

# Householder Design Guide

Leeds Local Development Framework



Supplementary Planning Document  
April 2012

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If you do not speak English and need help in understanding this document, please telephone the number below and state the name of your language. We will then put you on hold while we contact an interpreter. The number is 0113 247 4190.

**(Bengali):-**

যদি আপনি ইংরেজীতে কথা বলতে না পারেন এবং এই দলিলটি বুঝতে পারার জন্য সাহায্যের দরকার হয়, তাহলে দয়া করে 0113 247 4190 এই নম্বরে ফোন করে আপনার ভাষাটির নাম বলুন। আমরা তখন আপনাকে লাইনে থাকতে বলে কোন দোভাষীর (ইন্টারপ্রিটার) সাথে যোগাযোগ করব।

**(Chinese):-**

凡不懂英語又須協助解釋這份資料者，請致電 0113 247 4190 並說明本身所需語言的名稱。當我們聯絡傳譯員時，請勿掛斷電話。

**(Hindi):-**

यदि आप इंग्लिश नहीं बोलते हैं और इस दस्तावेज़ को समझने में आपको मदद की ज़रूरत है, तो कृपया 0113 247 4190 पर फ़ोन करें और अपनी भाषा का नाम बताएँ। तब हम आपको होल्ड पर रखेंगे (आपको फ़ोन पर कुछ देर के लिए इंतज़ार करना होगा) और उस दौरान हम किसी इंटरप्रिटर (दुभाषिण) से संपर्क करेंगे।

**(Punjabi):-**

ਅਗਰ ਤੁਸੀਂ ਅੰਗਰੇਜ਼ੀ ਨਹੀਂ ਬੋਲਦੇ ਅਤੇ ਇਹ ਲੇਖ ਪੱਤਰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰ ਕੇ 0113 247 4190 'ਤੇ ਟੈਲੀਫ਼ੋਨ ਕਰੋ ਅਤੇ ਅਪਣੀ ਭਾਸ਼ਾ ਦਾ ਨਾਮ ਦੱਸੋ. ਅਸੀਂ ਤੁਹਾਨੂੰ ਟੈਲੀਫ਼ੋਨ 'ਤੇ ਹੀ ਰਹਿਣ ਲਈ ਕਹਾਂਗੇ, ਜਦ ਤਕ ਅਸੀਂ ਦੁਭਾਸ਼ੀਏ (Interpreter) ਨਾਲ ਸੰਪਰਕ ਬਣਾਵਾਂਗੇ.

**(Urdu):-**

اگر آپ انگریزی نہیں بولتے ہیں اور آپ کو یہ دستاویز سمجھنے کیلئے مدد کی ضرورت ہے تو براہ مہربانی اس نمبر 0113 247 4190 پر فون کریں اور ہمیں اپنی زبان کا نام بتائیں۔ اس کے بعد ہم آپ کو لائن پر ہی انتظار کرنے کیلئے کہیں گے اور خود ترجمان (انٹریپرٹر) سے رابطہ کریں گے۔

This guide is dedicated to Dan Devine who worked in the Planning Service in Leeds from October 1988 until his untimely death in March 2009 and who was passionate about the training of young planners in "good design" and contributed so much to the development and production of this document.

# Contents

	<i>page</i>		<i>page</i>
<b>Introduction</b>	<b>1</b>	<b>Special Situations</b>	<b>15</b>
<b>Scope of the Guidance</b>	<b>1</b>	Conservation Areas and Listed Buildings	15
<b>Part One - Where to Start</b>	<b>2</b>	Conservation Areas	15
Do I need permission?	2	Materials and details	16
Pre-application advice	2	Boundary treatments	16
What must be included as part of a householder planning application?	2	Listed Buildings	16
Other consents and regulations	3	Materials and details	17
The Site Appraisal	4	Listed building consent	17
Design and character/streetscene	4	Extensions within the curtilage of listed buildings	17
Privacy	6	Setting of a listed building	17
Overshadowing	6	<b>Green Belt</b>	<b>19</b>
Dominance	6	Policy HDG3	19
Driveways and Parking	6	How to calculate volume	20
Private garden space	7	Openness	21
Overdevelopment	7	Boundaries	21
Bin stores	7	Inappropriate development and very special circumstances	21
<b>What Next?</b>	<b>8</b>	<b>Protected Species</b>	<b>22</b>
General Principles	8	Protected Trees	22
Design and appearance (Policy HDG1)	8	Hedges and Hedgerows	23
Roofs	9	Bats	24
Windows	9		
Impact on neighbours (Policy HDG2)	11		
Dominance and overshadowing	11		
Overlooking	11		
Traditional minimum guide distances	12		
The 45° code and the 12 metre code	13		
The 12 metre code	14		

# Contents (continued)

	<i>page</i>		<i>page</i>
<b><i>Part Two - Types of Extension</i></b>	<b>25</b>		
<i>Single storey extensions</i>	25	<i>Outbuildings, Annexes and Decking</i>	36
<i>Single storey side extensions</i>	25	<i>Outbuildings</i>	36
<i>Single storey rear extensions</i>	26	<i>Ancillary use</i>	36
<i>Single storey front extensions</i>	26	<i>Decking, terraces and patios</i>	36
<i>Porches and bay windows</i>	26	<i>Annexes</i>	37
<i>Porches</i>	26	<i>Walls, Fences and Hedges</i>	37
<i>Bay windows</i>	27	<i>Security</i>	38
<i>Conservatories and sun rooms</i>	27		
		<b><i>Policies</i></b>	<b>39</b>
<i>Two storey extensions</i>	29	<i>Local Policy Context</i>	39
<i>Two storey rear extensions</i>	29	<i>Key Policies</i>	39
<i>Part two storey, part single storey rear extensions</i>	29	<i>Planning and the Historic Environment</i>	39
<i>Two storey side extensions</i>	29	<i>Green Belt</i>	40
<i>Semi-detached houses</i>	30	<i>Design Principles</i>	40
<i>Terraces</i>	31	<i>Landscaping/ Green Space</i>	41
<i>Two storey front extensions</i>	31	<i>Access</i>	41
		<i>Other</i>	42
<i>Dormer Windows</i>	32	<i>Supplementary Planning Guidance:</i>	43
<i>Dormer Windows to the Front</i>	33	<i>Supplementary Planning Documents:</i>	43
<i>Dormer Windows to the Side</i>	33	<i>Village and Neighbourhood</i>	
<i>Dormer Windows to the Rear</i>	33	<i>Design Statements</i>	43
<i>Parking and Garages</i>	34	<i>Conservation Area Appraisals</i>	43
<i>Car parking</i>	34		
<i>Parking in front gardens</i>	34		
<i>New Access Points</i>	34		
<i>Garages</i>	34		
<i>Converting an integral garage</i>	35		



## Introduction

This guide provides help for people who wish to extend or alter their property. It aims to give advice on how to design sympathetic, high quality extensions which respect their surroundings. This guide helps to put into practice the policies from the Leeds Unitary Development Plan which seek to protect and enhance the residential environment throughout the city.

The document is adopted as a Supplementary Planning Document within the Leeds Local Development Framework by the City Council. The guide will take the place of the interim Residential Design Aid 6: House Extensions which was withdrawn from use following the introduction of Planning Policy Statement 1: Delivering Sustainable Development.

The guide is split into two sections. The first tells you where to begin when thinking about extending your home and outlines the general principles which you will need to consider when thinking about designing an extension. The second describes the common types of extension and aims to give more focused advice.

### Scope of the Guidance

The aim of the guidance is to assist anyone who wishes to extend their home whether or not they require planning permission to do so. It sets out the general principles which should be considered when designing an extension as well as giving advice on particular types of extensions and alterations. The guide seeks to achieve good design and protect the amenity of neighbours. Every site is unique and this means that the scope for development may well vary depending on the surroundings. This document provides guidance on what will usually be acceptable and should not be seen as a rule book which can be applied everywhere.

When planning an extension or other improvement to your property, this is also an ideal opportunity to make sure that any improvements also help to improve the environmental performance of your property, increasing its value and reducing your household running costs by saving energy and water. The document "Building for Tomorrow Today" includes many suggestions and examples of good practice which can be applied to extensions and other improvements.



## Where to Start

### Do I need permission?

If you are considering extending or altering your home you should first establish whether or not you require planning permission. Permission can be required for a range of activities including: landscaping works, constructing a porch, creating a patio or raised deck, building a conservatory and pruning a tree. Before beginning work on any extension or alteration you are advised to contact our Development Enquiry Centre who confirm in writing whether or not planning permission is required. There is a £30.00 charge for this service. The Development Enquiry Centre can be contacted on 0113 2224409.

Some simple works may not need planning permission. These are often referred to as Permitted Development. Further information on Permitted Development rights can be found on the Planning Portal website (<http://www.planningportal.gov.uk/permission/responsibilities/planningpermission/permitted>). Not all houses in Leeds have Permitted Development rights. Even if you think the works you want to carry out do not need planning permission you should still ring our Development Enquiry Centre to check.

Even if your proposal does not require planning permission we do want to encourage good design. Good design is always important and can enhance the value of your property. Please read on as the following guidance may be useful to you.

### Pre-application advice

It is hoped that the guidance contained within this document will allow you and your agent to submit an acceptable planning application without the need for pre-application advice. However, we are able to offer informal advice before the submission of a full planning application. In order to offer good quality pre-application advice the following information needs to be submitted with an enquiry:

- A covering letter explaining your enquiry (with contact details);
- Details of the address of the property and a location plan;
- Plans or sketches showing the works you want to carry out.

If you provide more details we may be able to give a more detailed response. We aim to provide a response (either verbally or in writing) to such enquiries within 21 days, however as this is a free service priority will be given to planning applications for which a planning fee has been paid.

### Talking to your neighbours

Before applying for planning permission it is a good idea to speak to neighbours or other interested bodies, such as Parish Councils. This can help to resolve potential conflicts at an early stage and also reduce the number of objections.

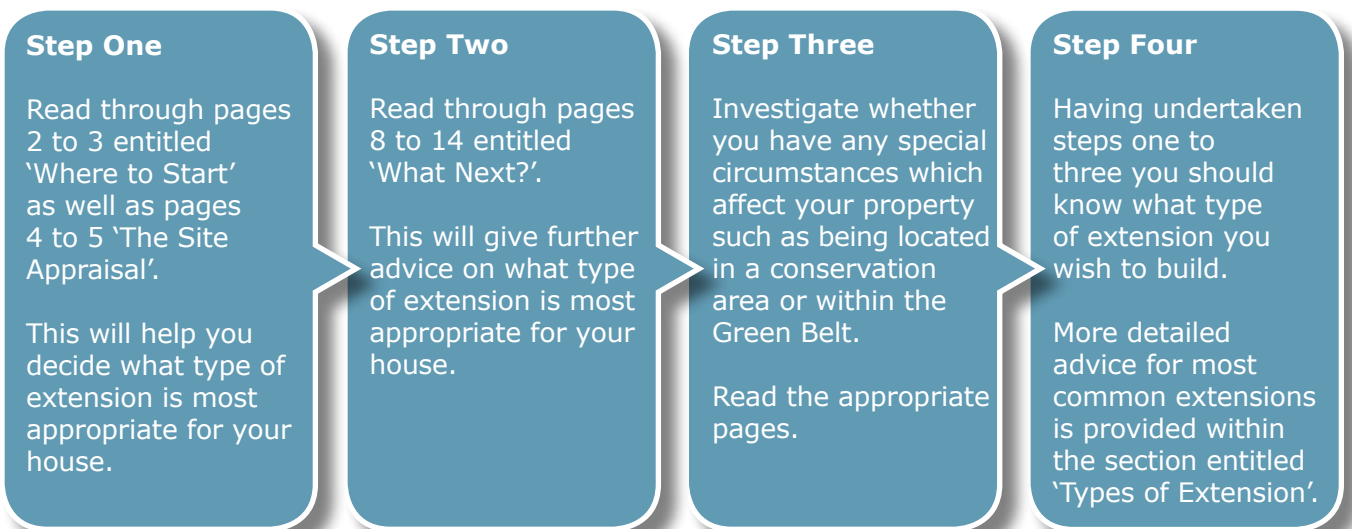
## What must be included as part of a householder planning application?

In line with the criteria set at the National Government level Leeds City Council has adopted a validation checklist which explains what plans and documents need to be submitted in order to create a valid application. This checklist can be viewed on the council's website at [www.leeds.gov.uk](http://www.leeds.gov.uk).

## Sustainability

When extending your home it is a good idea to think about sustainability. Including measures which save energy can reduce your household bills and help tackle climate change. The Council's document "Sustainable Design and Construction: Building for Tomorrow Today SPD" offers guidance and advice.

## How to use this guide



## Other consents and regulations

After obtaining planning permission you may also require other permissions before you begin work on site, for example building regulation approval. It may also be necessary to obtain consent from some statutory bodies and other interested parties. These can include:

- the owners of adjoining land;
- public utilities or authorities;
- the Council's Environment Department, Department of Highways and Transportation (Highways Maintenance and Main Drainage Divisions), or Department of Housing Services;
- the West Yorkshire Fire Officer;
- the Health and Safety Executive; or
- the Coal Authority.

## The Site Appraisal

Each house has a unique set of circumstances and the potential for extensions can vary significantly, even between next door neighbours. Understanding the particular circumstances and characteristics of your home is the starting point for designing an extension.

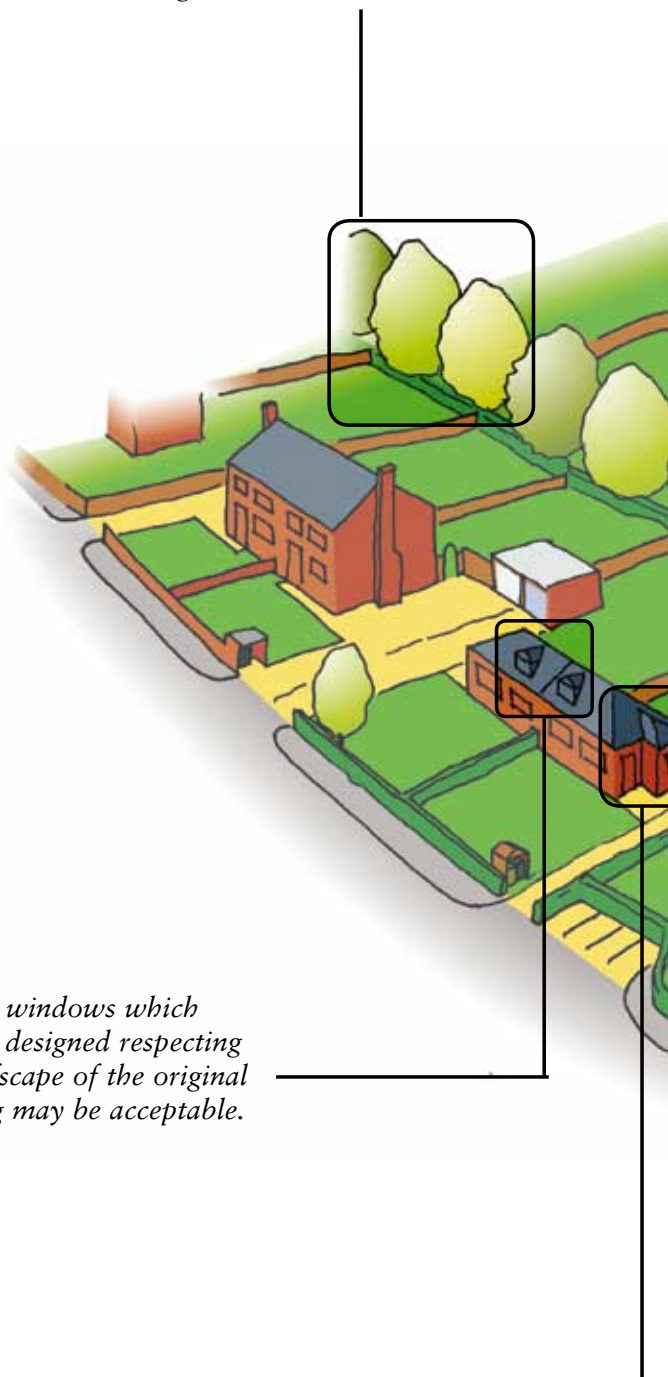
It is important when beginning to think about extending your property to undertake a site appraisal. This appraisal will inform the shape, position, size and scale of the extension and thus, in turn, inform the level of additional accommodation which is possible. The site appraisal should include an analysis of the character of the dwelling and the locality, level differences within the site and the position of the dwelling in relation to neighbouring dwellings. Attention should also be paid to the position of the house in relation to the path of the sun, the positions of windows on both the dwelling and neighbouring dwellings and any significant vegetation within the vicinity. The overall amount of development on a site is also important. If a property has already been extended it may not be possible to extend again.

### Design and character/streetscene

The character and appearance of a dwelling and the character of the local streetscene are important considerations when deciding the appropriate shape and form of an extension and where it is to be sited. The character of a house is formed by its proportions, materials, roof shape and architectural details. The character of an area is formed by the style of houses within it, the spaces between them, the boundaries (walls, railings, fences, hedges) and trees and vegetation within the area. Extensions should be in keeping with the character and appearance of the dwelling and the wider area.

Some sites will be within more sensitive locations such as Conservation Areas, the Green Belt or close to protected trees. Some houses are also listed buildings or may be close to listed buildings. On such sites special restrictions may apply. Further advice is offered later on in this document. Additional information can be found within documents such as Conservation Area Appraisals, Village Design Statements or

*Trees, hedges and planting can provide an effective screen ensuring the retention of privacy but in the wrong location and at an inappropriate height can impact significantly on neighbouring amenity through overshadowing and overdominance.*



*Dormer windows which are well designed respecting the roofscape of the original dwelling may be acceptable.*

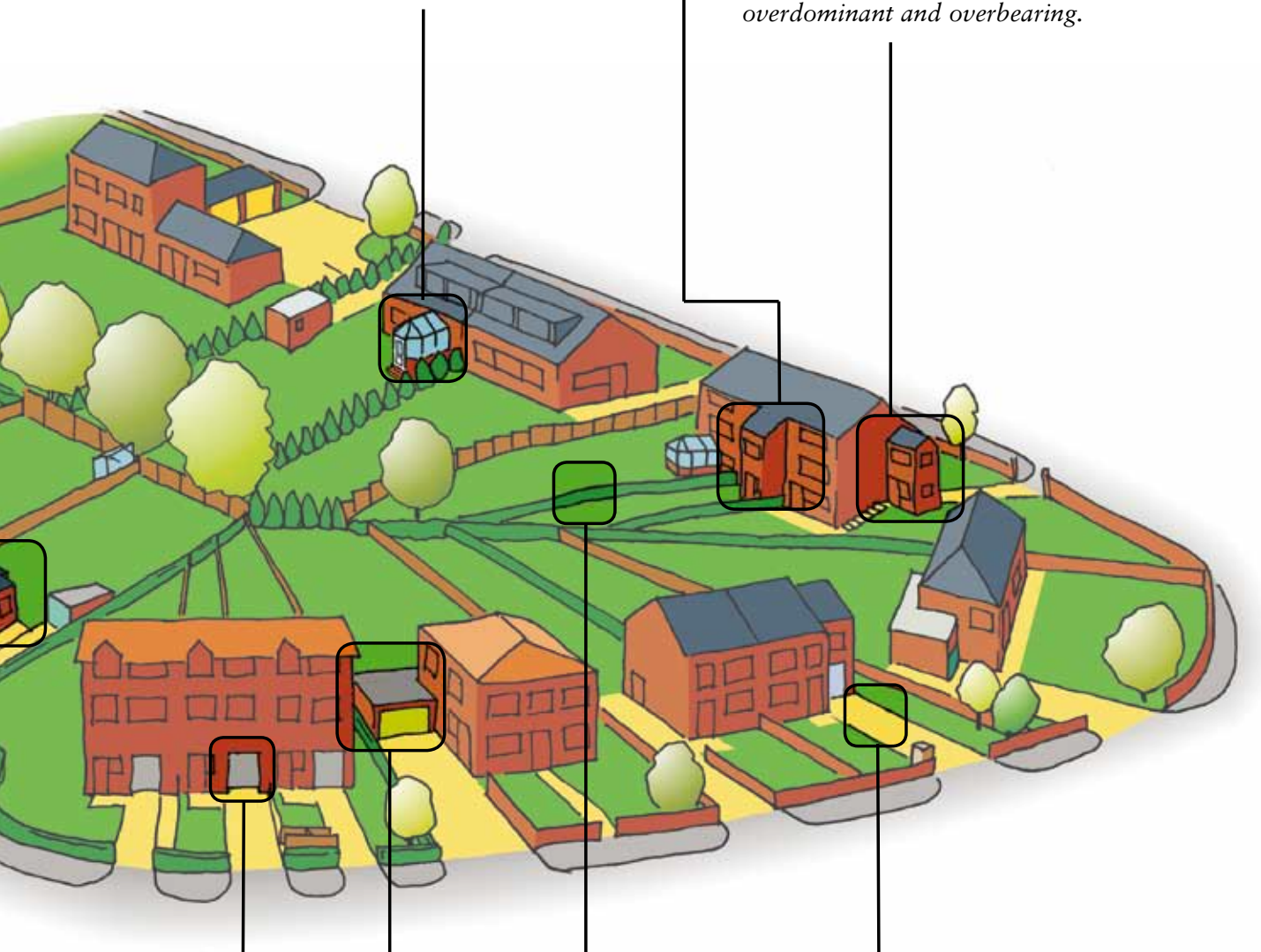
*The building types such as detached, semi-detached, terrace, bungalows, hipped roofs and gable ends are all important features in assessing the character of an area. The spaces between the buildings and the landscaping are also an important consideration.*



*The siting of a two storey rear extension may, as result of the position (e.g. south facing elevation), height, projection and orientation result in a significant impact on neighbouring amenity through overshadowing and overdominance.*

*Careful consideration of window positioning in proposed extensions is required to ensure that there is no overlooking of neighbouring private space and windows. Overlooking can result in a loss of privacy and harm residential amenity.*

*Two storey side extensions, especially in elevated positions can result in significant harm to neighbouring residential amenity through being overdominant and overbearing.*



*Access to the rear garden for bin storage*

*Two off street car parking spaces are required.*

*The character of the existing dwelling and the street scene should be taken into account when designing extensions.*

*Boundary fences of a sufficient height can ensure that there is no loss of privacy from the side windows of conservatories and rear extensions. Care must be taken because if they are too high, fences may become intrusive and impact on light. Fences higher than 2.0 m will require planning permission.*

Neighbourhood Design Statements. A list of these is provided on page 43.

### **Privacy**

Extensions should not unreasonably impact upon the privacy levels of neighbours. Care should be taken to ensure that additional windows do not allow intrusive views through neighbouring windows or toward private garden areas. Where new windows do cause conflict obscured glazing, non-opening windows or screening can be used to ensure that amenity levels are maintained. Supplementary Planning Guidance 13: Neighbourhoods for Living outlines the suggested minimum distances. This guidance is replicated on page 12.



### **Overshadowing**

Extensions and outbuildings must be sited to ensure that they do not take significant daylight and sunlight from the main windows and garden areas of neighbouring dwellings. Overshadowing is normally related to the side boundary between dwellings and therefore the larger the extension the further it needs to be set away from the boundary. A 45° code should be applied (see page 13).

### **Dominance**

Extensions should not unreasonably dominate or result in a significant loss of outlook from the main windows and garden areas of neighbouring dwellings. This matter is

particularly important in relation to two storey side and rear extensions. The relationship between the first floor element of the proposal and the neighbouring side boundary is important when assessing if a proposal is overdominant, overbearing or impacts upon a neighbour's outlook.

### **Driveways and Parking**

There should normally be provision for two off-street car parking spaces provided within a site in order to prevent on-street car parking which can cause congestion of the highway. Where extensions are to be built over the existing driveway thought should be given to incorporating a garage within the extension. Where no garage is provided additional parking areas will need to be created. In circumstances where these parking areas remove much of a front garden or cause significant additional water run-off this may not be appropriate.

Larger houses in areas with poor public transport provision are likely to need additional parking provision, to ensure that on-street car parking does not occur.



## **Private garden space**

Extensions should leave sufficient usable private garden space for the enjoyment of residents. Dwellings of three bedrooms or more should provide a reasonable garden area for family living. Normally no more than half the existing garden space should be covered by extensions and the space should normally be free of extensions and car parking.

## **Overdevelopment**

There is a limit to the number of extensions which can be added to a property or to a site. What constitutes overdevelopment will vary from site to site, as each set of circumstances is unique. If extensions are beginning to overwhelm a property or if there is a large number of outbuildings in close proximity to each other, site boundaries or the main house, it may be that a site is already overdeveloped. In such circumstances additional development may not be appropriate.

## **Bin stores**

In circumstances where bins are stored within public view screening may be necessary and can make an important contribution to the visual amenity of the area.





## What Next?

### General Principles

Having undertaken your site appraisal you should have a good idea of what type of extension you want to build. This section of the design guide explains the general principles which the Council will use when assessing your application and also possible special circumstances.

All extensions should be appropriately designed (HDG1) and should not harm the amenity of neighbours (HDG2). Extensions which do not adhere to these principles are unlikely to be considered acceptable.

In some cases your property will be located within a sensitive area (conservation area, listed building, the Green Belt) or have a unique set of circumstances which require additional attention (protected trees, protected species). Extensions to properties in such special circumstances will require more care and thought at the design stage. More information on these special circumstances can be found on pages 15 to 18.

### Design and appearance

HDG1 All extensions, additions and alterations should respect the scale, form, proportions, character and appearance of the main dwelling and the locality. Particular attention should be paid to:

- i) the roof form and roof line;
- ii) window detail;
- iii) architectural features;
- iv) boundary treatments and;
- v) materials.

Extensions or alterations which harm the character and appearance of the main dwelling or the locality will be resisted.

Extensions can have a significant impact upon your home and the homes of your neighbours. Many people often design an extension from the inside out by focussing on internal space rather than the external appearance of the building. This approach often leads to a poor design which harms the character and appearance of a building. Even small extensions can significantly alter the appearance of a building. Where extensions are visible from the street they can harm the appearance of a wider area if the design is inappropriate.

An extension which is well designed should be of a size and shape which is in keeping

with the building. In most circumstances extensions should be subordinate and the windows and detailing should reflect those on the original house.



*Extensions which reflect the scale, proportions and detailing of a house are attractive additions which can add value to both the house and the wider area.*

All parts of the extension (including its roof) should adequately reflect the proportions of the existing house and mirror its architectural details. Particular attention should be paid to:

- the shape and size of windows and doors, including pane size and arrangement, glazing bars, heads, cills and lintels;
- the roofline, including eaves details, guttering, corbels, barge boarding, overhangs and crest tiles;
- other architectural details such as string courses and quoins;
- the construction of the building and the external materials used.

### **Roofs**

Roof styles often contribute significantly to the appearance and character of a house. A Victorian villa and a suburban semi-detached property are both houses which can be built out of red brick but the differences in their roof form helps define their character. Roofs have an important part to play in ensuring an extension is appropriately designed.

In order to ensure an extension is sympathetic to the original dwelling its roof should replicate the proportions, pitch, shape and materials of the main house. This is just as important for single storey extensions as those at two storey level.



*Even for a single storey extension it is important to get the details right. The wrong roof form can result in an extension which harms the appearance of a property.*

### **Windows**

Inappropriate window detailing can spoil an otherwise acceptable extension and make the addition appear out of character. All new windows and doors should respect the character and appearance of the original house. Particular attention should be paid to the front and side elevations, especially those which are visible from the public highway. Details which need to be considered are:

- the size, shape, design and materials;
- the placement of windows and doors within the building;
- any recessing or reveals;
- head and cill details.

The position of new windows can also have an impact upon the privacy levels of surrounding houses and gardens (see page 11) and care should be taken with side windows and those on upper floors.



▲ Window details vary from house to house and it is important to make sure the windows and details in an extension reflect those of the main house ▶



## Impact on neighbours

HDG2 All development proposals should protect the amenity of neighbours. Proposals which harm the existing residential amenity of neighbours through excessive overshadowing, overdominance or overlooking will be strongly resisted.

Extensions often have an impact upon the amenity of neighbours. This impact can be through increased levels of overshadowing and overlooking or by having an overdominating effect. Extensions which have too great an impact upon the amenity of the occupants of neighbouring dwellings will not be permitted.

### Dominance and overshadowing

The impact an extension will have upon neighbours should be considered at the outset. Large extensions which impact upon private garden space should be set away from the boundary; generally speaking the larger the extension the larger the required distance to the boundary. As a general rule of thumb single storey extensions can project 3.0m on a common boundary and first floor extensions 1.0m on the common boundary. This allows a sufficient level of sunlight and daylight to enter neighbouring windows. It also allows a sufficient level of outlook. For further details on this please see The 45° Code (see page 12). These dimensions are based on a level site. Where there are level differences between a site and the neighbouring dwelling such dimensions may not be appropriate.

Extensions should also allow sufficient outlook in situations where windows face directly toward the extension. For further details on this please see the 12m code (see pages 13 and 14).

Extensions which significantly increase levels of overshadowing to neighbouring private gardens and neighbouring windows will not be permitted. Extensions should be sensitively located to minimise their impact upon neighbouring gardens.



*Care should be taken to ensure that extensions do not overshadow or overdominate neighbouring gardens and windows.*

### Overlooking

Windows which directly overlook neighbouring gardens or cause conflict with existing windows at close quarters will not be permitted.

Upper floor side windows which overlook neighbouring properties will only be permitted if obscure glazed (eg bathrooms) or if they serve non-habitable area (ie staircases). The table on page 12 gives some indication of the minimum distances which will be required.



*Care should be taken to ensure that windows are positioned to avoid overlooking neighbouring gardens.*

Balconies are not often a common feature within a street and balconies to the front will often be resisted. Balconies on period properties may also cause concern. Balconies which allow a person to step out onto them are often difficult to accommodate when in close proximity to neighbours. Juliet balconies can be an acceptable addition to a building in some cases, but special care needs to be taken when positioning them. Juliet balconies to the

rear may be acceptable, however they often create a perception of increased overlooking and this can increase the number of objections that a planning application receives.

Proposals which create a raised platform will only be acceptable where they do not directly overlook neighbouring gardens and are in keeping with the character and setting of a building. If you are thinking about incorporating a balcony or deck as part of an extension you are strongly advised to talk to all affected neighbours before submitting an application, however support from your neighbours will not guarantee an approval.

Traditional minimum guide distances			
	Boundary	Highway	Side
<b>Ground Floor Main to</b>	10.5m	4.0m	12.0m
<b>Secondary to</b>	7.5m	4.0m	9.0m
<b>Tertiary to</b>	2.5m	2.5m	3.5m
<b>Side to</b>	2.5m	-	3.5m

#### Definitions

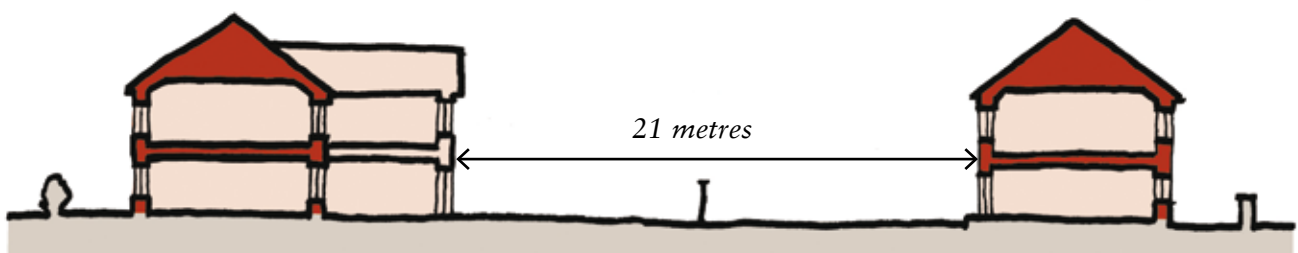
- Main Main windows to living and dining rooms/areas
- Secondary Windows to bedrooms, ground floor kitchens (when overlooking)
- Tertiary Windows to kitchens and utility rooms excluding dining areas
- Side Windows to bathrooms, staircases and landings as well as blank walls
- Boundary Limit of curtilage

#### Applying the guidance

These distances are a guide only and should not be taken as a hard and fast rule. These are regarded as the normal minimum requirements for flat sites within suburban areas and usually relate to the original walls of a property. The presence of extensions on neighbouring houses which have already reduced these distances will not automatically prevent others extending. When applying these guidelines care should be taken to appreciate the local character. Some existing intensive forms of development may justify lower distances being used but with sloping sites greater distances are likely to be required.

The table indicates the expected minimum distances which need to be maintained from windows in a variety of circumstances. Where windows face each other across a neighbouring boundary the minimum distance of each window to the boundary should be added together. For instance ground floor main windows should be set a minimum of 21.0m apart. This is because each ground floor main window should be set a minimum of 10.5m from the boundary. Therefore 10.5m and 10.5m is added together to produce 21.0m.

The minimum distance between a main window and a secondary window should therefore normally be 18.0m (10.5m + 7.5m).



Distances between main windows



## The 45° code and the 12 metre code

The 45° code and the 12m code can be a useful way of assessing the impact that an extension will have upon your neighbours. These codes will be used by the Council as part of the assessment of your planning application. The code does not take account of all factors on site (such as land level differences) and compliance with the 45° code and 12m code does not guarantee an approval.

### The 45° code

The 45° code usually applies to two storey extensions although it can inform the decision making process for single storey extensions. This code takes account of the position of neighbouring windows. It relates to main living areas such as living rooms, bedrooms, dining rooms and kitchens; it does not usually apply to utility rooms, toilets, staircases or landings.

In order to apply the code you should first locate the nearest edge of the closest window on your neighbour's property (fig 1). A line which extends from the wall of the house at an angle of 45° should then be drawn from this point (fig 2). Extensions should then be set within the green area. Extensions set within the red area may well be considered to have too great an impact upon your neighbours and could be refused (fig 3).

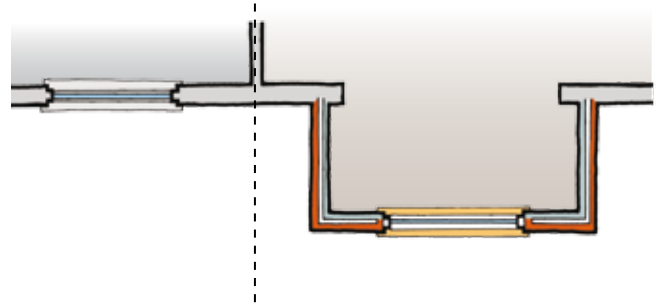


Fig. 1

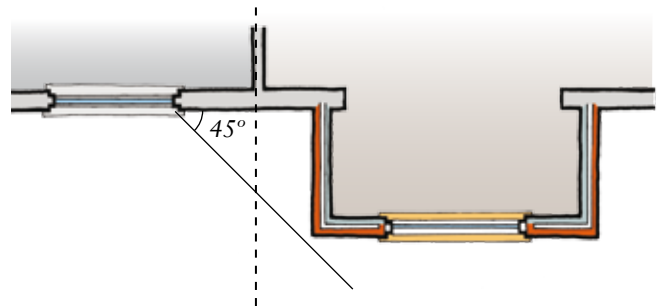


Fig. 2

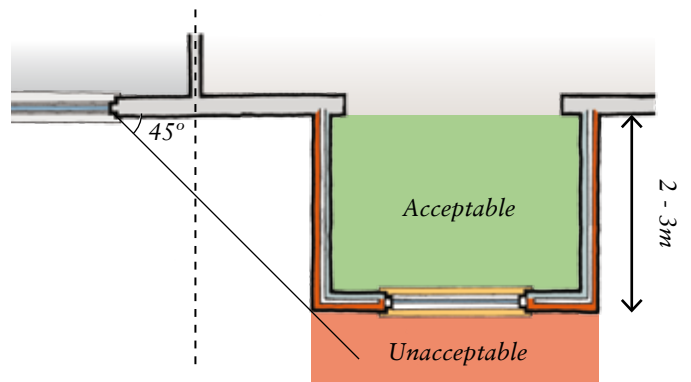


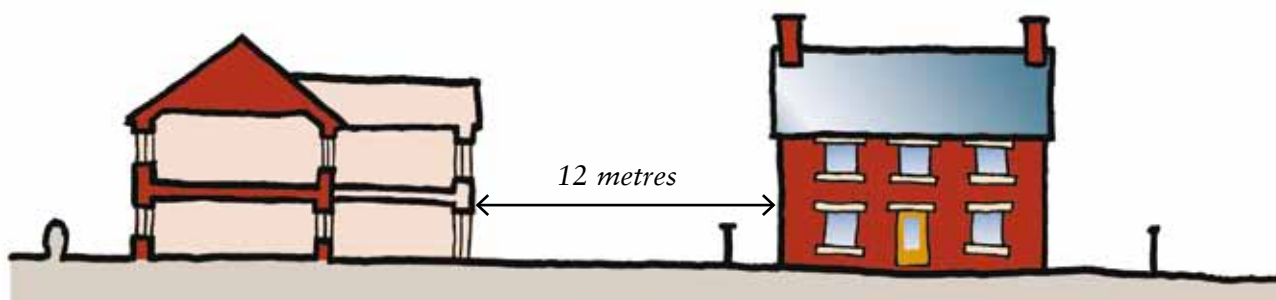
Fig. 3

### *The 12 metre code*

The 12 metre code usually applies to two storey extensions although it can inform the decision making process for single storey extensions. This code applies in situations where an extension projects towards the blank side gable of a neighbour's property, or where the blank side gable of an extension projects towards the windows of a neighbour's house. Like the 45° code it relates to main living areas and does not usually apply to non habitable rooms.

A distance of 12 metres should be maintained between main windows and a blank side elevation. This is to allow sufficient outlook and to prevent unreasonable over dominance. The Council will usually apply a further 3 metres for each additional floor above two storey level.

In some areas of Leeds houses can be close together and so may not meet this 12 metre distance. In such circumstances a judgement will be made about whether the impact of an extension is unreasonable.



*Fig 1*



## Special Situations

### Conservation Areas and Listed Buildings

Conservation areas and listed buildings are often sited in the more historic parts of Leeds and many have a unique and special character. Some conservation areas such as Headingley and Chapel Allerton are within high density urban environments whilst other such as Linton and Thorp Arch are within village contexts. Extensions or alterations to listed buildings or within conservation areas must be very carefully designed to ensure that they are in keeping with the character and appearance of the locality.

### Conservation Areas

There is a large number of conservation areas in Leeds and many have Conservation Area Appraisals which outline their unique and special character. A definitive list of the conservation areas, their character statements and maps are available on request. Please phone our Development Enquiry Centre on 0113 2224409 for more details.

Extensions within conservation areas must preserve or enhance the character or appearance of the area. Policy N19 (see page 40) outlines what should be considered when assessing an extension within a conservation area. This includes the siting and scale of the building, the roofscape, materials and boundary treatments. These things should also be considered when designing an

extension. Development proposals which fail to adequately respect each of these matters may be considered to harm the character of the conservation area and will struggle to gain planning permission.

All development proposals within a conservation area will require a design and access statement to be submitted with the application. The design and access statement should be a written summary of the site assessment which has been carried out prior to the extension being designed. For more information on site appraisals see pages 4 and 5 of this guide.



*Older properties often have unique features which add to their character and which should be retained. Details such as wagon arches are an interesting feature which show the history of the building.*

## Materials and details

Inappropriate materials or detailing can make an otherwise acceptable extension within a conservation area unacceptable. Many dwellings within conservation areas are older properties which have been built from traditional materials and contain traditional architectural details such as stone heads and cills. In order for an extension to appear as an appropriate addition these elements must be respected. Policy BC7 states that development within conservation areas should normally be in traditional local materials. Particular attention should be given to:

- The shape and size of windows and doors, including pane size and arrangement, glazing bars, heads, cills, lintels and reveals;
- The roofline, including eaves details, guttering, corbels, barge boarding, overhangs, and crest tiles;
- Other architectural details such as string courses and quoins;
- The construction of the building and the external materials used.



*The materials, roof form and window details of a property all combine to create a particular and unique character. Extensions should respect these details to ensure new additions work well with the house.*

## Boundary treatments

Boundaries and particularly front boundaries, are very important within or adjacent to conservation areas. The boundaries between properties or between the house and the road

are often formed by hedging or low stone walls which are important features of an area. Proposals to increase the height of boundary walls, to introduce railings or to incorporate different materials will often be inappropriate. Careful attention should be paid to traditional construction methods and the way in which the wall is finished. Inappropriate coping or mortar treatment can result in a wall which is harmful to the character of the area.



*In rural areas a mixture of stone walls, low fences and open gates create an attractive streetscape. Introducing high fences and gates is often not appropriate*

## Listed Buildings

Leeds also has a large number of listed buildings. Buildings are listed which are of special architectural or historic interest and there is a strong presumption in favour of their preservation. Listed buildings may often have unique features and details which are important to their character. Internal alterations can also impact upon the character of a listed building and must be carried out in a sympathetic manner. Details about all listed buildings are available online from English Heritage (<http://list.english-heritage.org.uk/>). This information is from English Heritage and highlights the interesting aspects of a property. It should not be read as a definitive list of all the important features of a building, nor an exhaustive list of its interest and special character.



*The curved frontage of these buildings is a unique feature and creates an interesting streetscape. Other details such as the window forms, doors and chimneys contribute to the character of the properties and all such details are important.*

### *Materials and details*

Appropriate materials and detailing are essential in any alteration or extension to a listed building. As with extensions in conservation areas particular attention should be paid to window details, the roofline and other architectural features. When considering making changes to a listed building it is also important to consider the shape and form of internal openings and the original plan form of the dwelling.

In some circumstances it may be possible to introduce contemporary design or materials to a listed building. This may be particularly relevant where attempts to replicate the traditional built form will result in a poor imitation of the historic fabric. Such matters need to be very carefully considered and it is advisable to contact us before submitting such an application.



### *Listed building consent*

Listed building consent is required when extensions or alterations impact upon the special character of the building.

Listed building consent will not be required for:

- Repairs (where matching materials are used);
- Free standing buildings within the curtilage of a listed building (see below).

### *Extensions within the curtilage of listed buildings*

Although separate listed building consent is not required for free standing structures within the curtilage of listed buildings special attention should still be paid to their design, size, siting and materials. Outbuildings which harm the character, appearance or setting of a listed building will not be considered acceptable.

Traditionally outbuildings would have had a particular function, such as stable blocks, and as a consequence are not as ornate as the main house. Usually they have a simple, gabled form and are single storey in nature. It may well be possible to construct more modern additions (such as garages, garden stores and bin stores) within the grounds of listed buildings provided that the outbuildings are carefully designed and appropriate to their context.

### *Setting of a listed building*

Extensions, outbuildings and alterations to properties which are situated close to listed buildings must respect the setting of the listed building. This means that, like development within the curtilage of the listed building, all additions or alterations must respect the special character of the listed building. This special character will vary depending upon the type of listed building. For example a large, detached, manor house often has a great amount of space around it and adding lots of outbuildings within neighbouring gardens which erode this sense of space will not be appropriate. Equally where an

◄ *More contemporary extensions can complement historic properties however these need to be very carefully considered. This extension has a very conventional shape and form which is augmented by the use of traditional and modern building materials.*

old, stone cottage is listed, it will not be acceptable to build a large extension on an adjacent property which dominates the listed building.



*The spaces around listed buildings are important. The wider setting of a listed building must be considered when designing an extension, even if the extension is to an unlisted property.*



## Green Belt

The provisions for extending your house within the Green Belt are more limited than in other areas. National and local policies aim to restrict inappropriate development within the Green Belt and to protect its character, appearance and openness.

Policy N33 of the Leeds Unitary Development Plan (Review) 2006 and National Guidance states that limited house extensions within the Green Belt may be considered appropriate provided that they do not result in additions that are disproportionate to the original dwelling and also do not harm the character and the openness of the Green Belt. Within Leeds City Council a guideline of approximately thirty percent volume increase over and above the original building is used as a threshold for residential development within the Green Belt.

**Original** The house as originally built or as existing in 1947, whichever is the later.

**Extension** Any additions to the dwelling (including garages and outbuildings) which have been constructed after 1947, or after the dwelling was built, whichever is the later.

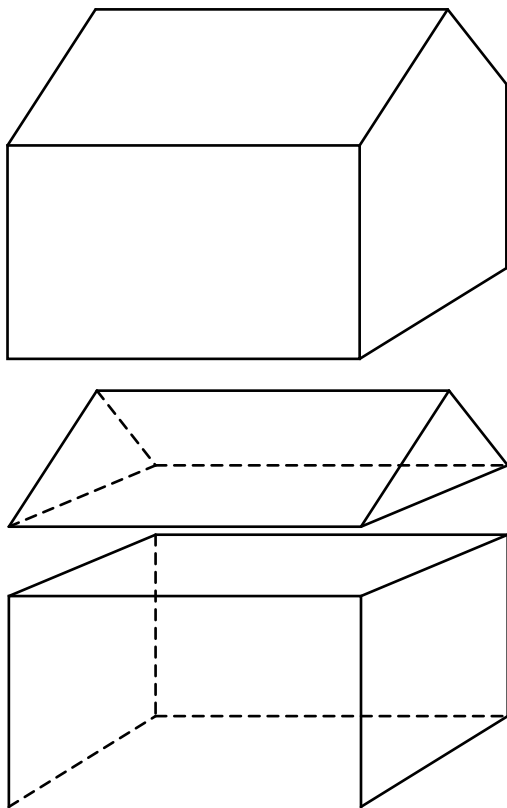
**HDG3** All extensions, additions and alterations to dwellings within the Green Belt should represent limited development and should not harm the character, appearance and openness of the Green Belt. In order to be considered as limited development all existing and proposed extensions should not exceed a thirty percent increase over and above the original house volume. Development proposals which exceed thirty percent or which harm the character, appearance or openness of the Green Belt are considered to be inappropriate development. Inappropriate development is, by definition, harmful to the Green Belt and will be resisted unless very special circumstances can be demonstrated.

When designing extensions within the Green Belt the thirty percent guideline should be used as a strong indicator as to the acceptability of a proposal. Although this figure is not definitive it will inform the majority of decisions involving Green Belt applications. It may be possible to improve the viability of a proposal by demolishing existing outbuildings and extensions, although this will not allow extensions of a harmful nature to be approved.

## How to calculate volume

The Council calculates the volume of your property by using the external measurements of buildings, including all internal spaces such as roof voids which may not be living areas. The volume of the existing and proposed extensions are then calculated using the same method and a percentage increase is calculated over and above the original. Before submitting an application within the Green Belt you should calculate the volume of the original dwelling and the cumulative volume of all existing and proposed extensions. These figures should be included in your submission. The diagrams show how a simple house volume can be calculated. The Planning Portal website provides a useful tool for calculating volume. This can be found at [www.planningportal.gov.uk](http://www.planningportal.gov.uk) in their Useful Tools section.

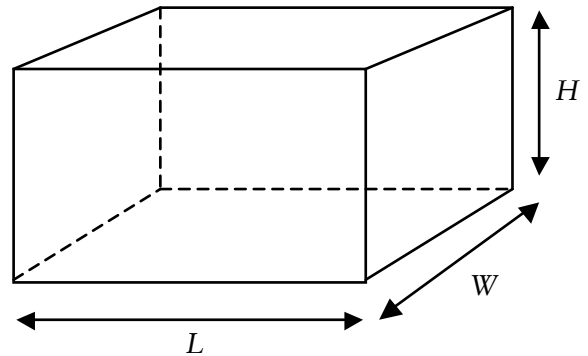
### Basic Volume Calculations



A typical house is made up of two different shapes. In order to calculate the house volume each shape must be calculated and the two added together.

### Calculating the volume of a cuboid

To calculate the volume of a cuboid its height (H), length (L) and width (W) must be multiplied together.

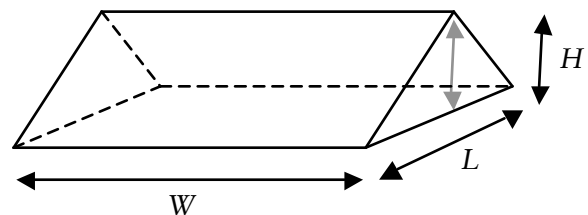


If the width of the house is 8.0m and its length is 5m and the height to the eaves is 5.2m then its volume will be:

$$8 \times 5 \times 5.2 = 208\text{m}^3$$

### Calculating the volume of a gabled roof

To calculate the volume of this gabled roof you must again multiply its width, length and height, however the answer must be divided by 2.



If the width of the house is 8.0m and its length is 5m and the height from the eaves to the ridge is 3.2m then its volume will be:

$$(8 \times 5 \times 3.2) \div 2 = 64\text{m}^3$$

### Calculating the volume of the house

To calculate the volume of the house the two should be added together, so here the volume would be:

$$208 + 64 = 272\text{m}^3$$



## Openness

The openness of the Green Belt is one of its most important attributes and this should be safeguarded. To protect openness all new development should be of an appropriate size and scale in relation to the original dwelling and should be sited so as to prevent sprawl and protect long range views.

Even if a development proposal can be considered as a limited extension (ie under thirty percent) it should still preserve the openness of the Green Belt. This means that the alterations and extensions should not:

- impact upon long range views;
- close the gaps between buildings;
- have a significant degree of massing;
- introduce or increase the sprawl of buildings within a site.

Development sites which lie adjacent to the Green Belt can impact upon the openness and character of the Green Belt. Care should be taken to ensure that extensions within such areas are sensitively designed and do not harm the openness of the Green Belt. Good landscape design can often be used to achieve greater assimilation which respects the character of the Green Belt. Policy N24 offers further guidance on this matter (see page 40).



*Some properties are located in the Green Belt. The most important aspect of Green Belt land is its openness and the possibility of extending such properties is often very limited.*

## Boundaries

Boundaries, in particular front boundaries, are very important within the Green Belt. Houses within the Green Belt are often in semi-rural locations and the areas have a verdant character.

The boundaries between properties or between the house and the highway are often formed by hedging or low stone walls and these are important features of the area. Proposals to increase the height of boundary walls, to introduce railings or to incorporate different materials will often be inappropriate.

Good landscaping can be used to enhance development proposals. Where development proposals impact upon long range views or have the potential to impact upon the character of the Green Belt a landscaping scheme may be required.



*Introducing high fences and gates in rural areas can create a suburban character which harms the appearance of the property and the wider area.*

## Inappropriate development and very special circumstances

Development which is disproportionate to the original dwelling or which harms the openness, character or appearance of the Green Belt is considered inappropriate. Inappropriate development is, by definition, harmful to the Green Belt and will be resisted. In a very small number of cases there may be very special circumstances to justify an exception to policy. It is for the applicant to show if very special circumstances apply and to adequately demonstrate these.

Special circumstances which could justify development in the Green Belt will be considered on their individual merit. Examples of developments which generally do not constitute special circumstances would include extensions to provide additional accommodation for relatives, inappropriate boundary treatments for purposes of privacy, and relatively minor extensions which represent additions to existing larger extensions which are already disproportionate additions.



## Protected Species

Alterations and extensions to your home should take account of the natural environment. The natural environment includes trees, vegetation, animals and watercourses. All development will have some impact upon the natural environment and care should always be taken to ensure that no significant harm is caused.

In some instances particular animals, trees or vegetation are protected against harm. This means that extensions or outbuildings which will impact upon them must be carefully designed to ensure that long term damage is not caused.

### Protected Trees

If a tree has been served with a tree preservation order (TPO) it is considered to have a particular amenity value and is protected from harm. All trees in conservations areas over 75mm in diameter at 1.5m above ground level are also protected. Protected trees will often, although not exclusively, be important to the character and appearance of the locality. This means that although protected trees are on privately owned land development proposals which could harm the trees may not be acceptable. This also includes trees on neighbouring land.

Development close to protected trees needs to take account of the potential root spread of the tree and its canopy spread. The siting of an extension in relation to a protected tree is important as foundations and other excavation works (such as for services) can harm the

existing roots or prevent the tree growing to its full maturity. Extensions which include main habitable rooms (such as living rooms/dining rooms and bedrooms) can also create concern as windows which are close to or under the tree canopy will inevitably have restricted light levels. This often leads to future pressure to prune or lop the tree.

Some construction methods (such as non-dig or raft foundations) can help to mitigate against the impact of development in proximity to protected trees but a less invasive building method will not guarantee that planning permission will be granted.

The distance that an extension should be sited from a protected tree will depend upon three things:

- The species of tree;
- The nature of the extension;
- The placement of windows.

Further information is contained within the council's document "Guideline Distances from Development to Trees". This is available to download or by contacting our Development Enquiry Centre on 0113 2224409. Further guidance is also available within the BS5837: 2005, available from the British Standards Institution.

In circumstances where a development proposal will impact upon a protected tree a tree survey and method statement may need

to be submitted with the application. The tree survey and method statement will identify important trees and outline the measures which will be taken prior to and during the building process to ensure that the protected tree is not harmed. These details will be assessed by the Council's tree officers. Further information about tree surveys and the details you will need to include can be obtained from our landscape officers on (0113) 222 4409.



*Trees and vegetation are very important features in lots of areas in Leeds. Extensions which are built close to trees can harm their vitality and even cause the tree to die.*

### **Hedges and Hedgerows**

Hedges, hedgerows and other vegetation are important habitats for wildlife and can also form an important part of the character of an area. If hedges are present on an application site it is important that they are not harmed as a result of the development proposal. Careful thought should be given to how hedges and hedgerows will be protected during the building works.

If a development proposal involves the partial removal or loss of hedgerows it may not be considered appropriate. In some instances replacement planting can be used to mitigate against the harm caused by the loss of vegetation. If your development proposal is likely to involve the removal of hedges and hedgerows you are advised to contact us prior to the submission of an application. If replacement planting is to occur details of this will be required with the application. These details should indicate the species, maturity, density and placing of all replacement plants.

## Bats

Bats are a protected species. This means that we are required to consider the potential impact on bats and their roosts when determining planning applications. All species of bat in the UK are protected under the Wildlife and Countryside Act 1981 and the Conservation (Natural Habitats &c) Regulations 1994, as amended. Under these Acts it is an offence to recklessly kill, injure or disturb bats or to destroy or obstruct access to their roosts, whether or not they are occupied.

Many bats use buildings for roosting and extensions which impact upon the roofspaces of buildings have the potential to harm bats and their roosts. Bats are often found in heavily wooded areas and near watercourses. Properties close to these habitats may require a bat survey to be submitted with the application. A bat survey will establish whether or not bats are likely to be present on site and recommend an appropriate course of action. The Council has a record of all properties which are situated within areas that have a high probability of bat activity (the Bat Alert Layer).

Properties which are located within Leeds City Council's Bat Alert Layer will require a bat survey to be submitted with any application where there is the chance of a bat roost being affected by the development. Bat roosts may be present on a site when an unsealed roof line allows access to a roof void. If you are unsure whether you require a bat survey, or want further details of the Bat Alert Layer, please phone our Development Enquiry Centre on 0113 2224409.



*Bat boxes can provide alternative habitats.*





## Types of Extension

### Single storey extensions

#### Single storey side extensions

Single storey side extensions are a good way of providing additional living space and, if well designed, can be an attractive addition to your property whilst having a minimal impact upon neighbouring gardens.

Particular care should be also be taken to ensure that the scale of the extension is appropriate. As a general rule of thumb extensions to the side of a house should be no greater than two thirds of the width of the main house. If a greater level of accommodation is required then thought should be given to also creating a single storey rear extension.

If a side extension is building over an existing driveway then you will need to think about parking provision. Two car parking spaces should normally be provided on site. If you are thinking of converting your existing front garden we will require a landscaping scheme to be submitted with the planning application showing where planting will be retained. An area of soft landscaping should ideally be located next to the pavement edge to help the soften the impact of the proposal and help prevent problems associated with surface water run-off.

Care should also be taken if your property is located on a corner plot. Where the extension will be visible from two streets you will need

to ensure that the design is suitable in relation to both streets. You will also need to take account of the building line of the side street.

Single storey side extensions should mostly be acceptable where:

- the design is appropriate to the main house and the locality;
- appropriate materials are proposed;
- adequate space is maintained to allow access to the rear (where this is not possible space should be provided for wheelie bins to the front of the property but these will need to be screened and not obtrusive);



*The extension mirrors the details of the main house and creates an attractive addition to the street.*

- there is no harm to neighbouring properties through excessive overshadowing, over-looking, or by creating an overly dominant addition;
- sufficient parking is retained on site.

### Single storey rear extensions

Single storey rear extensions are a common way of extending living rooms and/or kitchens. As these extensions are sited to the rear they can have a big impact upon neighbouring gardens. Care needs to be taken when designing an extension to ensure that the height of the building is not excessive and that windows do not harm the privacy of neighbours.

In cases where the extension is to be located on the boundary with a neighbour (such as terraced or semi-detached houses) a projection of 3.0m is normally acceptable. A smaller projection may be required where neighbouring gardens are short or where neighbouring windows are close to the extension. If the extension is stepped away from the boundary a greater projection may be permissible.

Although extensions to the rear of a property rarely have a significant impact upon the streetscene design is still an important consideration. Extensions which are poorly designed or are to be built of inappropriate materials will not normally be acceptable.



*This extension has a simple shape and form and is of a modest size and scale. The use of matching materials helps to ensure it blends well with the house.*

As a general rule extensions to the rear will be acceptable where:

- the size and scale of the extension respects the dimensions of the original property and garden space;
- appropriate materials are proposed;
- the extension will not have a significant negative impact on neighbouring gardens
- the extension will not have a significant negative impact on neighbouring windows in terms of overshadowing and loss of outlook (see 45 degree code).

### Single storey front extensions

Extensions to the front of properties are often very difficult to accommodate. The front is often the most visible and prominent part of the house and it has a key role to play in defining its character and that of the street. Very small additions to the front such as porches or a bay windows might be possible. Larger additions are unlikely to be acceptable especially where a row of properties display a uniform character. Particular attention should be paid to the building line.

Single storey front extensions may be acceptable where:

- the house is well set back from the front boundary;
- there is a lack of uniformity within the streetscene;
- where the proposal will not harm the character of the locality.

### Porches and bay windows

#### Porches

A porch is a small addition to the front or side of a house which provides a covered entrance to the building. They should be small, sympathetically designed structures which appear unobtrusive and do not overwhelm the building. Matching materials should be used. Large porches which seek to provide seating areas or additional facilities (such as utility rooms or toilets) are unlikely to be acceptable.

### Bay windows

Bay windows can be an effective way of extending front living and dining areas, although they do impact upon the character and appearance of a building and may not be acceptable in all circumstances. Bay windows should be small, sympathetically designed additions which adequately reflect the proportions and details of existing windows. In a street characterised by simple houses with unadorned front elevations bay windows are unlikely to be acceptable.



*The small bay window and the canopy are very simple additions which do not detract from the appearance of the main dwelling.*



*In some circumstances small front extensions may be possible however these must be very modest additions.*

### Conservatories and sun rooms

Conservatories are a popular way of extending properties but design is still an important consideration as they can have a big impact upon neighbours and the character of a locality.

The large amounts of glazing mean that overlooking is a particular concern. Most conservatories are located to the rear, and side windows will often face toward neighbouring gardens. If there is insufficient screening (a fence or hedge high enough to prevent views of neighbouring gardens from inside the conservatory) obscure glazed panels should be proposed. Care should also be taken to ensure that conservatories do not overdominate neighbouring gardens.

Conservatories are often constructed of white upvc. This material is highly visible and rarely reflects the main external building materials of a property. This means that conservatories located in highly visible locations (such as front or side gardens) will not normally be acceptable.

Sun Rooms can normally be accommodated to the rear. The considerations relevant for single storey rear extensions also apply to their addition, but due to their extensive glazing care should also be given to protect neighbouring private amenity with the use of obscure glazing or boundary treatments of an appropriate height.

As a general rule conservatories and sun rooms to the rear will be acceptable where:

- the size and scale of the conservatory/sunroom respects the dimensions of the original property and garden space;
- appropriate materials are proposed;
- the conservatory/sunroom will not have a significantly negative impact on neighbouring gardens
- the conservatory/sunroom will not have a significantly negative impact on neighbouring windows in terms of overshadowing and loss of outlook (See 45° code and 12 metre rule).



*The use of obscure glazed or solid side panels prevents the neighbouring garden being directly overlooked.*



*Using matching materials and designing the conservatory to respect the existing two storey gable results in a well proportioned addition which enhances the character of the property.*



## Two storey extensions

Two storey extensions, by their very nature, are larger and more prominent than single storey additions. They therefore have a greater impact upon the character and appearance of the house and the locality. Particular care should be taken when designing two storey extensions to ensure that the proportions of the extension (including the roof) respect those of the main house and that the extension does not unreasonably overshadow or overdominate neighbours' gardens and windows.

### Two storey rear extensions

Many houses within Leeds will not be capable of accommodating a two storey rear extension. As a general rule of thumb first floor extensions sited on a common boundary should not project more than 1.0m beyond a neighbouring rear elevation in order to comply with the 45° code. This means that for terraced and semi-detached properties it will be difficult to provide an adequate level of accommodation without negatively impacting upon neighbours.

Where a two storey extension is proposed to a detached dwelling it should be proportionate to the size of the house and garden and should not usually include first floor side windows, except if obscure glazed or serving a non-habitable room.

### Part two storey, part single storey rear extensions

One solution to providing two storey accommodation to the rear is to design a stepped extension, where the first floor element of the proposal is sited away from common boundaries. As with single storey extensions it may be possible to provide additional depth where extensions are sited away from neighbouring boundaries. If the site is level and the rear elevations are flush a 3.0m depth may be possible if the extension is set a minimum of 2.0m away from neighbouring boundaries. Care still needs to be taken to ensure that the placement of windows takes account of neighbouring gardens.

*The repeated gaps between properties results in a very regular streetscene with a clear and defined character.*



*Keeping the extension as a single storey addition where it lies close to the boundary helps to reduce the impact on neighbours.*

### Two storey side extensions

Two storey side extensions are the most difficult extension to accommodate on a site. Whilst many people see them as an easy way to provide additional bedrooms without impacting upon neighbouring gardens, these extensions often have a big impact upon the character of the house and the street.

The main difficulty in relation to side extensions is in maintaining adequate spaces between buildings. The spaces between houses are important in defining the character and appearance of an area. Semi-detached houses are often separated by driveways and this creates a very regular streetscene, the character of which it is important to retain. On the other hand, some detached houses are individually designed and have larger spaces around them which produces a more irregular but quite spacious feel to the area. This sense of space is often important to the character of an area and should be retained.



Two storey side extensions can very easily erode this character as they often take up all or most of the space to the side of a house and bring the building very close to its neighbour. In a street of regular, semi-detached dwellings at least a 1.0m gap should be maintained to the side boundary with a 2.0m set back from the front wall of a property. This prevents the important gaps within the street being eroded and maintains the character of the area. On a street where larger gaps are more common, more space will be needed to the side boundary.



*These two side extensions are built over the driveways of the houses and have wholly closed the gap between the two buildings.*

Given the prominence of two storey side extensions great care needs to be taken with the design. The proportions of the extension must respect the proportions of the house and generally they should not exceed two thirds of the width of the main house. The roof form and window detail must also match the existing and any particular architectural features (such as plait bands or string courses) must be replicated.

It is also important that extensions achieve some degree of subservience. The usual method of achieving this is to set the extension back from the front wall of the dwelling and thus also lower the ridge line. The set back which is needed will depend on a number of factors including the proportions and dimensions of the extension, the risk of terracing and the prominence of the extension. A set back also helps to avoid the awkward join of new and old materials and allows the development of the property to be read in its fabric.



*Two storey extensions are more dominant than single storey additions and so can be much more visible in the wider area. Care needs to be taken with their materials and detailing.*

As a general rule two storey side extensions will be acceptable where:

- the size and scale of the extension respects the dimensions of the original property;
- the detail of the extension respects the original property;
- the extension retains a sufficient distance to the side boundary and a sufficient set back from the main front wall of the house;
- the roof ridge of the extension is set down from the house roof ridge;
- the extension will not have a significantly negative impact on neighbouring gardens or windows;
- appropriate materials are proposed;
- appropriate levels of parking are maintained.

#### *Semi-detached houses*

Adding a two storey side extension to a semi-detached dwelling can often be difficult as they are designed as a symmetrical pair. Adding a two

storey extension to one side means the pair of semi-detached buildings becomes unbalanced and this is harmful to the character and appearance of the extended house and its neighbour.

Two storey extensions to semi-detached properties are also difficult as a 2.0m set back and the retention of 1.0m to the side boundary often leaves little room for additional accommodation. Normally only one, small bedroom can be created. Two storey side extensions which retain no distance to the boundary will not normally be acceptable.

### *Terraces*

In some circumstances it may be possible to accommodate a two storey side extension on an end terrace property provided that it is well designed and reflects the character of the area. It must also not detrimentally impact upon neighbouring gardens and windows. The exact circumstances on site will determine the design of the extension though it is quite likely that a set back will not be desirable provided a good materials match can be found.

### **Two storey front extensions**

As with single storey front extensions, two storey front extensions will not normally be acceptable. The front of a house is the most visible and prominent part of the dwelling and it has a key role to play in defining its character. Very small additions to the front (such as a porch or a bay window) might be possible however larger additions are unlikely to be acceptable. Particular attention should be paid to the building line.

Two storey front extensions may be acceptable where:

- the house is well set back from the front boundary;
- there is a lack of uniformity within the streetscene;
- the proposal will not harm the character of the locality.



*This front projection is modest, well proportioned and also mirrors the architectural details of the main body of the house.*

## Dormer Windows

Dormer windows are used as a way of providing light into existing roof spaces. They should be small, discrete additions which retain the character of the original roof. Given the importance of roofs in defining the character of a house and an area, particular care needs to be taken when deciding the siting and design of a dormer.

Ideally dormers should be located to the rear of a house and should be as small as possible with a substantial area of the original roof retained. Dormers should be set down from the ridge, up from the eaves and set in from the sides. They should not dominate the roof plane and unbalance the existing dwelling.

Dormer windows can be constructed using a variety of external materials, however in the vast majority of cases they should be constructed in materials to match those of the existing roof. This usually means that the front and cheeks should be clad in tiles or slate which represent a sympathetic match in form and colour to those existing. Timber and upvc cladding is inappropriate in the majority of cases.



*This dormer is located in a prominent position on the property and the use of materials which do not match or complement the roofscape makes it a very stark addition.*

The windows and detailing of a dormer window should reflect the style and architecture of the original house. Therefore:

- window detailing should match the character, proportion and style of windows on the main house;
- dormer windows should be located to enhance the design and proportions of the original house;
- front elevations of dormer windows should be predominantly glazed (to lessen the impact of their addition);
- eaves and guttering details should reflect the details of the original house.



*These dormers are small additions which are well positioned in the roofscape and do not cramp the chimneys. They sit above the existing first floor windows, use appropriate materials and are suitable to the age and style of the house.*

For dormers to be considered acceptable they should be designed to:

- remain subordinate to the main property by not being of a size and scale which dominates the existing roof;
- maintain and respect the features of the existing house;
- be designed in proportion to existing windows (the windows in dormer windows should generally appear smaller than existing windows);
- maintain the appearance and symmetry of the house (and also in relation to neighbouring properties);
- prevent any significant loss of privacy to neighbouring properties due to overlooking from an elevated position.

### Dormer Windows to the Front

Dormer windows to the front will not normally be considered acceptable, particularly in prominent locations, on unbroken roof slopes or where traditional dormers are being replaced by box-style structures. In some streets the overwhelming predominance of existing dormer windows has changed the appearance of a street sufficiently for dormer windows to be considered part of the character. In these circumstances dormer windows to the front should be;

- small, well designed additions which retain the original roof form;
- constructed of appropriate materials;
- reflect the proportions and positions of existing windows.

Two small well designed dormer windows are generally considered to be more sympathetic than one large dormer window.



*The clean, unbroken roofline of this terrace is an attractive part of the streetscene. The introduction of a front dormer would interrupt the simplicity of the buildings and would harm the character of the house and the wider area.*

### Dormer Windows to the Side

Dormer windows to the side of properties can be difficult to accommodate as they often unbalance the appearance of a property or a pair of semi-detached houses. Where they are appropriate they should be modest in size and seek to prevent a significant overlooking impact.

### Dormer Windows to the Rear

Dormer windows to the rear which do not face a public highway or other public area may be marginally larger to provide extra accommodation within the roof. However, they should still seek to be set down from the roof ridge, up from the eaves level, and in from the sides. Matching materials should also be used. The impact upon neighbours through overlooking should also be considered.

## Parking and Garages

Providing sufficient car parking within a site is important when thinking about extensions and additions to a property. An extension should allow a sufficient number of car parking spaces to prevent on-street car parking. On-street car parking can be dangerous to highway safety as it narrows the street, causes congestion and can reduce visibility for drivers, cyclists and pedestrians.

Generally two car parking spaces should be provided within the site. In circumstances where fewer than two car parking spaces exist on site extensions should not reduce available parking provision.

### Car parking

In order to be considered as a parking space the area proposed should be able to accommodate a large car; a parking space should measure 3.0m in width by 5.0m in length. Whilst you may not own a large car the Local Authority can not control what size of vehicle future occupants will have and we need to be confident that future problems will not occur as a result of allowing your extension.

#### *Parking in front gardens*

When extensions build over driveways many people choose to hard surface their front garden to provide replacement parking. If this surface is not porous planning permission may be required. The replacement of front garden areas by open hard surfaced parking areas is generally not considered acceptable as is often harmful to the appearance of a locality and will also increase surface water run off. This in turn can lead to pressure on drainage systems and increase the risk of flooding. Where you are proposing to hard surface part or all of a front garden it will be necessary to provide some soft landscaping areas (flower beds and/or hedges). These should normally be located to the front and will help to soften the appearance of the hard surface. They will also provide an area within the site for water from the parking area to drain to and help prevent surface water drains being overwhelmed.

## New Access Points

In order to gain access to a new driveway the installation of a dropped vehicle crossing may be required where the kerb is also lowered to avoid damage to the footpath. In order to carry out these works Leeds City Council's Highways team should be contacted on 0113 2224407.

If a new access point is to be created onto a classified road (i.e. an A, B or C road) planning permission will be required to carry out these works. In order to be considered acceptable a new access point must:

- allow motor vehicles to enter and leave the site in a forward gear (usually achieved by incorporating a turning circle within the site);
- have a high degree of visibility when leaving the site;
- be at a safe point (away from junctions, blind bends and high density parking areas).

New access points onto roads, particularly where they are primary routes or are very heavily trafficked, may not be acceptable on highway safety grounds.

## Garages

Garages provide secure, off street parking and can also be used to store garden items or children's toys. The intended use of the garage will determine its size. In order to be considered as a parking space a garage must measure at least 3.0m by 6.0m. If a large area of the garage is to be used for storage a greater depth will be necessary. Garages which are smaller than 6.0m by 3.0m will not be considered as a parking space; if a garage smaller than 6.0m by 3.0m is proposed it will be necessary to show that two additional parking spaces can be provided on site.

Garages should be sited to the side or rear of the dwelling and ideally should respect the materials of the existing house. Whilst pre-fabricated garages may be acceptable in some circumstances these often detract from the appearance of the property. Garages which project forward of the main front wall or are in highly prominent locations (such as side gardens on corner plots) may not be acceptable.

The size and scale of a garage should also reflect its function. Overly large garages and those with storage areas over may not be acceptable as their size and proportions are often inappropriate in a domestic garden setting.

Driveways to the front of garages need to be long enough to allow a car to be parked wholly within the site whilst the garage door is open. A length of 6.0m should be provided when a garage is fitted with an up and over door. This distance can be reduced slightly if a roller shutter door is proposed.



*This garage has a simple shape and form and allows plenty of room to its front to park an additional car. It is important that cars do not overhang onto the footpath and also allow the doors and the boot to be opened without blocking the footpath.*

A garage will normally be acceptable where:

- it is of an appropriate design, scale and size;
- it is sited to the side or rear of the property;
- the garage will not have a significantly negative impact on neighbouring gardens or windows;
- sufficient space is retained in front of the garage for off-street parking.

#### *Converting an integral garage*

It may be possible to convert an existing garage into living accommodation without the need for planning permission, however in many instances consent will be required. If you are thinking about converting an existing garage you should contact our Development Enquiry Centre before beginning work. The Development Enquiry Centre can be contacted on 0113 2224409.

Many modern houses are built with integral garages with a driveway to their front. The driveway is often only long enough to park one car. If such a garage is converted into additional living space then it is no longer possible to park two cars within the site. This then leads to on-street car parking and is damaging to highway



*Large areas of tarmac or concrete to the front of properties can be very hard and stark. They also create surface water run-off and can contribute to flooding. Areas of vegetation to the front boundary help to soften the appearance of the parking area and can also help drainage.*

safety. If you are thinking of converting an integral garage you will need to demonstrate that two cars can be parked within the site and that they can be manoeuvred in to and out of the site in a safe manner. The information in the 'Parking in Front Gardens' section of this guide (page 34) must be taken into account.

Converting a garage will only normally be acceptable where:

- sufficient replacement parking is available on site without detriment to the character of the street;
- the replacement window and brickwork match the existing;
- sufficient planting is provided.

## **Outbuildings, Annexes Decking and Boundary Treatments**

### **Outbuildings**

Outbuildings can include such things as sheds, stores and greenhouses. Where planning permission is needed care should be taken to ensure that the position and size of the building does not have a negative impact upon neighbouring gardens or windows. The size and scale of the building should reflect its domestic use and its materials should be appropriate. In some instances this will mean that the materials should match the existing house whereas in other circumstances a wooden construction will be more acceptable. Outbuildings should also retain a sufficient amount of private garden space.

Outbuildings will normally be acceptable where:

- they are sited at the side or rear of a property;
- they are sympathetically related to their context in terms of materials, style and proportions;
- they will not have a significantly negative impact on neighbouring gardens or windows;
- they allow sufficient private garden space at the property;
- they can reasonably be considered to be ancillary to the main dwelling.

### *Ancillary use*

In order to be considered an outbuilding a structure must be ancillary to the main dwelling.

This means that its main function must support or enhance the use of the main house. Examples of ancillary buildings would be a garage used to store a family car or a shed used to store garden equipment and bikes.

Self contained accommodation is not considered ancillary to the main dwelling and is defined as an annexe (see below).

### **Decking, terraces and patios**

Decking, terraces and patios are raised areas which are usually located to the rear of a property and are used to extend the main living areas of a property. Any raised platform over 0.3m (300mm) in height will require planning permission. Decking, terraces and patios are often located close to neighbouring gardens and because they are often used for sitting out can have a big impact upon neighbours. As they are raised up above ground level they can very easily allow views into neighbouring gardens and this is not usually acceptable.

If you are thinking of installing a deck, a terrace or a patio which is over 0.3m in height you must ensure that the deck will not harm the privacy of neighbours. The usual way to achieve this is to install screening on the boundaries. A screen is usually a fence or hedge which blocks views of neighbouring gardens. In order to be considered as a screen the fence or hedge must be at least 1.8m above the level of the decking. Decks, terraces and patios are usually installed



*Where balconies, terraces or decking project out from the house a solid screen to the side will be needed to prevent overlooking of neighbours. Juliet balconies do not allow a person to step out and so no screen is needed.*



at a height which is similar to the floor level of the house. Where there is a big difference between the land level of the rear garden and the floor level of the house a deck may not be acceptable as the levels of screening on the boundary would be too dominant for the neighbours.

Decking is usually constructed of wood and if often a fairly pale colour. This means that it can be a very noticeable addition which does not match the materials of the main house. For this reason it should be located to the rear of the property and should be stained an appropriate colour. Decking which is sited to the front or is in a highly prominent location is unlikely to be considered acceptable.

### Annexes

An annexe is an area of accommodation which is associated with, but not used as part of the main house. In order for an extension to be considered an annexe the accommodation must be associated with the main house, be of a scale to reflect this subsidiary function and must not be a commercial venture. Semi-private guest areas or accommodation for dependent relatives can be considered as annexes, provided the above conditions are met.

Annexes are often relatively large additions within garden areas and this means that they have a big impact upon neighbours and reduce the garden space of the main house. An annexe will also increase levels of activity and noise within the garden area and this can also have a big impact upon the private gardens of neighbours. Windows which overlook neighbouring gardens will not be considered



acceptable. For this reason particular care should be taken when thinking where to site an annexe building, what size it will be and how the accommodation should be laid out. Annexes which are very large or very close to neighbouring gardens will not be acceptable.

In deciding whether or not an annexe is an appropriate addition the Council must also consider the living conditions of future occupiers. This means that the accommodation must be of a reasonable size and have an appropriate outlook. If planning permission is granted for an annexe a condition may be applied to restrict its use to an ancillary function. If this ancillary link is broken then the annex becomes a self-contained dwelling unit and will require a separate planning permission. Large buildings containing multiple bedrooms and parking areas will not be considered as annexes, nor will buildings which have limited connections to the main house. If the Council considers a building cannot be considered as an annexe your application will be considered as a new dwelling.

### Walls, Fences and Hedges

Boundary treatments (fences, walls and hedges) can have many functions. They are used to enclose garden areas around houses and to differentiate between public and private areas. The type of boundary treatment, its materials and its height help to define the character and appearance of an area.

As a general rule boundaries between domestic gardens are often formed by fences or hedges up to 2.0m in height. In some areas vegetation of a greater height is commonplace.

To the front of properties the types of boundary treatment can vary dramatically. In many housing estates there is little or no boundary treatment to the front and the boundary between the public and the private is noted by a change of materials (from tarmac to grass). In many villages low stone walls are a common feature and within more rural locations hedges and vegetation are often found.

◀ *The outbuilding has been designed so that its shortest side is located closest to the neighbour and this helps to reduce its impact. Matching materials mean it respects the character of the main house.*

Proposals which seek to erect large fences, walls and solid gates to the fronts of properties and adjacent to public areas will not normally be acceptable. Applications which seek to dramatically vary the height, materials or style of front boundaries will not normally be acceptable.

In some locations where front walls and gates are part of the character of the area new gates and walls may be acceptable. These should be low walls topped by open railings; a suitable planting scheme to soften the appearance of the wall and railings should also be proposed. In order to maintain visibility low boundary treatments and gateposts should be maintained adjacent to driveways.

Changes to front boundaries will normally be considered acceptable where:

- the height, material and style of boundary treatment reflect the local character;
- the height and position of boundary treatment is not harmful to highway safety;

Hedges do not require planning permission although they may be controlled by planning conditions or a covenant. Excessively high hedges may be the subject of action under the High Hedges legislation.



*High fences and walls to the front and side of properties can be very stark additions which harm the character of an area. Where boundaries are low or open such additions will not be considered appropriate.*

## Security

Although increasing the height of boundary treatments can sometimes improve security at a site it can also lead to other security concerns such as providing a screen for potential intruders to work behind. Whilst the Local Authority understands concerns and will work with you to help address these issues, the desire for greater security cannot outweigh concerns regarding the impact of high fences and walls upon the character of a street. Other measures such as increased lighting, well maintained boundaries and dense, prickly shrubs can improve security without harming the character of an area.



## Policies

The following policies could be used to assess your planning application. Whilst this list attempts to be comprehensive it does not necessarily cover all potentialities and other policies may be applicable. The Leeds Unitary Development Plan (Review) 2006 contains a full list of policies and is available on our website at [www.leeds.gov.uk](http://www.leeds.gov.uk). The council is currently preparing the Local Development Framework (LDF) for Leeds. The policies listed below are accurate at the time of publication but may eventually be superseded by policies within the Core Strategy and other Development Plan Documents (DPD).

The following national planning policy statements and planning policy guidance notes are also relevant:

Planning Policy Statement 1: Delivering Sustainable Development  
Planning Policy Guidance Note 2: Green Belts  
Planning Policy Statement 5: Planning for the Historic Environment  
Planning Policy Statement 5: Historic Environment Planning Practice Guide

### Local Policy Context

In 2004 the government introduced the Local Development Framework (LDF) to replace the Unitary Development Plan system (UDP). This SPD forms one of the suite of documents in the Leeds LDF. The LDF will gradually replace policies in the Leeds UDP, however many of the UDP policies remain "saved".

Consequently the Leeds UDP (Review) 2006 is the main planning document for this SDP. The relevant policies from the Leeds UDP include:

### Key Policies

- GP5: Development proposals should resolve detailed planning considerations (including access, drainage, contamination, stability, landscaping and design). Proposals should seek to avoid problems of environmental intrusion, loss of amenity, pollution, danger to health or life, and highway congestion, to maximise highway safety, and to promote energy conservation and the prevention of crime. Proposals should have regard to the guidance contained in any framework or planning brief prepared for the site or area.
- BD6: All alterations and extensions should respect the scale, form, detailing and materials of the original building.

### Planning and the Historic Environment

- N14: There will be a presumption in favour of the preservation of listed buildings. Consent for the demolition of substantial demolition of a listed building will be permitted only in exceptional circumstances and with the strongest justification.
- N16: Extensions to listed buildings will be accepted only where they relate sensitively to the original buildings. In

all aspects of their design, location, mass and materials, they should be subservient to the original building.

- N18a: There will be a presumption against any demolition of a building or parts of a building which makes a positive contribution to the character and appearance of a conservation area.
- N18b: In a conservation area, consent for demolition will not be given unless detailed plans for redevelopment of the site have been approved. Such a permission will be subject to the condition that demolition shall not take place until a contract for an approved scheme of redevelopment has been let.
- N19: All new buildings and extensions within or adjacent to conservation areas should preserve or enhance the character or appearance of the area by ensuring that:
- i. The siting and scale of the building is in harmony with the adjoining buildings and the area as a whole;
  - ii. Detailed design of the buildings, including the roofscape is such that the proportions of the parts relate to each other and to adjoining buildings;
  - iii. The materials used are appropriate to the environment area and sympathetic to adjoining buildings. Where a local materials policy exists, this should be complied with;
  - iv. Careful attention is given to the design and quality of boundary and landscape treatment.
- N20: Demolition or removal of other features which contribute to the character of the conservation area and which are subject to planning control, such as trees, boundary walls or railings, will be resisted.
- N22: The special architectural or historic interest of each conservation area will be assessed, defined and recorded as resources permit. This statement will inform both development control decisions and any proposals for the preservation or enhancement of a conservation area. The public will be fully consulted on any such proposals.

BC7: Development within conservation areas will normally be required to be in traditional local materials.

### **Green Belt**

- N24: Where development proposals abut the Green Belt, green corridors or other open land, their assimilation into the landscape must be achieved as part of the scheme. If existing landscape features would not achieve this, a landscaping scheme will be required to be implemented which deals positively with the transition between development and open land.
- N33: Except in very special circumstances approval will only be given in the Leeds Green Belt for:
- Construction of new buildings for purposes of agriculture and forestry; essential facilities for outdoor sports and outdoor recreation; essential facilities for the park and ride sites shown on the proposals map; and other uses compatible with Green Belt purposes;
  - Limited extension, alteration or replacement of existing dwellings;
  - Limited infilling and redevelopment of identified major existing developed sites;
  - Limited infilling in villages and limited affordable housing for local community needs.
  - Re-use of buildings, where all the entailed criteria of policy gb4 are satisfied;
  - Change of use of land for purposes which do not compromise Green Belt objectives;
  - Cemeteries.

Development within the Green Belt will only be permitted if it conforms to the detailed Green Belt policies contained in appendix 5 in volume 2.

### **Design Principles**

- GP11: Where applicable development must ensure that it meets sustainable design principles.

- N12: Proposals for development should respect the following fundamental priorities for Urban Design:
- i. Spaces between buildings are of considerable importance. Development should create a series of linked and varied spaces that are defined by buildings and landscape elements;
  - iii. New developments should respect the character and scale of buildings and the routes that connect them;
  - vii. Design and inclusion of facilities should reflect the needs of elderly people and of people with disabilities and restricted mobility;
  - viii. Visual amenity should be encouraged throughout.

### Landscaping/Green Space

- LD1: Any landscape scheme should normally:
- i. Reflect the scale and form of adjacent development and the character of the area;
  - ii. Complement and avoid detracting from views, skylines and landmarks;
  - iii. Provide suitable access for people with disabilities;
  - iv. Provide visual interest at street level and as seen from surrounding buildings;
  - v. Protect existing vegetation, including shrubs, hedges and trees. Sufficient space is to be allowed around buildings to enable existing trees to be retained in a healthy condition and both existing and new trees to grow to maturity without significant adverse effect on the amenity or structural stability of the buildings;
  - vi. Complement existing beneficial landscape, ecological or architectural features and help integrate them as part of the development;
  - vii. Be protected, until sufficiently established, by fencing of a type appropriate to the prominence of the location, around all those parts of the landscaping susceptible to damage.
- N37: In the designated special landscape areas, development will be acceptable provided

it would not seriously harm the character and appearance of the landscape. The siting, design and materials of any development must be sympathetic to its setting and, where necessary, landscaping of the site will be required.

- N50: The design of new development, including landscaping, should wherever possible enhance existing wildlife habitats and provide new areas for wildlife as opportunities arise. Where new development is proposed adjacent to an area of existing nature conservation interest, a buffer zone will be required.

### Access

- T2: New development should normally:
- i. Be served adequately by existing or programmed highways or by improvements to the highway network which are funded by the developer via planning conditions on planning permissions or planning obligations, and will not create or materially add to problems of safety, environment or efficiency on the highway network; and
  - ii. Be capable of being adequately served by public transport and taxi services and should ensure that necessary infrastructure for new services is included in the development; and
  - iii. Make adequate provision for easy, safe and secure cycle use and parking; and
  - iv. Additionally in the case of residential development, be within convenient walking distance of local facilities and does not create problems of personal accessibility.
- T5: Satisfactory safe and secure access and provision for pedestrians and cyclists will be required within highway schemes and new development.
- T24: Parking provision in all development proposals should reflect the detailed guidelines contained in appendix 9 in volume 2.

Residential, Elsewhere: 1.5 spaces per dwelling

A4: Development and refurbishment proposals should be designed to ensure a safe and secure environment, including proper consideration of access arrangements, treatment of public areas, service and maintenance requirements, materials and lighting, including external lighting of prominent buildings and their surroundings.

### Other

N10: Development will not be permitted which adversely affects a Public Right of Way unless an alternative is provided which maintains the convenience, safety and visual amenity offered by the original Right of Way.

N25: Boundaries of sites should be designed in a positive manner, using walls, hedges, or railings where appropriate to the character of the area. All paving materials should accord with the character of adjacent buildings and surrounding areas.

N38B: Planning applications must be accompanied by a Flood Risk Assessment where consultations with the council or the Environment Agency have identified a need for such assessment, or where there is other clear evidence that a proposal is likely to be affected by flooding, or could increase the risk of flooding elsewhere. Where a development is to be delivered in phases planning permission will only be granted for an individual phase where an overall Flood Risk Assessment has been conducted that takes account of the cumulative flood risk and drainage impacts of both current and future phases.

N39A: Applicants for planning permission for development likely to significantly increase run-off of surface water should demonstrate that they have explored the feasibility of incorporating sustainable drainage systems into their proposals. Such systems should be implemented

unless demonstrably impracticable or inappropriate, and provision should be made for their future maintenance.

N54: Proposals for the development of renewable energy resources will in general be supported in accordance with the principles of the Green Strategy and the securing of sustainable development. They will be assessed against Policy GP5 and National Planning Guidance.

H15: Within the area of housing mix planning permission will be granted for housing intended for occupation by students, or for the alteration, extension or redevelopment of accommodation currently so occupied where:

- i. The stock of housing accommodation, including that available for family occupation, would not be unacceptably reduced in terms of quantity and variety;
- ii. There would be no unacceptable effects on neighbours' living conditions including through increased activity, or noise and disturbance, either from the proposal itself or combined with existing similar accommodation;
- iii. The scale and character of the proposal would be compatible with the surrounding area;
- iv. Satisfactory provision would be made for car parking; and
- v. The proposal would improve the quality or variety of the stock of student housing.

BD5a: The design of all development should maximise opportunities to conserve energy and water resources and use materials appropriate to these aims.



### Supplementary Planning Guidance:

Supplementary Planning Guidance Note 13, Neighbourhoods For Living: A Guide for Residential Design in Leeds - This document sets out the principles for good design in residential developments.

Linton and Collingham, Thorner, Tranmere Park, Little Woodhouse and Roundhay.

An up-to-date list of Village Design Statements is available from our Design Team who can be contacted through the Development Enquiry Centre on 0113 224409.

### Conservation Area Appraisals

Conservation Area appraisal documents are available for some conservation areas in Leeds. These documents outline the history of the area and its characteristic built form(s). More appraisals are being carried out and an up-to-date list is available on our website at [www.leeds.gov.uk](http://www.leeds.gov.uk).

### Supplementary Planning Documents:



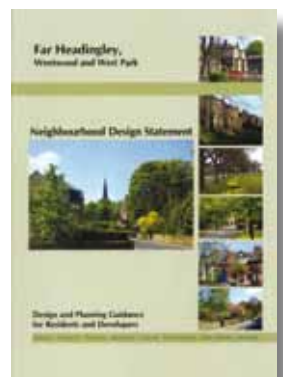
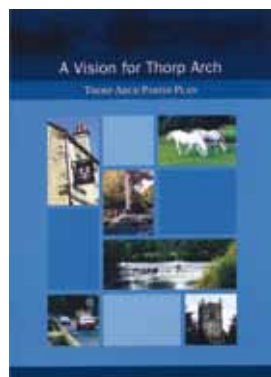
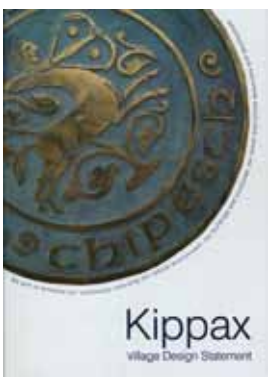
Street Design Guide (adopted August 2009) – This document provides guidance on highways requirement in relation to planning applications.

Building for Tomorrow Today, Sustainable Design and Construction – This document aims to provide practical guidance to developers

in Leeds wishing to build to high levels of sustainable design and construction.

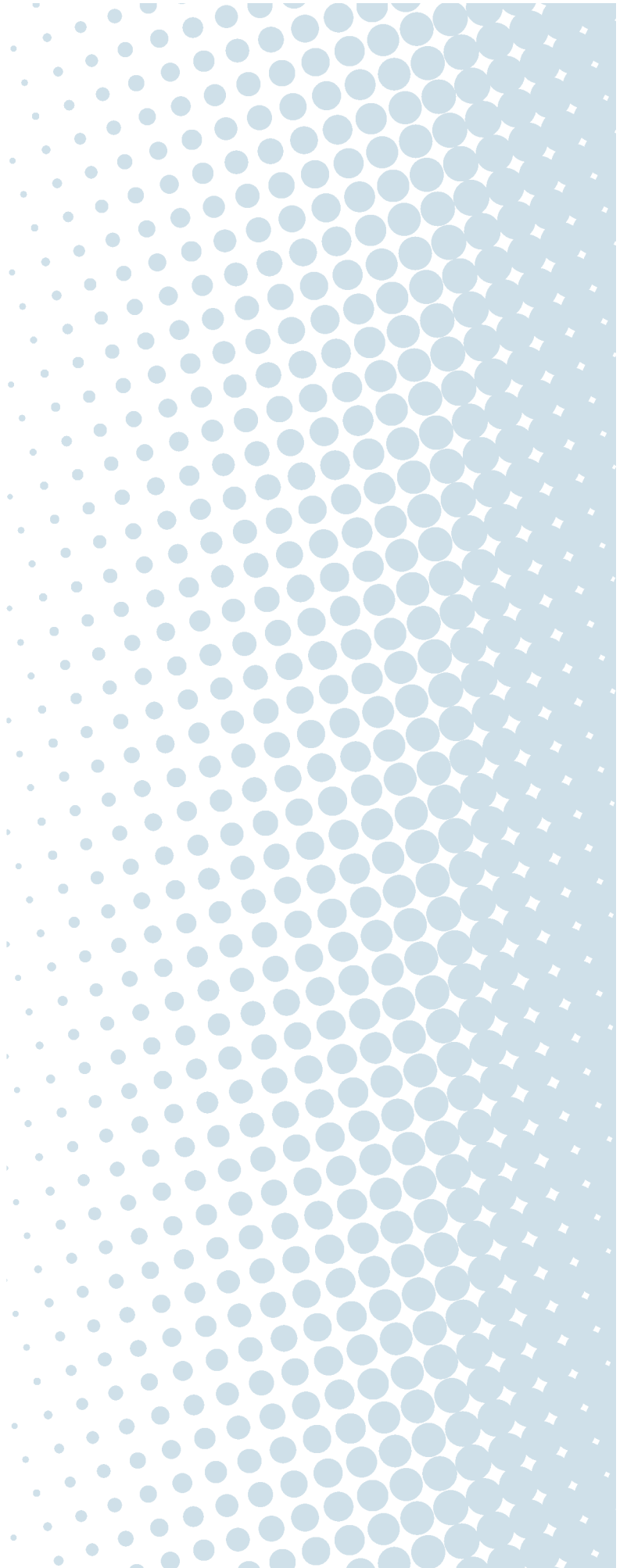
### Village and Neighbourhood Design Statements

There are a number of Supplementary Planning Guidance documents in the form of Village and Neighbourhood Design Statements which cover specific areas of the city. These currently include Adel, Bardsey, Bramhope, East Keswick, Far Headingley, Hawkesworth, Kippax, Thorp Arch, Headingley and Hyde Park, Horsforth,











## Contact Details

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2 Rossington Street,  
Leeds LS2 8HD

**Telephone:** 0113 222 4409

**Email:** [planning@leeds.gov.uk](mailto:planning@leeds.gov.uk)

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# Householder Design Guide

Leeds Local Development Framework

Supplementary Planning Document  
April 2012