Applicant to choose one or other of the flood mitigation measures below.** | **Applicant to provide the LPA with the supporting Information detailed below as part of their FRA** | **Applicant to tick one of the boxes below** |
|---|---|---|
| Either ;<br><br>Floor levels within the proposed development will be set no lower than existing levels AND, Flood proofing of the proposed development has been incorporated where appropriate. | Details of any flood resilience and resistance techniques to be included in accordance with 'Preparing for floods' (ODPM 2003) | |
| Or;<br><br>Floor levels within the extension will be set 300mm above the known or modelled 1% (1 in 100 chance each year) river flood level or 0.5% (1 in 200 chance each year) tidal & coastal flood level. | This must be demonstrated by a plan that shows finished floor levels relative to the known or modelled flood level.<br><br>All levels should be stated in relation to Ordnance Datum | |

Click here for information on flood resilience and resistance techniques

**Cumulative impact of minor extensions and the removal of Permitted Development rights.**

In circumstances where local knowledge (Strategic Flood Risk Assessment held by the LPA/ letters from the parish council etc.) has indicated that the cumulative impact of minor extensions may have a significant effect on flood risk as highlighted in PPS25 paragraph D14, FRA guidance note 2 can be applied.

End of comment

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