

Dundee City Council
Dundee Local Development Plan 2
Supplementary Guidance
Householder Development - Advice and Best Practice August 2017



DRAFT

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Purpose of this Guidance

This document sets out guidance for anyone considering altering or extending their property. It has been prepared to provide advice and best practice on the design, scale and location of householder development which includes works such as extensions, conservatories, garages, driveways and boundary treatments.

Good design in the built environment creates attractive places where people want to live. In Dundee, areas of the City have their own architectural styles and street layouts. Houses vary in age and style and have been built and finished with a range of materials. Householder development with a high quality design and appropriate scale and positioning to the property and its neighbourhood are welcomed.

Every site is unique and this means that the scope for development may vary depending on the surroundings. This document provides general guidance on what will usually be acceptable and should not be seen as a rule book which can be applied everywhere.

This Supplementary Guidance replaces the Council's previous Householder Design Guides on Extensions and Garages (2002) and Dormers (2002) and offers further guidance on Policy 11 in the Dundee Local Development Plan 2 which outlines where householder development will be supported.

Dundee Local Development Plan 2

Policy 11: Householder Development

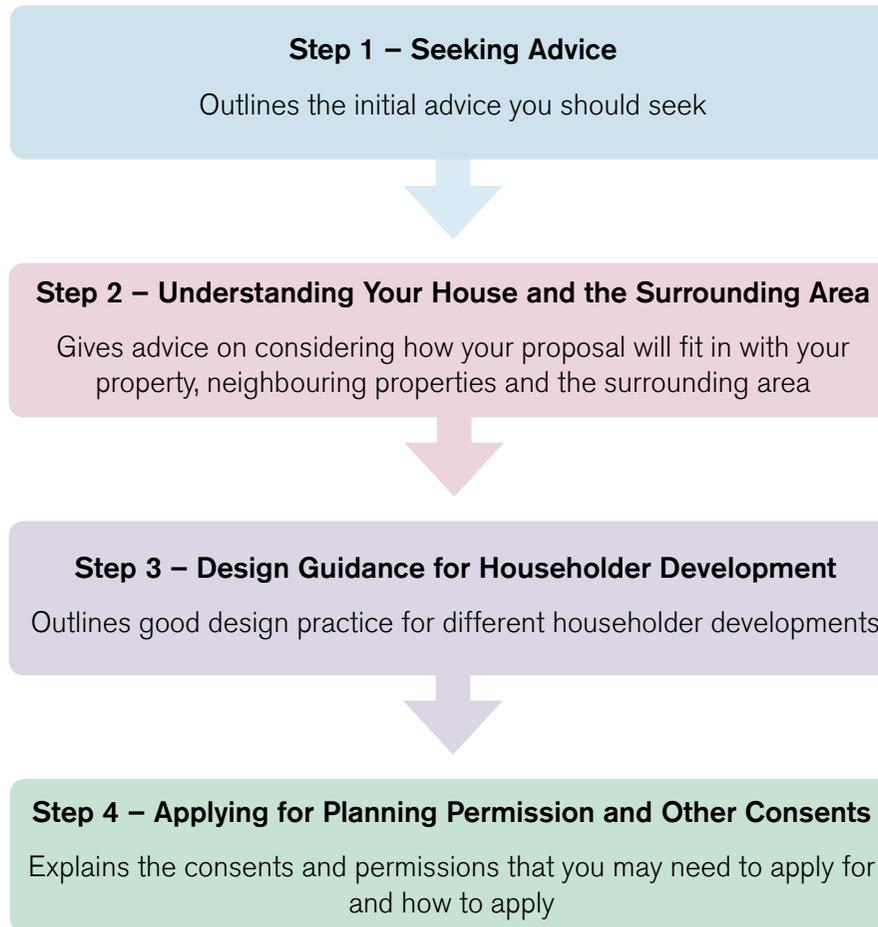
Householder development will be supported where it:

1. does not have a detrimental impact on the character or environmental quality of the house and the surrounding area by virtue of size, design and materials;
2. does not result in a significant loss of private/useable garden ground;
3. does not have a detrimental effect on the neighbouring properties in terms of physical impact, overshadowing or overlooking; and
4. does not have a detrimental impact on the existing level of parking provision.

If you are unsure about any aspect of this document or wish to speak to someone about works relating to your property, the Council's Planning Division is happy to give free informal advice and can be contacted by telephone on 01382 433105 or by emailing: development.management@dundeecity.gov.uk

How to Use This Guidance

The document follows the step-by-step sequence as seen here:



- Fig 1

Step 1: Seeking Advice

It is important to seek advice at an early stage about any changes you are considering making to your property. It may not be feasible to make some types of alterations or extensions to your property, and there may be restrictions on your property that prevent you making certain changes.

The Planning Division is happy to give you free informal advice on the design of your proposal, whether you have an initial idea or a more detailed proposal with architectural drawings. The more information you have in respect of your proposal the more detailed a response the Council can provide. The Council can also advise you on any other consents and permissions which may be required.

Depending on the scale and nature of your proposal you may wish to seek advice from a professional. Early advice can help you save time and money in the long run. A Chartered architect or a designer/technician may be able to assist you with the design of your proposals and should be able to prepare plans of your proposals that meet the Council's requirements.

Useful Links and Contacts

Dundee City Council's [website](#) has further advice on whether your proposal requires planning permission.

The Scottish Government [website](#) has information on Permitted Development Rights.

The Council's Planning Division can be contacted on 01382 433105 or at development.management@dundee.gov.uk

Will the Works Require Planning Permission?

Planning permission is required for many of the householder developments described in this document. However, there are some types of householder development that can be carried out without the need to submit an application for planning permission. This is defined as 'permitted development' and advice and guidance on this is provided on both the Council's website and Scottish Government's website - see 'Useful Links and Contacts' below. If you require a definitive view from the Council on whether your proposals require planning permission then you should make an application for a Certificate of Lawfulness (see Step 4).

Good design is important in all householder developments and the Council encourages you to take account of the guidance in this document even if your development does not require planning permission.

It is important to be aware that there are fewer permitted development rights for works relating to listed buildings, to buildings in conservation areas and to flats.

Anyone considering a householder development is encouraged to discuss their proposals with their neighbours as a matter of courtesy.

For further information on any consents or permissions that are required please see Step 4.

Step 2: Understanding Your House and the Surrounding Area

Understanding the particular circumstances and characteristics of your home should be the starting point for designing your householder development. All householder developments should be designed to complement the character and setting of the street and wider

neighbourhood and should avoid any negative impacts on neighbouring properties. It is important to remember that works carried out in the past may not be acceptable today and it may not be feasible to carry out certain works at some properties.

The diagram below shows the key principles to consider before starting out on your householder development.

Parking and Road Safety

- Think about how your householder development will impact on the existing level of parking provision and pedestrian safety
- The safety of all road users must be considered in the design of your development

Positioning, Design and Materials

- How close are neighbouring properties to yours? Will there be any overlooking and/or overshadowing into these properties?
- Different house types and spaces between them all form part of the character of the area
- What style and design is the house and those in the surrounding area?
- What building materials have been used on walls and roofs of your house or flat?
- Are there any original features on the house or flat that could be retained?

Boundary Treatments

Think about boundary treatments surrounding your property i.e. small hedges, fencing, stone walls or open garden

Refuse Storage

You should ensure that any development does not have an adverse impact on existing waste storage areas

Energy Efficiency

Think about positioning your development to maximise solar gain and other potential energy efficiency measures

Satellite Dish/Antenna

Consideration should be given to the positioning of satellite dishes/antennas to reduce the visual impact on the property and surrounding area

Trees

Mature and semi-mature trees can add character to your property and the surrounding area and should be retained where possible



- Fig 2

My Dundee - For further information about your property, including if it is a Listed Building, in a Conservation Area or if your Trees are protected, [click here](#)

Step 3: Design Guidance for Householder Developments

This step outlines good design practice and principles for different types of householder development. The information in this guidance should be taken in to account in the design of any of these developments to preserve and/or enhance the overall quality of the surrounding environment.

The following diagrams of householder developments that are coloured **green** and marked with the following symbol ✓ are considered to be well-designed examples and those coloured in **red** and marked with the following symbol ✗ are considered to be poorly designed examples. The diagrams are for illustrative purposes only.

The householder developments included in this Step are:

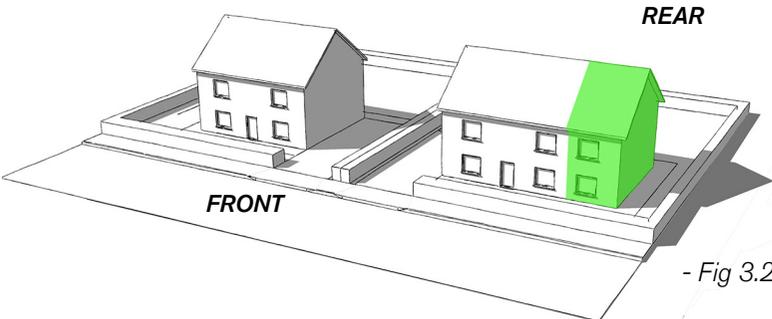
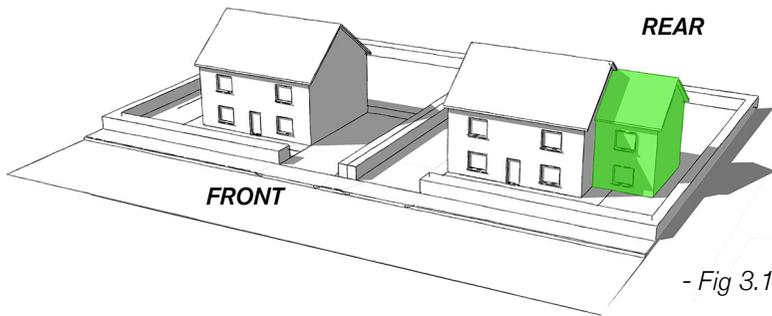
- 3.1 Extensions
- 3.2 Dormers and Rooflights
- 3.3 Windows and Doors
- 3.4 Raised Decks, Terraces and Balconies
- 3.5 Outbuildings, including Garages, Sheds and Greenhouses
- 3.6 Driveways
- 3.7 Boundary Treatments: Walls, Railings, Fences, Hedges and Gates
- 3.8 Micro-Renewables

3.1 Extensions

In terms of design all extensions should respect and complement the character of the existing house and the surrounding area.

Some extensions blend in with the existing house, whilst others are distinct additions with contemporary styles. Both options can be successful provided they have been well-designed.

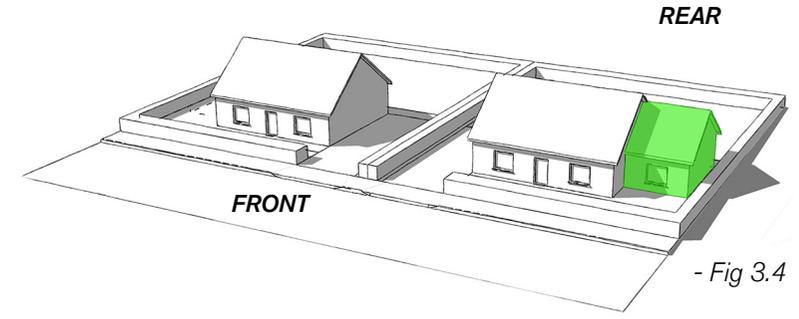
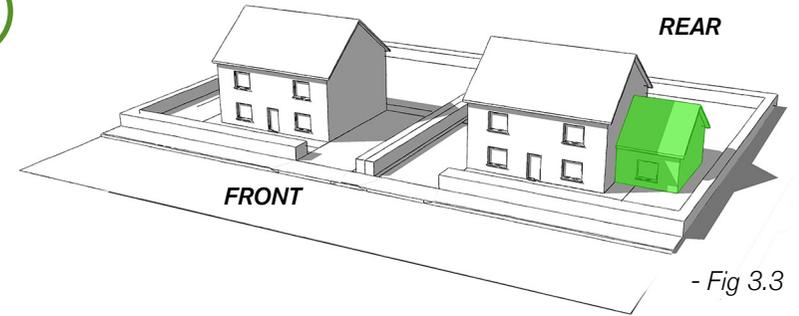
Well designed extension(s) to side elevation of existing house:



Well designed side extensions ✓

Generally extensions should be:

- smaller in scale and not over-dominate the existing house
- designed to avoid extending in front of the building line
- in proportion with, and be no higher than, the existing house respecting the ridge height and roof style
- finished and designed in a way that respects the house and surrounding area, including finishing materials
- designed so it does not have detrimental impact on existing parking provision including any on-street parking
- designed so that there is no significant loss of garden ground



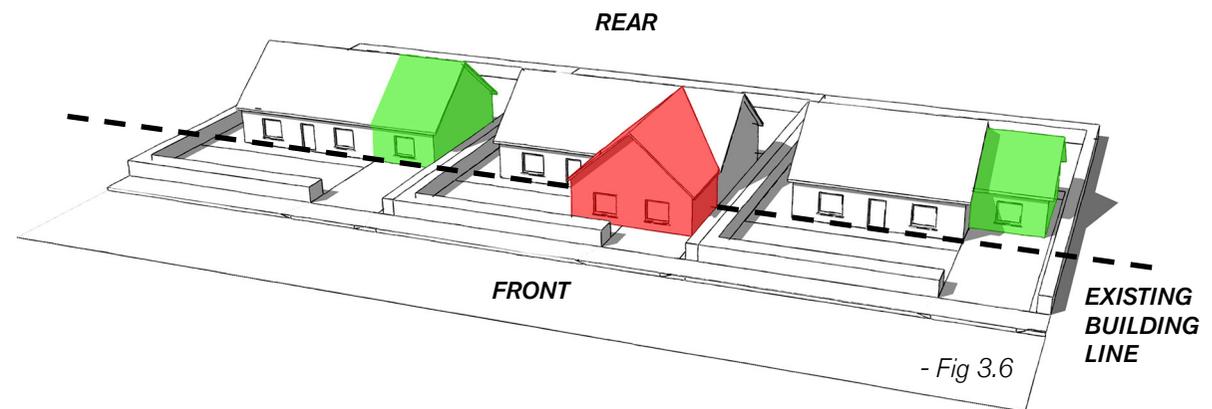
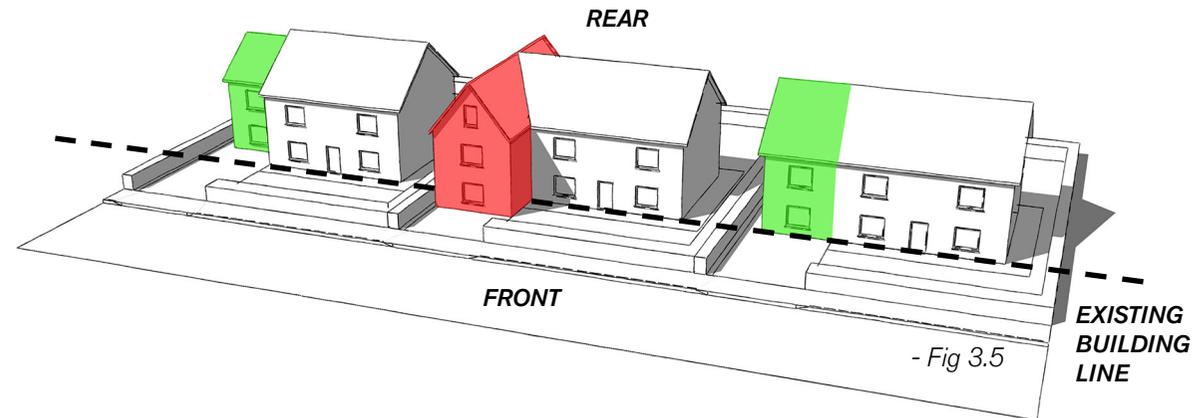
Poorly designed extension(s) to front/side elevation of existing house

Poorly designed front/ side extensions

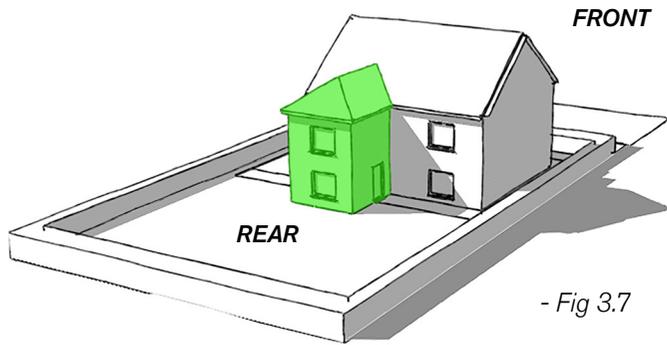


Generally extensions should avoid:

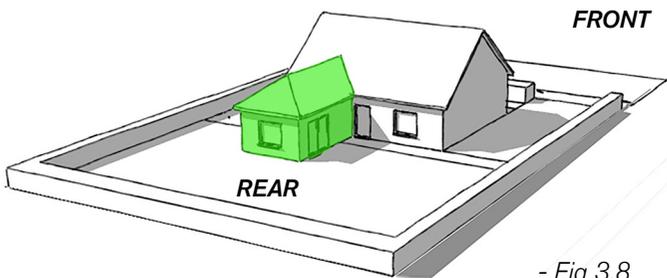
- over dominating the existing house
- coming forward of the existing building line
- resulting in a significant loss of in-curtilage parking provision as well as having an adverse impact on any existing pressures for on-street parking
- having a detrimental impact on character of house and street by virtue of size, scale, positioning and design
- resulting in a significant loss of useable garden ground
- there being no access to side or rear of property for maintenance, bin storage, etc.



Well designed extension(s) to rear elevation of existing house:



- Fig 3.7

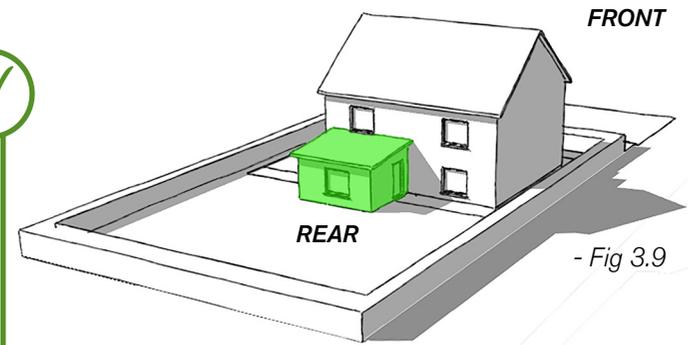


- Fig 3.8

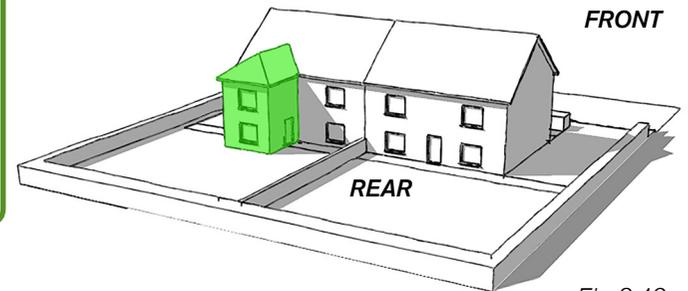
Well designed side extensions ✓

Generally rear extensions should be:

- smaller in scale and not over-dominate the existing house
- no higher than existing house, but preferably lower
- of a scale so there is no significant loss of garden ground
- designed to have no significant detrimental impact on neighbouring properties by virtue of overshadowing, overlooking or having an overbearing impact
- designed in a style and finish that complements the existing house and surrounding area



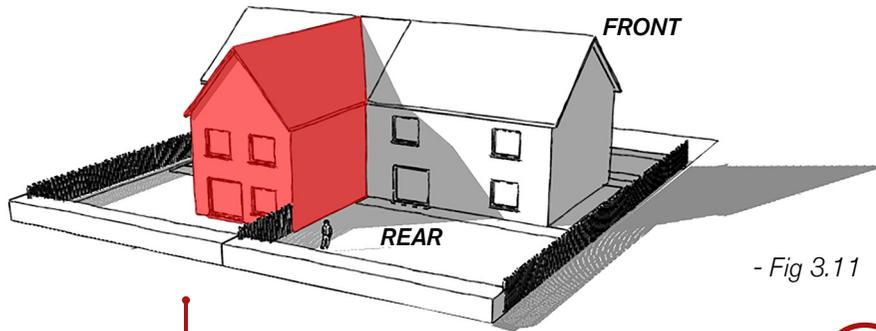
- Fig 3.9



- Fig 3.10

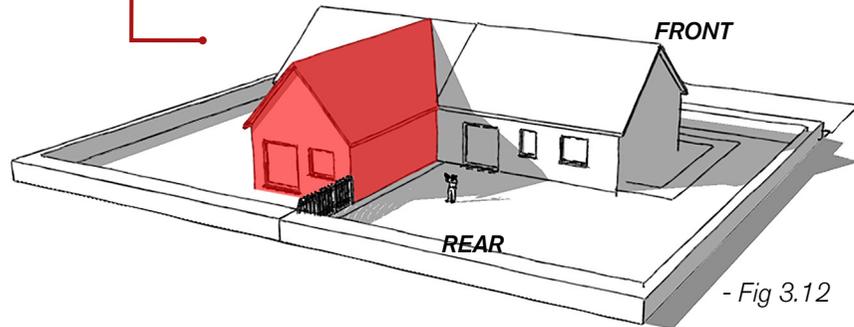
Poorly designed extension(s) to rear elevation of existing house

All householder extensions should avoid having a significant detrimental effect on neighbouring properties in terms of overshadowing, overbearing or loss of privacy by overlooking.



Overbearing and Overshadowing

Extensions should avoid causing any detrimental impact on neighbouring properties by virtue of being overbearing or causing overshadowing. The examples show a large overbearing extension that also causes significant overshadowing on to the neighbouring property.



Overlooking

Extensions should avoid causing any detrimental impact on neighbouring properties by virtue of loss of privacy and overlooking. As a general rule new facing windows on extensions should be over 18 metres from facing windows of habitable rooms of any neighbouring property.

Things to consider

- to lessen the impact of an extension the windows could be repositioned and/or finished in opaque glazing.
- the height and depth of the extension could be reduced.
- the extension could be repositioned away from neighbouring boundary.



- Fig 3.13

3.2 Extensions

Dormers

All dormer extensions should respect and complement the character of the existing house and surrounding area. Whether your dormer will be on the front, rear or side elevations consideration will need to be given to how your dormers will relate to the streetscape. In some instances it may not be appropriate to develop your roof/attic space with a dormer extension and you may wish to seek further advice. Further consideration should be given to neighbouring properties and as a general rule new windows should be over 18metres from facing windows of habitable rooms.

Well designed dormer

- Smaller, traditional style and design
- Dormers below ridge, back from eaves & away from sides
- Most of roof clearly visible
- Windows align with existing house
- The materials used for a dormer should complement the existing house.

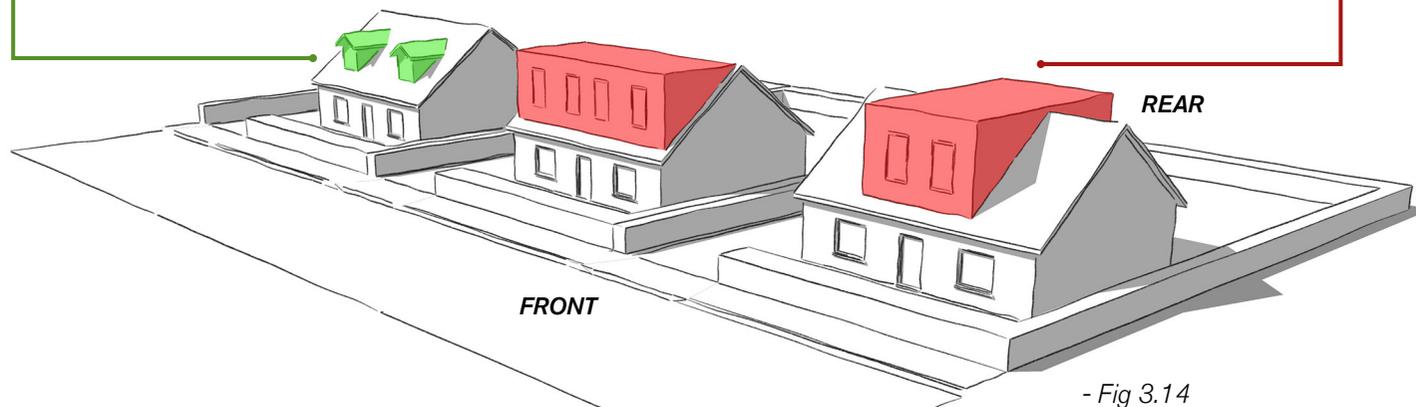
Rooflights

Rooflights can be considered as an alternative to dormers as they can have less of a visual impact on your property, they are likely to be cheaper to install and they are less likely to allow overlooking of neighbouring properties.

For listed buildings and properties in conservation areas, special care is required to ensure the character and appearance of the property and surrounding area is preserved.

Poorly designed dormer

- The width and/or height of the dormer is not in keeping with the scale of the existing house
- Dormer windows do not align with the windows of existing house
- Dormers should be designed to be as unobtrusive as possible and should not over-dominate the appearance of the house.



- Fig 3.14

3.3 Windows and Doors

Windows and doors add to the character of a property and the surrounding area. They should be sensitively replaced and wherever possible retained. This is particularly important for Listed Buildings and properties in Conservation Areas for which further guidance is available in the text box below.

To maintain the character and appearance of your property and your street, windows and doors should not be enlarged and original features should not be removed, replacement windows should replicate original

windows in terms of sizes of window, pane size, opening style and colour of frames. This is of particular importance if your property is a flat or a semi-detached or terraced house.

It is important that new windows do not increase the overlooking of neighbouring properties. You should consider if the window can be placed in a different position or in a different wall. Alternatively, using opaque glazing (frosted glass) can help to maintain privacy.

Listed Buildings and Properties in Conservation Areas

Windows and doors contribute to the historic character and appearance of these properties. As such, the replacement of any windows and doors must be carefully considered.

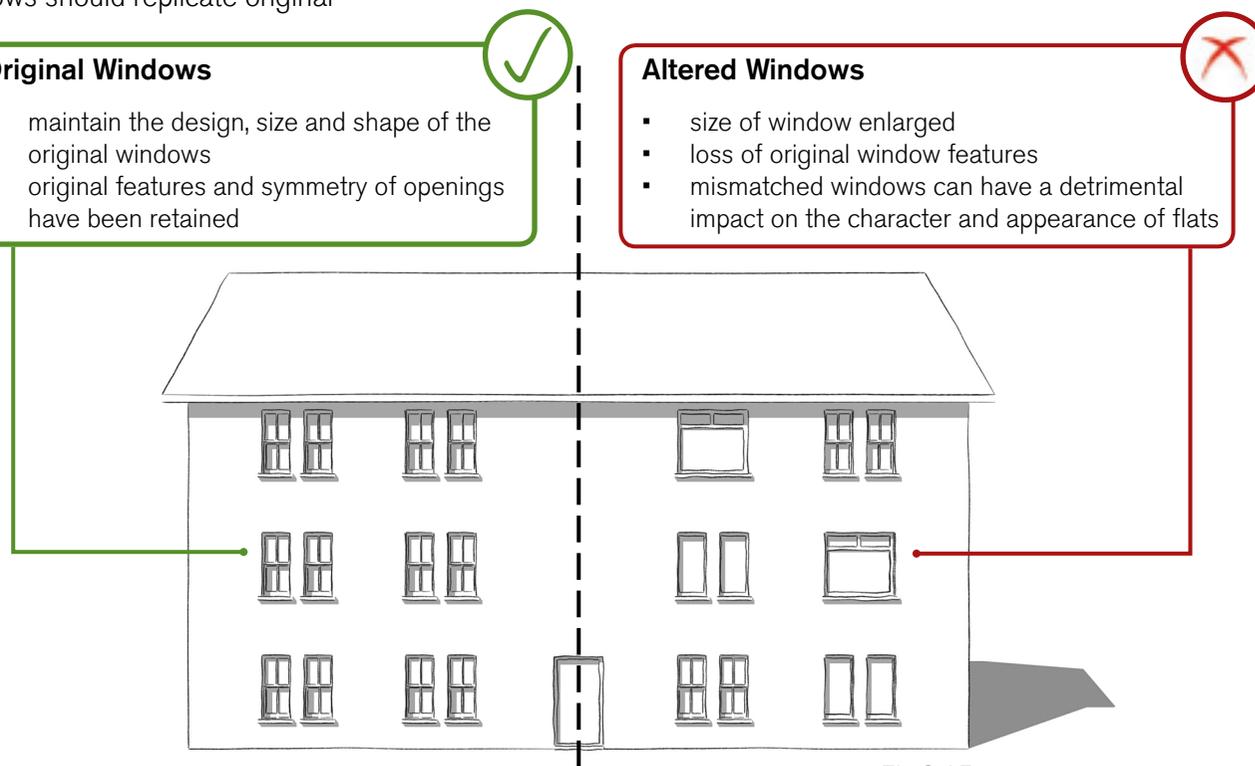
Please refer to the detailed guidance for these properties in the [Replacement Windows and Doors Guide](#)

Original Windows

- maintain the design, size and shape of the original windows
- original features and symmetry of openings have been retained

Altered Windows

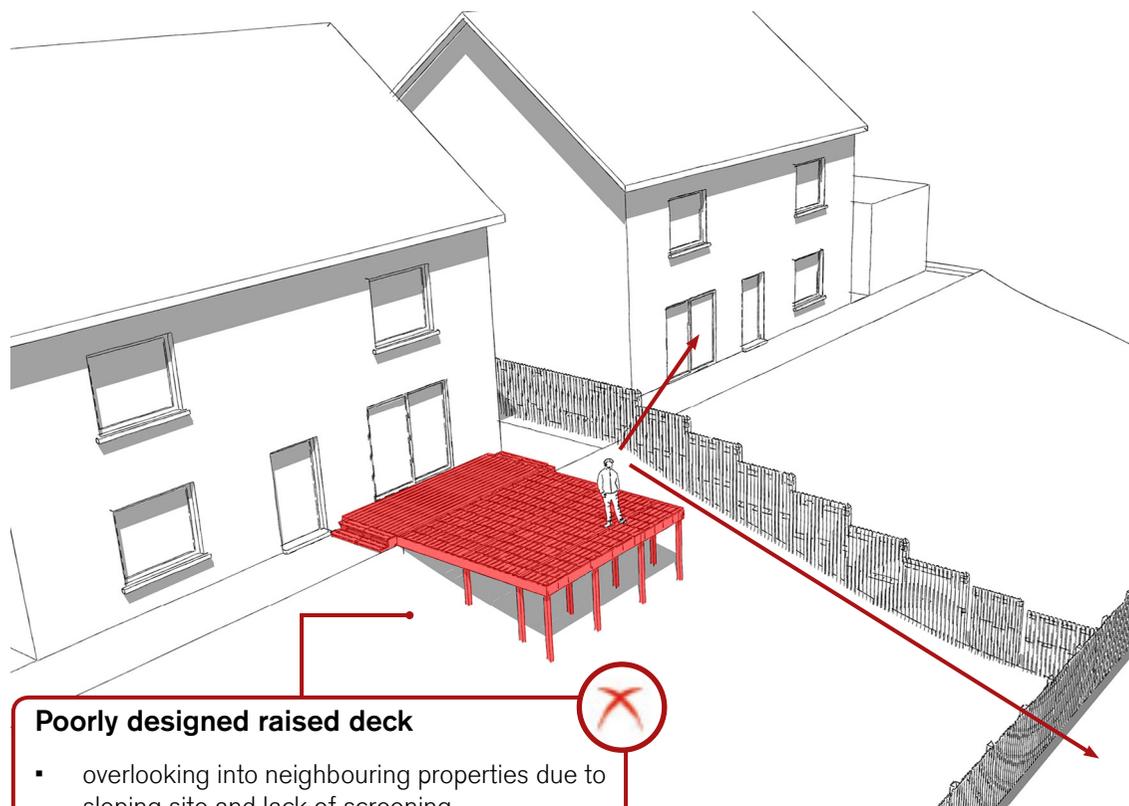
- size of window enlarged
- loss of original window features
- mismatched windows can have a detrimental impact on the character and appearance of flats



- Fig 3.15

3.4 Raised Decks, Terraces and Balconies

Consideration should be given to the design and location of these developments to ensure the character of the house is preserved and the amenity of the neighbouring properties is not adversely affected.



Poorly designed raised deck

- overlooking into neighbouring properties due to sloping site and lack of screening
- the close proximity to the neighbouring boundary results in further issues of overlooking

- Fig 3.16

Things to consider

Decks should be designed to avoid overlooking neighbouring properties.

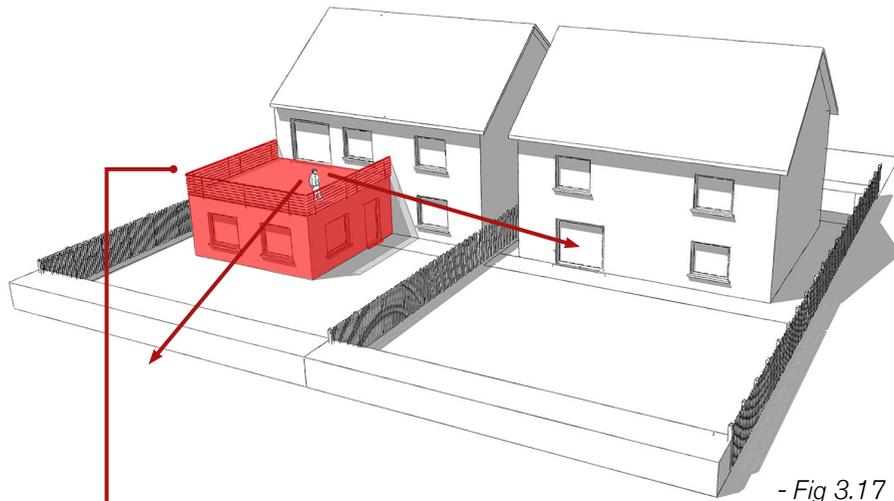
In order to maintain the privacy of neighbouring properties, including their gardens and windows the following points should be considered where possible:

- position the deck away from the boundary between the neighbouring properties
- consider if the deck can be lower in height and give thought to any differences in levels and the height above any slope
- additional screening such as a fence along the boundary of your property may lessen the impact of overlooking

Listed Buildings and Properties in Conservation Areas

There are tighter restrictions relating to decks, terraces and balconies on listed buildings and properties within conservation areas and they are more likely to require planning permission and/or listed building consent.

Example of a roof terrace and balcony that cause significant overlooking



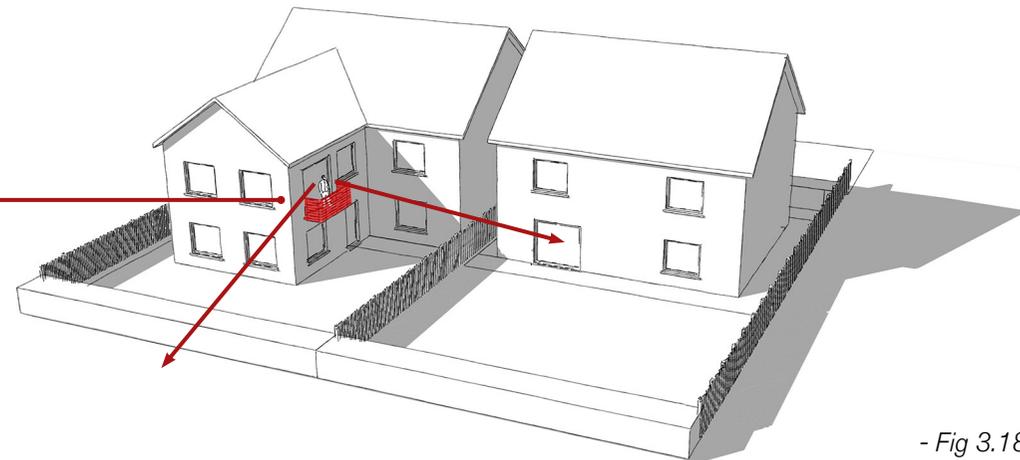
- Fig 3.17

Things to consider

- Roof terraces and balconies should be designed to avoid overlooking neighbouring properties. In order to maintain the privacy of neighbouring properties, including their gardens and windows the following points should be considered:
- positioning the terrace or balcony where it will be further away from the boundary between the neighbouring properties
- any differences in levels and the height above any slope
- installation of screening such as a fence along the boundary of your property to reduce any overlooking issues

Poorly designed roof terrace and balcony

- significant overlooking into neighbouring property due to positioning and height
- results in loss of privacy for neighbour



- Fig 3.18

3.5 Outbuildings, including Garages, Sheds and Greenhouses

Outbuildings include a variety of buildings, such as garages, sheds and greenhouses. All outbuildings should respect and complement the character of the existing house and surrounding area. Consideration should be given to the use of any outbuilding as planning permission may be required for commercial business uses.

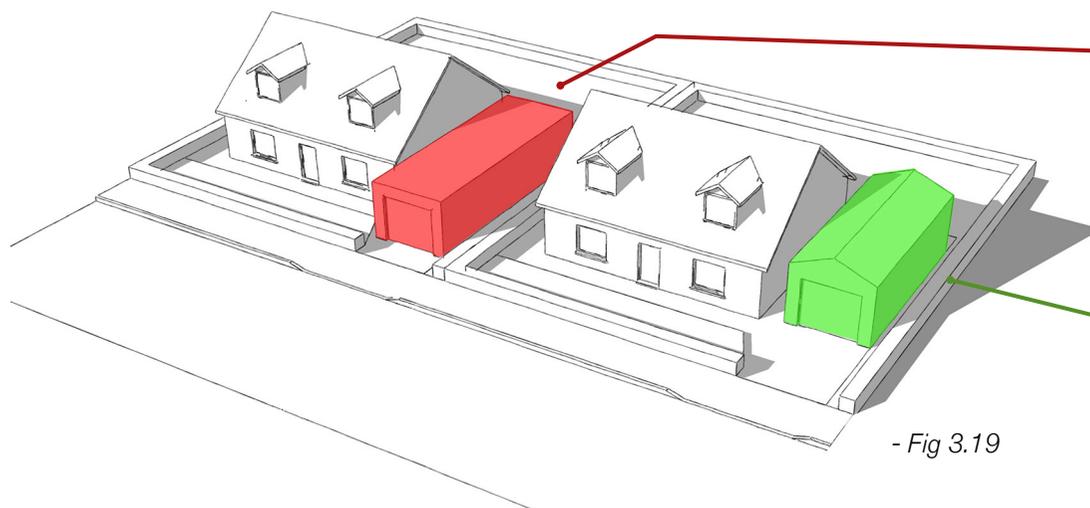
Outbuildings should be smaller in scale to the main dwelling house and of a scale appropriate to a domestic garden setting. They should not normally be situated in front of domestic properties and should not be over dominant in relation to the existing and surrounding properties.

Outbuildings should be positioned where they do not overshadow neighbouring properties. If the outbuilding is to be used as additional living space, it should be positioned so that it does not overlook neighbours.

The combined footprint of all outbuildings should not result in a significant loss of garden ground and you should be able to use and enjoy the remaining outside space.

Mature and semi-mature trees should be retained where possible, particularly where they add character to your property and/or the surrounding area.

Fences, hedges and other planting can help to screen an outbuilding. Please note that new outbuildings in the gardens of listed buildings, of properties in conservation areas and of flats are likely to require planning permission.



- Fig 3.19

Example of poorly designed garage

- garage is forward of building line and results in loss of off street parking
- garage is over dominant and does not reflect the scale of the existing house

Example of well designed garage

- garage is not forward of the existing building line and allows sufficient space for off street parking
- respects the scale and character of the existing house

3.6 Driveways

The formation of new driveways and parking areas should respect the surrounding area in terms of materials and appearance and the safety of pedestrians and road users must be considered in the design of your driveway. Wherever possible, you should try to retain any features that add to the character of your property such as trees, hedges and original stone walls. This is particularly important for listed buildings and properties in conservation areas, for further information please see the [Breaches in Boundary Walls Guide](#).

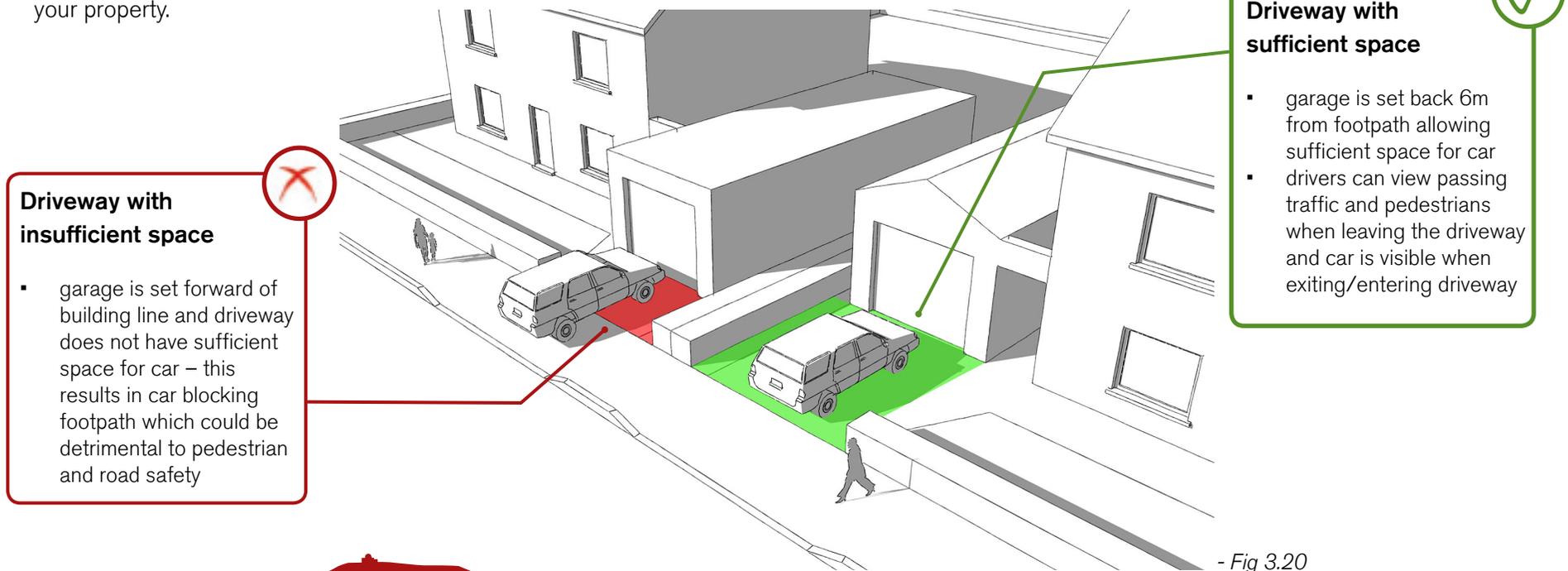
Your new driveway must not increase the risk of flooding or cause problems with drains in the street. To ensure this, either: the driveway must be made of porous materials, or provision must be made to direct run-off water from the driveway to a permeable or porous area within your property.

Technical standards for the design of crossings over footways are available in the [Dundee – Streets Ahead](#) document (see pages 85 and 128).

Other consents such as Roads Construction Consent may be required for driveways please see STEP 4.

Length of Driveway Required

To ensure your car does not block the footway whilst entering/exiting your garage, garages should be set back at least 6m from public footpaths (5m should be sufficient if roller doors are used).



3.7 Boundary Treatments: Walls, Railings, Fences, Hedges and Gates

The type of boundary treatment, its materials and its height help to define the character and appearance of an area. As such, any new boundary treatments should respect the height and type of those of neighbouring properties to complement the existing character of the area.

In an area where front gardens are open and this is a consistent feature in the street this should be retained. Likewise in areas where there are high boundary treatments this should be respected.

Stone walls are a historic feature in many areas of Dundee. Original historic features, including railings and stone walls, should be retained. Further guidance on 'Breaches in Boundary Walls' is available at this link to [Dundee City Council's website](#).

Legislation requires that road and pedestrian safety must be considered.

- New boundary treatments close to road junctions must not obstruct the views of drivers. Boundary treatments should be kept low and/or set back from the road.
- Hedges should be maintained so they do not overhang pavements or block views at road junctions.
- Boundary treatments beside driveways must not obstruct your view when exiting your driveway.

Where it is proposed to construct a new boundary wall or alter an existing wall which may support the adjacent road, the Roads Authority must be consulted.

3.8 Micro-Renewables

The Council supports micro-renewables provided there is no adverse impact on the surrounding area in terms of design and appearance, and impact on residential amenity.

To minimise the visual impact on your property, consider if the micro-renewable can be sited in a concealed location or if screening can be used to hide it.

Consider different designs that may be more appropriate to the style of your property. For example, it may be possible to disguise a modern flue as a traditional chimney.

Micro-renewables should only be installed where neighbours will not be adversely affected by noise, reflected light, shadow flicker, etc. If your property is a listed building or is in a conservation area, the installation of micro-renewables may be possible, provided particular attention is paid to design and positioning.

Biomass Heating Systems, including Wood Burning Stoves: Dundee is designated as an Air Quality Management Area. As such, planning permission is required for any flue, duct or chimney associated with a biomass heating system, including a wood burning stove. In addition, most of the City is covered by Smoke Control Areas. Please seek advice from your supplier to ensure that your biomass heating system is an exempt appliance in Scotland and the specified fuel for the appliance is used. Further information is available at [Dundee City Council's website](#).

Solar Panels: To reduce the visual impact of solar panels on your property, the panels should have a low profile and not be overly visible. As an alternative to placing them on the roof of your house, it may be possible to site them in a less conspicuous location, such as in the garden of your property or on the roof of an outbuilding.

Domestic Wind Turbines: Because wind turbines need to be away from obstacles to minimise any wind turbulence, it may be difficult to install them in an urban setting. It is important that any visual impacts are considered and that neighbours are not affected by noise and shadow flicker.

Step 4: Applying for Planning Permission and Other Consents

Depending on your property and the nature of the proposed works, a number of different permissions and consents may be required. Before you start any works, it is important that you obtain the relevant permissions and consents for the works. If you do not comply with the law, you may be liable for enforcement action which could involve having to remove some or all of the work. The Council are happy to give you further advice on the permissions and consents that may be required.

Please be aware that planning permission and/or listed building consent is likely to be required for many householder developments on listed buildings and properties within conservation areas and that some works that you think might be insignificant may require permission/consent.

Planning Permission, Certificate of Lawfulness and Listed Building Consent

Planning permission is required for many of the householder developments described in this document.

If your works are classed as permitted development, you can apply to the Council for a 'Certificate of Lawfulness', both for proposed works or those already carried out. This certificate is particularly useful if you are selling your house or to avoid legal disputes.

Listed Buildings are subject to additional controls. The alteration or removal of any features or fixtures within the interior or exterior of a Listed Building, including its curtilage, requires Listed Building Consent. This Consent is required for demolition, alteration or extension that in any way affects the character or appearance of a listed

building. Alterations to listed buildings will only be acceptable where the proposals have regard to the restoration or enhancement of its architectural or historic character. In addition, Planning Permission for certain works may also be required.

You can check whether your property is in a conservation area, or is a listed building or if your trees are protected at My Dundee.

Change of Use

If you are considering using your property for any commercial business use this may require planning permission and you should contact the Planning Division for advice.

Determination Timescales

Generally, the Council takes between one and two months to issue a decision on planning applications for householder developments, provided we have received all the necessary information. Depending on the scale and nature of your proposal, employing a professional to prepare your plans can be beneficial as submitting incomplete or inadequate drawings will slow down the application process.

Making an Application

Details about fees and applying for Planning Permission, a Certificate of Lawfulness and Listed Building Consent can be found at [Dundee City Council's website](#)

The Council's Planning Division can be contacted on 01382 433105 or at development.management@dundeecity.gov.uk

Other Consents and Things to Check

Whether or not your proposed works require planning permission, other consents may be required. The most common consents that may be required for householder developments are:

- ✓ **Building Warrant** - A Building Warrant is required for many works that affect the interior and/or the exterior of properties and ensures the health and safety of people in and around buildings. Further information on Building Warrants can be found at this link to [Dundee City Council's website](#).
- ✓ **Conservation Area Consent** - Consent from the Council will be required where complete demolition of buildings in Conservation Areas is proposed. Further information can be found at this link to [Dundee City Council's website](#).
- ✓ **Application for Tree Works** - It is an offence for any person to cut, lop, top, uproot, wilfully damage or destroy any tree in a Conservation Area, unless 6 weeks notice has been given to the Dundee City Council City Development Department. The owner of the tree must submit a Tree Work Notice Application and await written consent from the Council prior to undertaking such works. This gives the Council time to consider making a Tree Preservation Order. Further information, including how to apply, can be found at this link to [Dundee City Council's website](#). If the tree is already protected by a Tree Preservation Order then an application must be made to cut, lop, top, uproot, wilfully damage or destroy the tree. Further information, including how to apply, can be found at this link to [Dundee City Council's website](#).
- ✓ **Vehicle Access Application and Road Opening Permit** - A Vehicle Access Application is required if you are creating or altering a vehicle crossing over a footway or verge of a public road. Further information and the application form are available from this link to [Dundee City Council's website](#). Following the approval of a Vehicle Access Application, a Road Opening Permit is then required before works are carried out. Further information and application forms are available at this link to [Dundee City Council's website](#) or calling 01382 433341 or emailing developmentroads@dundeecity.gov.uk.

Other Checks

- ✓ **Legal Position** - There may be other restrictions on the work you can carry out to your property. You should check if there are any legal restrictions on the land or the type of work that can be carried out. These restrictions may be included in your property's title deeds. A legal professional will be able to advise you further about any legal restrictions.
- ✓ **Planning history** - Planning permission granted in the past may have a condition or other restriction prohibiting your proposed works. This could include the removal of permitted development rights. This may also be included in your title deeds. The Council's Planning Division can advise you about previous planning permissions.
- ✓ **Biodiversity** - Before undertaking any work, it is important to remember that some animals and plants are protected by law and require special care.

Further information and advice on avoiding impact on protected species including bats and birds can be found on [Scottish Natural Heritage's website](#). Further information and guidance on how you can incorporate measures to aid biodiversity within your property is available at this link to [Tayside Biodiversity's website](#).
- ✓ **Scottish Water** - It is the owner's responsibility to ensure that any property extensions are not built over existing water or wastewater infrastructure. If this is identified as a possibility, Scottish Water will need to be contacted to find out whether a diversion will be required. Asset plan providers can supply copies of Scottish Water and wastewater network drawings. Contact details can be found at the following link to [Scottish Water's website](#).
- ✓ **Environmental Protection** - Before undertaking any work you should check if there are any issues relating to noise and contamination. For further information please contact Dundee City Council's Environmental Protection Division - environment@dundeecity.gov.uk or 01382 433710

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