

Making a Planning Application – A Householders Guide

Before making an application:

- Some developments need planning permission, some will require Building Regulation approval, and some will require both. You are strongly advised to seek written confirmation if you consider your proposal does not require such consents by using our pre-application advice service: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-advice-householders/preparation-pre-application>
- Speak with your neighbours and let them know what you propose. Discuss any concerns particularly about any overlooking or likely boundary issues - if neighbours know your plans they are less likely to object. Objections often cause delay.
- Consider appointing an agent to prepare the application and draw plans. Whilst not essential, such people know what is likely to be accepted. Their advice could save you time and money.
- Some properties in the Borough have covenants requiring the consent of others whilst not a planning consideration, a breach of covenant could result in civil action being taken against you. Former Council properties often have covenants
- Consider the impact on any trees or hedgerows- not just on your property but nearby and likely to be affected. Some trees may have Tree Preservation Orders on them, some may have covenants.
- Consider how building materials will be delivered and where they will be sorted (including skips). The use of the Borough Council's land without consent may result in action being taken to remove or reinstate the land to its original status.

Remember - planning applications, letters of objection and any other correspondence are available for public inspection.

Plans and Forms

A full list of validation requirements can be found on our website:- <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-applications/householders-making-planning-application/what-submit>

Guidelines for householder extensions

General Design Principles

As well as making sure that your extension meets your needs in terms of size and function, it is important that the design matches your house in terms of style, is in proportion and does not detract from the visual appearance of your locality or group of houses.

Many of the Borough's houses were built as part of residential estates each with its own design style and characteristics. The pattern and continuity of development should be maintained wherever possible by using a similar style of design and matching new materials to the existing.

For some small extensions you may not need planning permission. Please use our Pre-application advice service for householder if in doubt: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-applications/pre-application-advice-householders/preparation-pre-application>

Consider the following points before you design your extension:

- Think about employing someone qualified in design to draw up your plans:
- Try to reflect the original design of your house in your extension by following the existing roof shape, using existing window shape and type and by matching materials to the existing;
- Try to make your extension 'fit' the street scene. Avoid a jarring effect which upsets the pattern of Development;

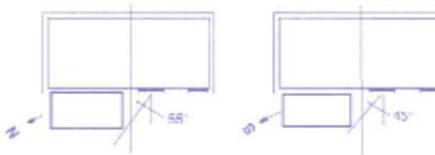
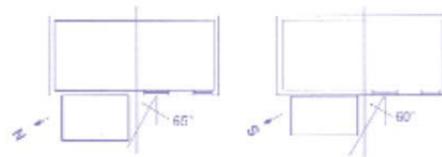
- Try to ensure your extension does not unduly restrict your neighbour's light by casting a shadow over their property and land;
- Have regard to the effect of overlooking neighbours' windows and gardens;

Rear extensions

If your extension is too large, it may obscure some of the light from your neighbours. It may also overlook and be intrusive to their property and land. Pay particular attention to the effect your extension may have on your neighbours' living room, bedroom and kitchen. How would you feel?

The following guidelines are used by the Borough Council to judge the likely impact of an extension on neighbours' property.

- Your extension should not substantially deprive a neighbour of light. Your extension should not infringe on an area measured at an angle from the midpoint of the closest window/opening serving a habitable room in a neighbouring property. The angle that this drawn line forms with the existing house is known as the critical angle.
- The critical angle is 60° in a single storey extension. This can be increased to 65° where the house to be extended is to the north of the house affected.
- In a two storey extension, the critical angle is 45° or 55° where the house to be extended is to the north of the house affected.



- Any window in your single storey extension should not overlook a house backing onto your property.
- In a two-storey extension you should ensure the extension does not overlook an adjoining boundary less than 10 metres away or bring properties closer than 22 metres, measured between the two closest points of the properties as shown in the sketch.
- A window at second floor level (including a dormer) should be no less than 30 metres from a neighbouring property and 15 metres from a boundary, where it overlooks that property or boundary.

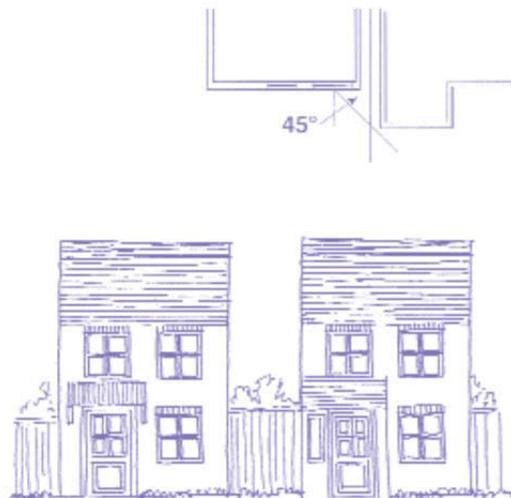


Side extensions

To avoid a 'terracing' effect, which is when the impression is given of houses being joined, your side extension should normally be at least 1 metre from any boundary with another property. This is particularly critical if you intend to change your extension into a two-storey extension in the future. As well as looking more attractive, it will be easier to construct



It is particularly important that the design of your front extension should reflect the style of your property and fit in with the surrounding street scene. Front extensions should avoid crossing a line drawn at 45° from the midpoint of the closest window serving a habitable room in a neighbouring property.



Dormer extensions

Dormers on the front roof slope will only be acceptable if they are not at variance with the style of surrounding houses. On other elevations they may be acceptable, but scale and proportions are vital considerations.



Other considerations

Conservation Areas/Listed Buildings

If your property is:

- Within a Conservation Area: a separate consent will normally be required for the demolition of building(s).
- a Listed Building: a separate consent form will be required for works or alterations likely to affect its character.

For further information please visit our web page: <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/conservation-areas/forms-relating-planning-and-conservation-areas>

Statutory Undertakings

Where the proposals will involve provision of gas, electricity, water or telephone services, notices should be given at the earliest practical date to the services undertaking(s) involved.

Access for the Disabled

Regard should be had to the Council's 'Designing for Accessibility' Supplementary Planning Document (June 2006). A copy can be downloaded from our website. <https://www.bracknell-forest.gov.uk/planning-and-building-control/planning/planning-policy/supplementary-planning-documents-spds/design-supplementary-planning-document>

Building Regulations

These notes relate only to planning applications. You may also need to apply for approval under the

Building Regulations. For further information please visit: <https://www.bracknell-forest.gov.uk/building-control-commercial-services/about-bracknell-forest-building-control>

Trees

Work to trees protected by a Tree Preservation Order or in a Conservation Area will require a separate consent. For further information please visit: <https://www.bracknell-forest.gov.uk/parks-and-countryside/trees>

Covenants

There may be restrictive covenants that affect your property. Please check your deeds.

Conditions

There may be restrictive conditions attached to the original planning permission for your property. Please contact the e-mail address below for further advice.

To summarise

- Consider the effects of your design on your neighbors in terms of overlooking and loss of light.
- Try to reflect the original design of your house in your extension.
- Think about how the impact of your extension will affect the street scene. Will it fit in or will it be 'out of place'?

For further advice please visit our website or e-mail development.control@bracknell-forest.gov.uk