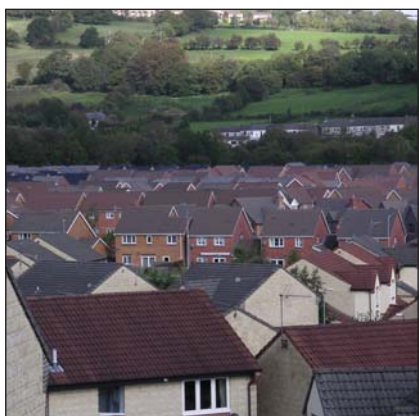
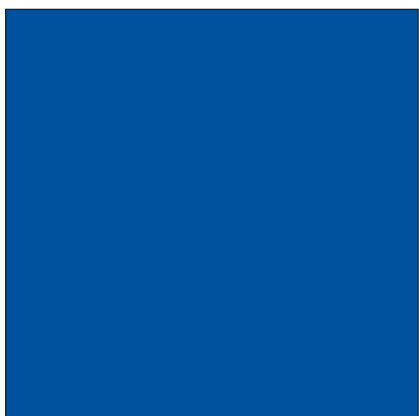


# a design guide for **householder development**



prepared by LDADESIGN for  
PLANNING OFFICERS SOCIETY FOR WALES  
with the support of  
WELSH ASSEMBLY GOVERNMENT  
october 2005



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# preface

This document has been written to provide a template for the provision of design guidance to householders by Local Planning Authorities (LPA's). It is intended that LPA's revise the document to meet their particular requirements before adopting it as Supplementary Planning Guidance.

This model guide has been prepared by LDA Design on behalf of the Planning Officers Society for Wales with the support of the Welsh Assembly Government.

The guide has been prepared with the support of: Andrew Dakin Welsh Development Agency; Alison Brown Merthyr Tydfil County Borough Council; Carole-Anne Davies DCfW; Cindy Harris DCfW; John Punter Cardiff University; David Wong Monmouthshire County Borough Council; Elfed Roberts City and County of Swansea; Lynda Healy House Builders Federation; Rebecca Phillips RTPI; Rhian Davies Caerphilly County Borough Council; Roger Tanner Caerphilly County Borough Council; Steve Trigg South Wales Police.

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# introduction

- The planning system for Wales requires that all new development, extensions and alterations to existing properties are well designed.
- Well-designed and built alterations and extensions can help owners meet their changing needs, add value to properties and enhance the local area. With good design it is also possible to reduce energy bills and avoid wasting natural resources.
- **Section 1** of this document gives guidance on design to householders who are planning alterations or extensions to their properties. It explains the design issues the Council planning department will want you to consider.
- However you are also recommended to follow the guidance for changes that do not require planning permission.
- **Section 2** sets out the information you will need to submit with your planning application.



## preparing your design

Achieving good design need not be difficult. By following the 4 steps outlined on the following pages you will address the most important design issues before you submit your planning application.



# step 1

## Speak to the local planning authority

- The planning department of the local Council will be able to advise on whether you need planning permission or other special permissions. They will be able to advise on any particular design issues you will need to address.
- When you have decided what works for the extension or alteration you propose to carry out, you should use this guide to assess whether your proposal would comply with the good practice guidance contained within.
- If you are unsure of any aspect of this guide you should contact the planning department for further advice. Often it can be useful to arrange a site visit with someone from the planning department to explain your proposals.

### What permissions do I need?

Certain minor changes to your house and small buildings in the garden may be allowed by planning rules and are known as 'permitted development'. The local planning department can provide you with a copy of the Welsh Assembly Government Householder Guide which explains when planning permission will be required. For other changes you may need Planning Permission. In addition you may require one of the other special permissions or consents below:

- **Listed Buildings:** If your property has a special historic or architectural character it may be a Listed Building which gives it special protection under planning laws. This means that before undertaking any works you will need to get Listed Building Consent from the local Council for most alterations, extensions and other works that affect the character of the Listed Building both externally and internally.
- **Conservation Areas:** If your property is within a conservation area your permitted development rights may be restricted. In certain conservation areas even minor alterations to the exterior of a property may require planning permission and trees around your property may be protected.
- **Tree Preservation Orders:** Some trees which are important to the local area are protected by Tree Preservation Orders (TPO) set by the local Council. If your works affect a TPO you may need special permission from your Council.
- All works must comply with **Building Regulations** and should be approved for compliance with these regulations by the Building Control department of the local Council.
- **Protected Species:** Some houses may hold roosts of bats which are protected by law. The Countryside Council for Wales (CCW) must be notified of any proposed action which is likely to disturb bats or their roosts. If you think your property may be used as a roost for bats you should contact CCW to get their advice on how to proceed. Contacts are given at the end of this document. Note also that all birds are protected whilst they are nesting and should not be disturbed during this period.

If you carry out any work including building an extension or making alterations that need planning permission or another consent without first obtaining the necessary permissions you may have to put things right later at considerable inconvenience and cost.

# step2

## consider professional design advice

A professional advisor can help you prepare plans that meet the local Council's requirements.

- **Finding Professional Advice:** The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the British Institute of Architectural Technologists (BIAT) can provide advice. Contact details are provided at the end of this document. Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible.
- **Preparing a brief:** It is in your interests to write down your design requirements, how much you want to spend and what drawings are required to accompany your planning application as a brief to the designer. An important part of your brief should be to meet the requirements of this guide.

# step3

## speak to your neighbours

- After you make a planning application the local Council will publicise your application with a site notice and consult with your neighbours. If your neighbours or other third parties object in writing to the Council, it may delay your application or you may need to change your proposals.
- You should speak with your neighbours to explain your proposals before completing your plans. If your proposals affect a party wall you will need to comply with the 1996 Party Wall Act. Speak to the planning department if you are unsure if this applies to you.

# step4

## follow the design guidance

You should check with the planning department what drawings and plans they will require with your application. Submitting incomplete or inadequate drawings can slow down your planning application. Advice on typical requirements is given at the end of this document.

You should follow the guidance set out in this guide to help you achieve a good design. The Council will check if your plans follow this guidance. If they do not you may be refused planning permission.



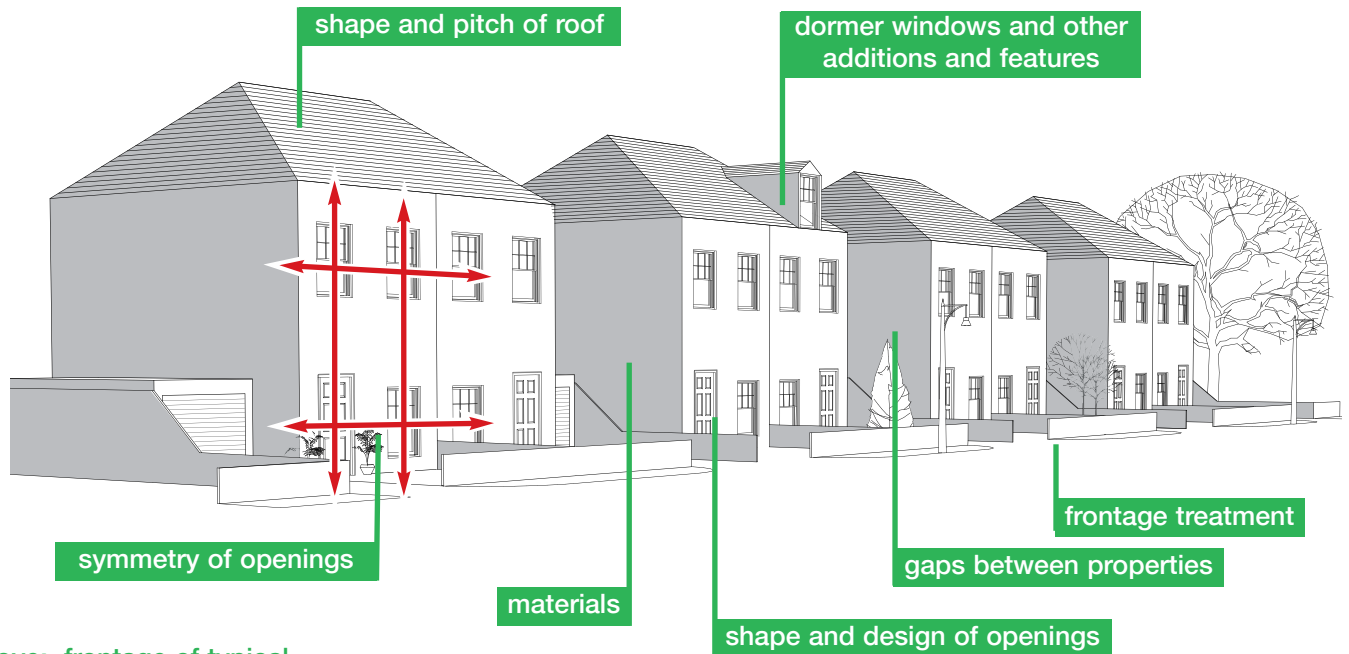
<b>1</b>	understanding your house and area	page <b>12</b>
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# [guidance notes]

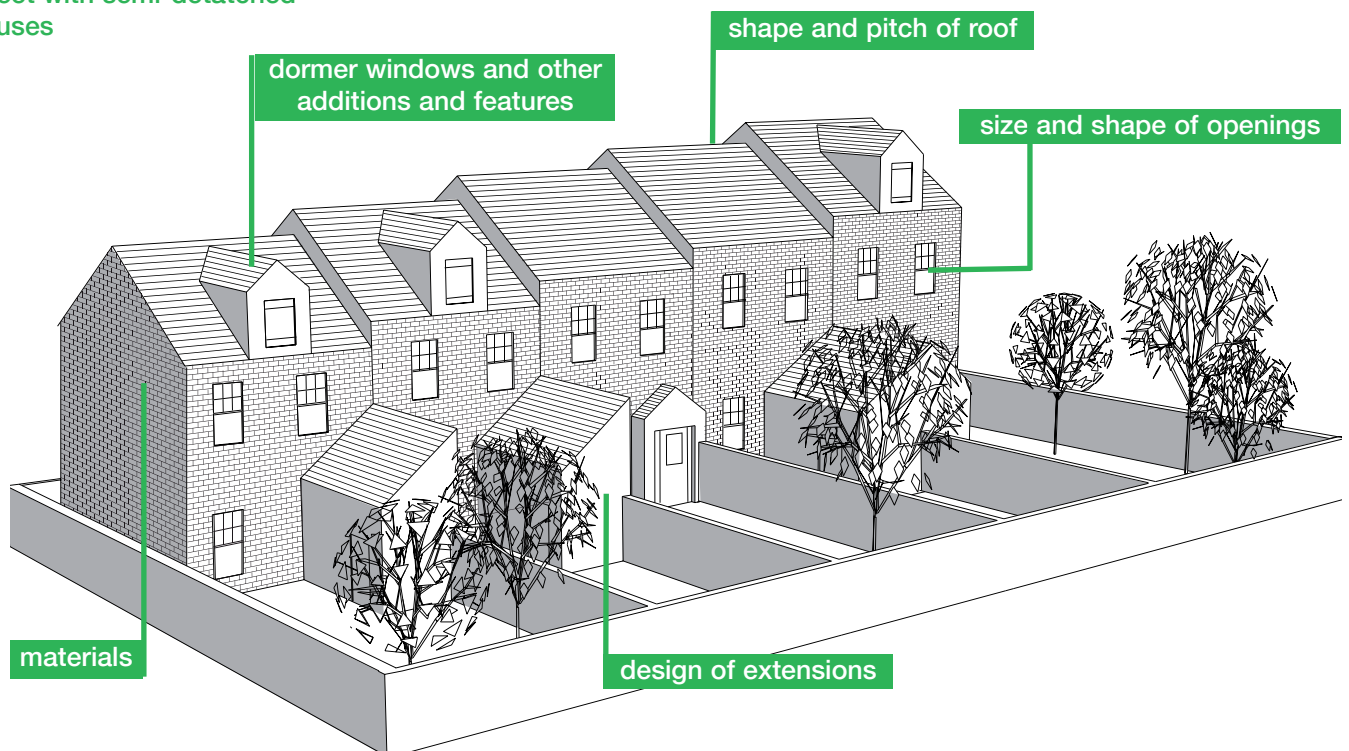
# guidancenote1

## understanding your house and area

One purpose of the planning system is to safeguard the existing qualities of buildings and streets. Extensions and alterations should be designed to complement the character of your property and street or area. To achieve this you need to understand the character of your property and area. In particular you should consider how your proposals will fit in with the characteristics shown on the drawings below.



above: frontage of typical street with semi-detached houses



above: rear view of typical terraced street

# guidancenote2

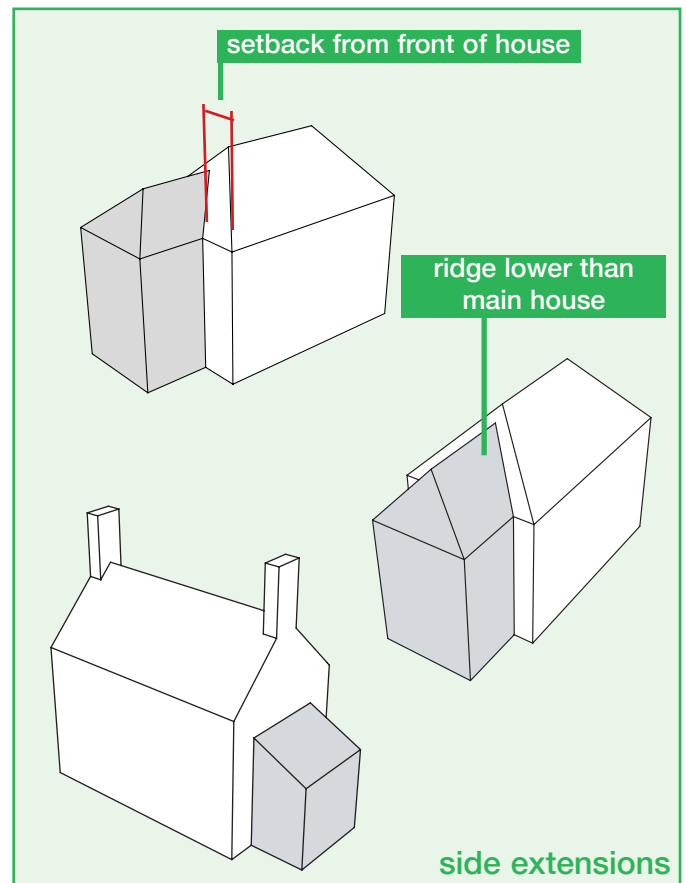
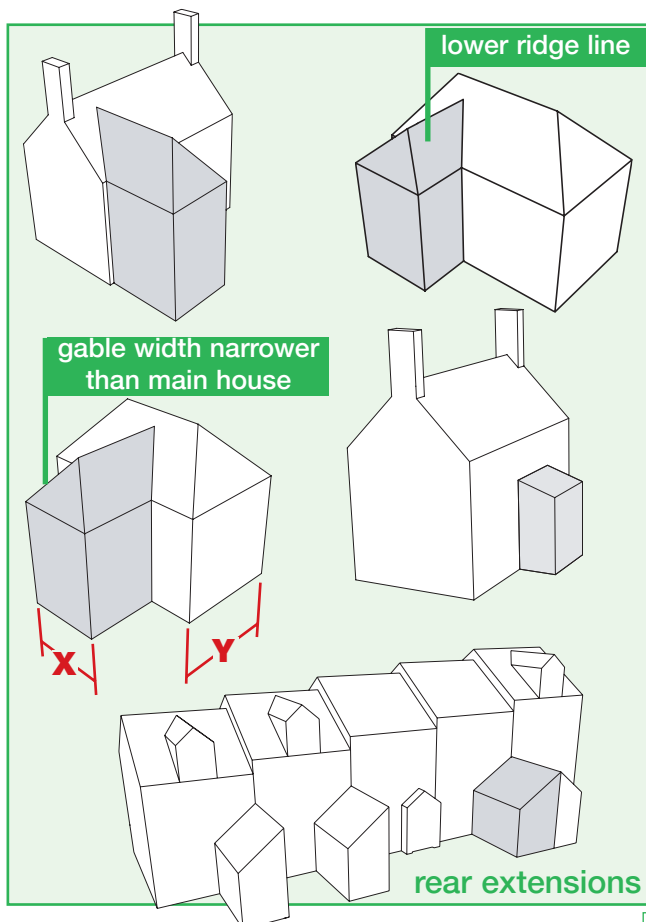
## extensions and conservatories

An extension or conservatory is likely to be the most significant change you will want to make to your Property. If poorly designed, it will affect your property, neighbours and street.

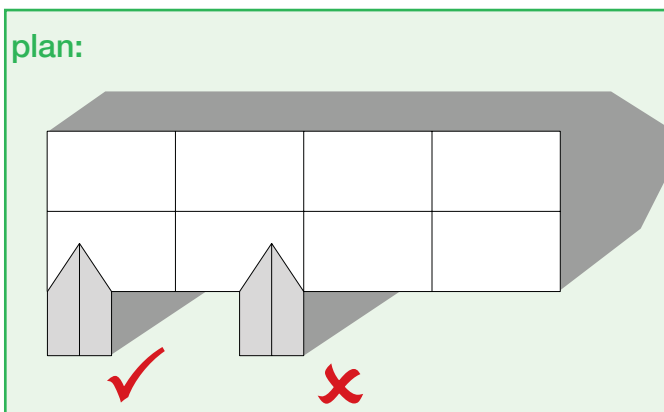
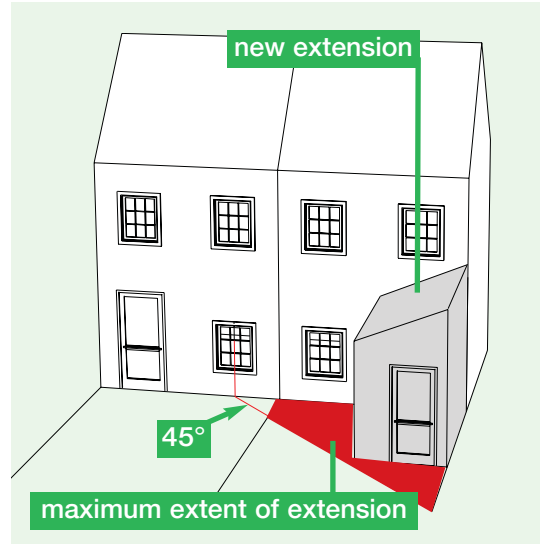
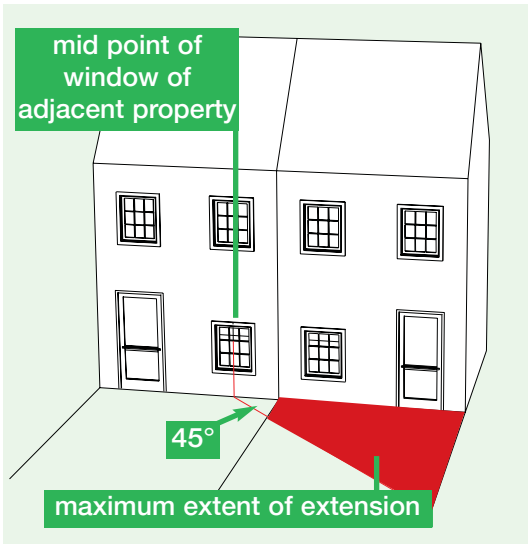
### The size, shape and position of extensions and conservatories:

Key principles to consider when considering the size, shape and position of your extension are set out below. Front extensions will not normally be acceptable except in special circumstances.

- it is important to consider how your extension or conservatory provides for access and parking as set out in guidance note 7.
- the extension or conservatory should not dominate your house. Unless you are proposing to build a porch to the front of your house, as a general rule extensions and conservatories should be smaller than the house and positioned to the side or rear;
- the extension or conservatory should have similar x and y proportions (see diagram below) and the same roof pitch as your house;
- where possible the extension or conservatory should leave a reasonable space around the house and an adequate area of garden;
- on corner plots extensions or conservatories need to respect the street scene and have suitable boundary treatments;
- sometimes neighbours can combine extensions to provide mutual benefits. As shown overleaf



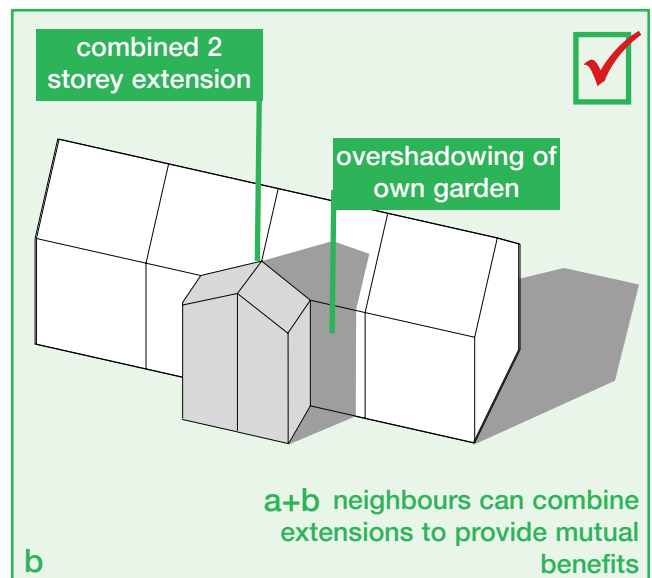
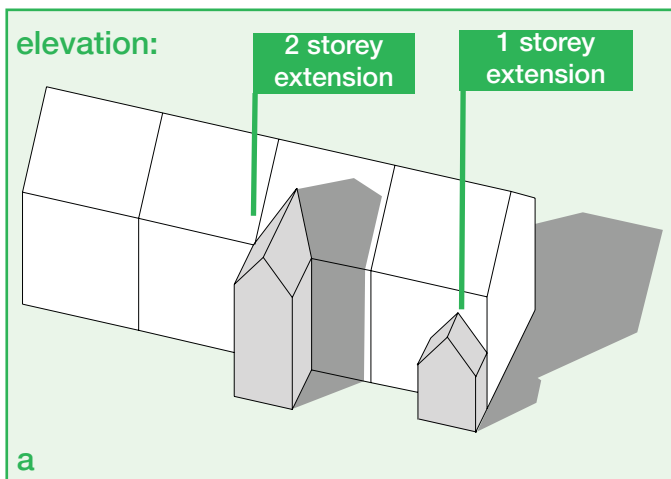
## Avoiding over shadowing adjacent properties:



shadow cast on own property

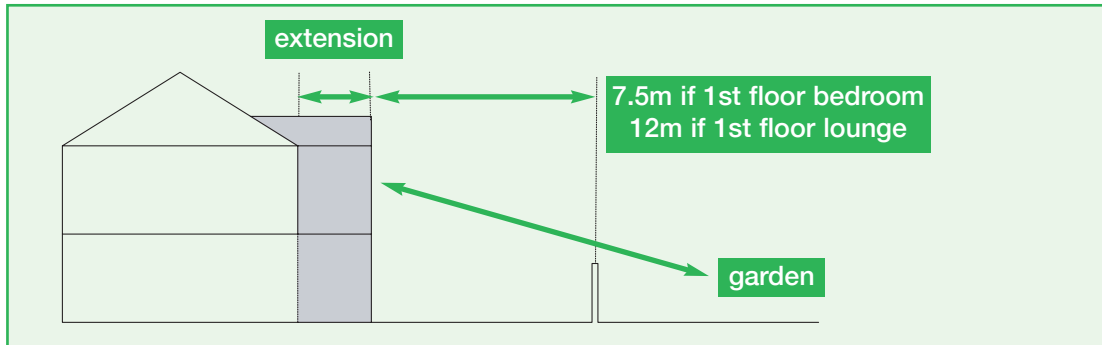
unacceptable overshadowing of neighbour

Extensions and conservatories should not cast large shadows onto neighbours houses or gardens. As a general rule this can be avoided by keeping within a line taken at 45° from the centre of the nearest ground floor window of any principal room in an adjoining property, as shown above. The degree of shadow cast will depend on the aspect of your house.

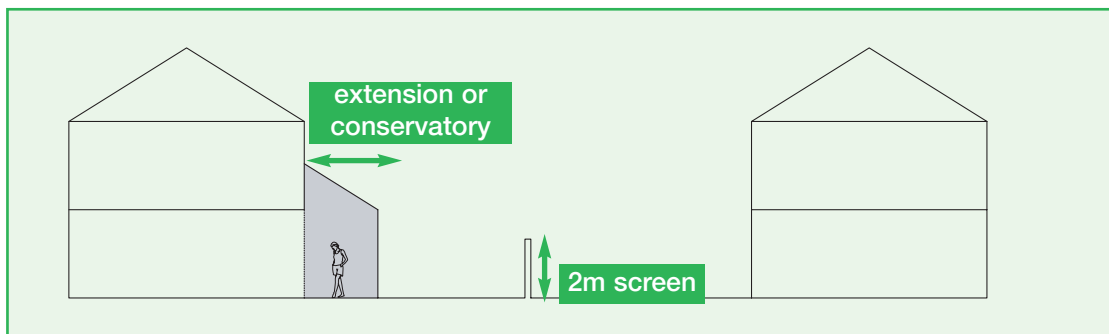


## Privacy and overlooking:

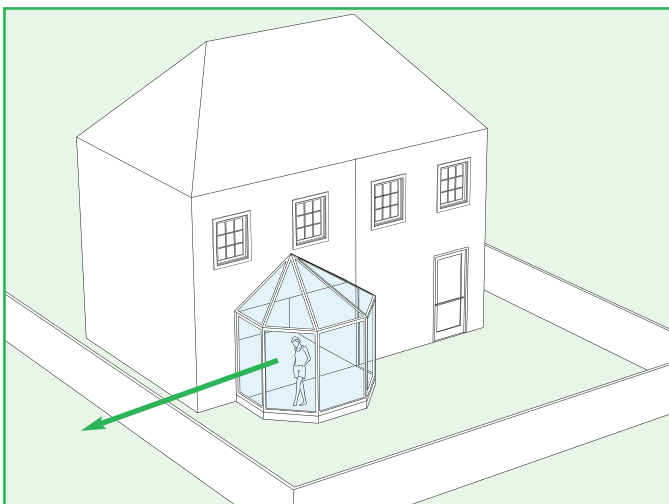
Extensions should not overlook neighbouring houses or gardens. If habitable rooms such as bedrooms, living rooms, studies or kitchens are proposed on the first floor or above, care should be taken to avoid direct overlooking from windows and balconies particularly where the extension is close to the boundary. In some cases such as sloping sites, care should be taken to avoid overlooking from ground floor extensions.



overlooking of a neighbours garden can be avoided by ensuring an adequate separation distance



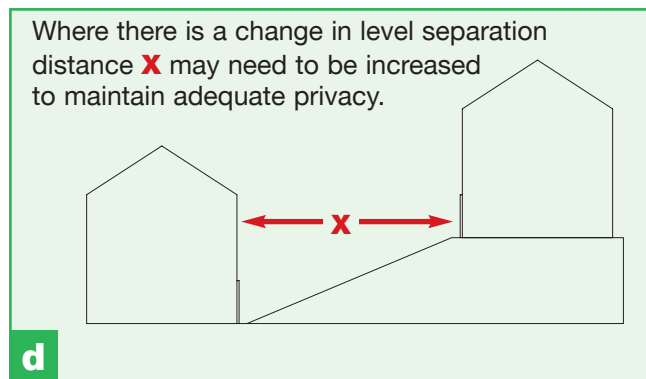
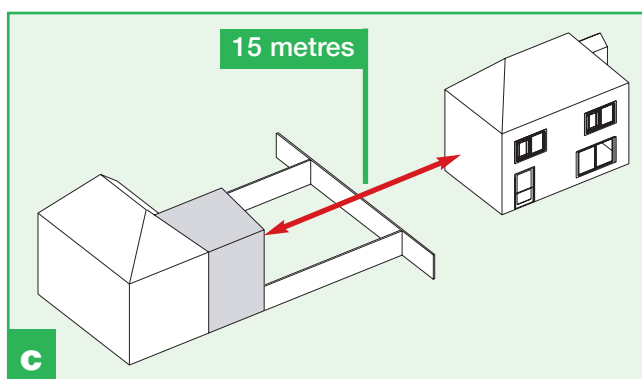
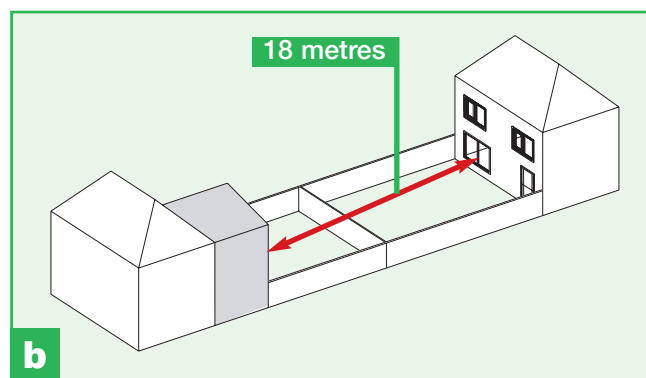
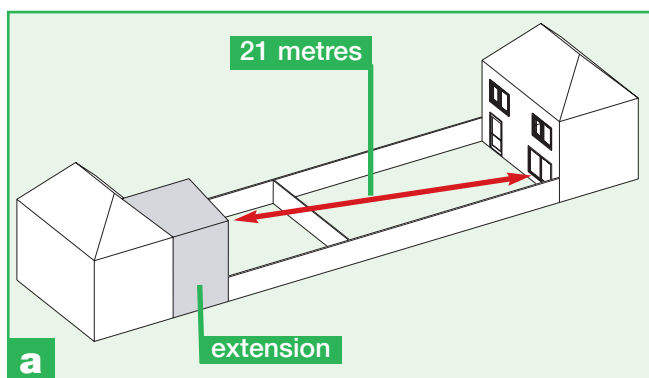
the erection of a 2 metre wall or fence can provide a privacy screen between a single storey extension or conservatory and a neighbours garden



conservatories should not overlook a neighbours garden. This is particularly an issue where the conservatory is elevated

## Two storey extensions in a back to back situation:

- Where a proposed window to a lounge, dining room, bedroom or kitchen will directly face a similar window or a neighbouring property the distance between them must be at least 21 metres in a back to back situation. (diagram a below)
- Where direct overlooking of a lounge, dining room, bedroom or kitchen can be avoided by the positioning of the windows then the distance can be a minimum of 18 metres. (diagram b below)
- Where a wall containing windows of a lounge, dining room, bedroom or kitchen overlooks a wall with no windows on an adjacent property the distance must be a minimum of 15 metres. (diagram c below)
- If buildings are at different heights, these minimum distances may need to be increased to maintain adequate privacy. (diagram d below)



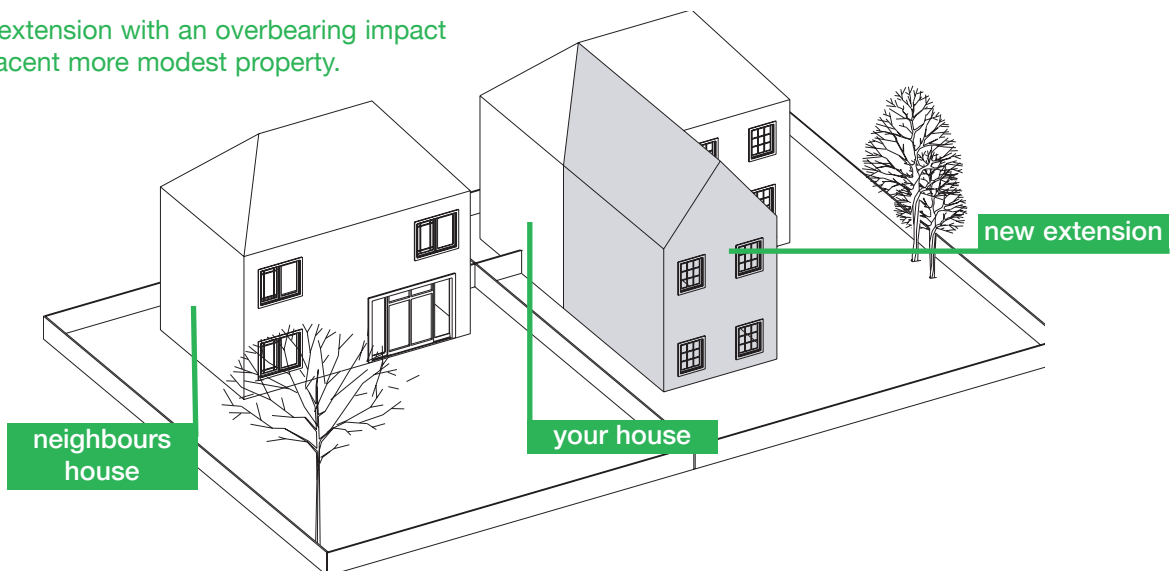
## Single storey extensions:

Shorter distances may be acceptable for bungalows, single storey extensions and conservatories depending on the arrangement of the windows and boundary fencing or hedge planting. The planning department will advise you on what is acceptable in your particular circumstances.

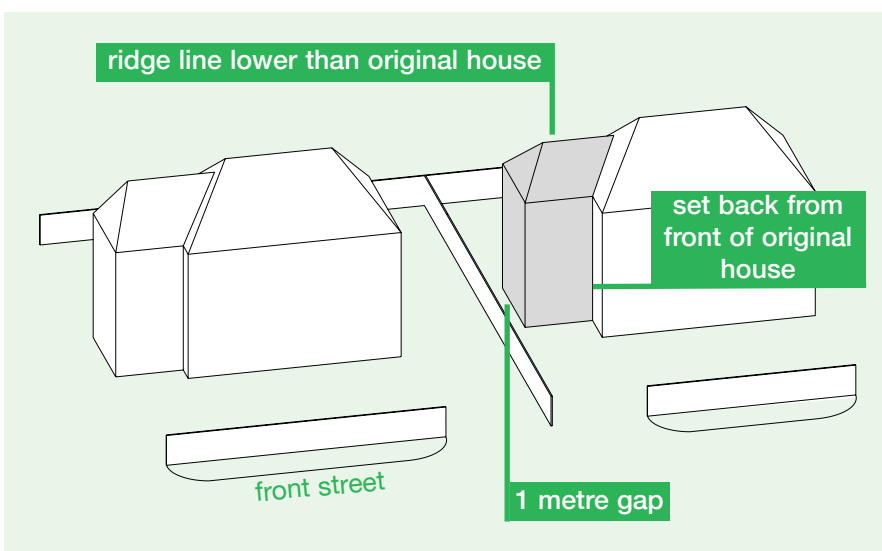
## Avoiding 'overbearing'

Extensions and conservatories should not be overbearing to your neighbours. As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbours property. The local Council will advise you if they think your proposals will be overbearing.

large new extension with an overbearing impact on the adjacent more modest property.



## Maintaining an adequate gap between adjacent properties:



side extension set back from the front of house and 1 meter from side boundary.

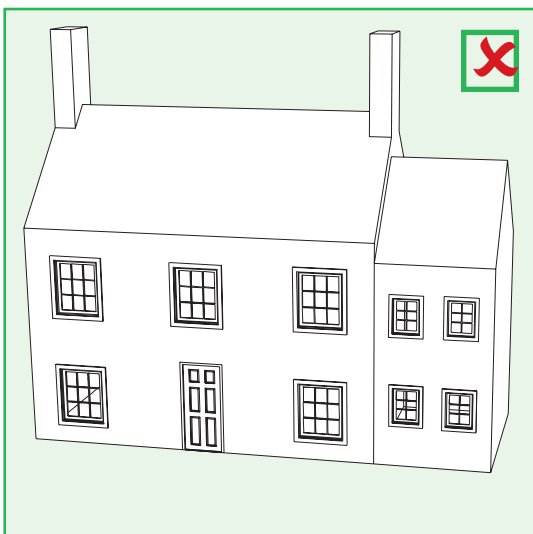
Side extensions and conservatories should leave an adequate gap with adjacent properties. This is particularly important for streets with detached or semi-detached houses where large side extensions and garages can fill the gaps and create the impression of a terrace. The Council may refer to this as the 'terracing effect'.

Side extensions and conservatories should be sufficiently set back from the front of the property and have a lower roof ridge line than the house to avoid this terracing effect.

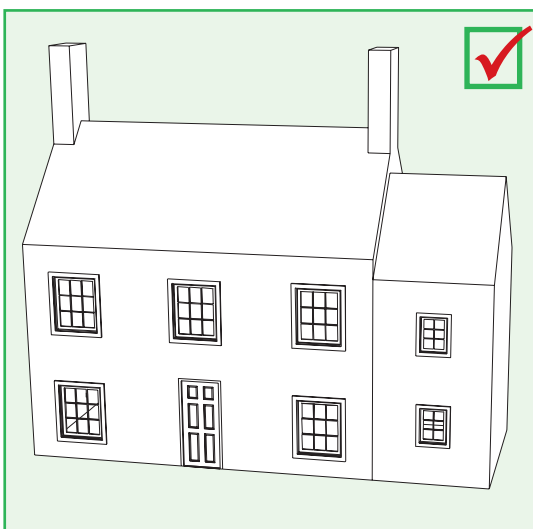
## Windows and doors:

Extensions should have windows and doors that are similar to the house in size, shape, design and proportion. They should also reflect the pattern and arrangement of the windows of the house.

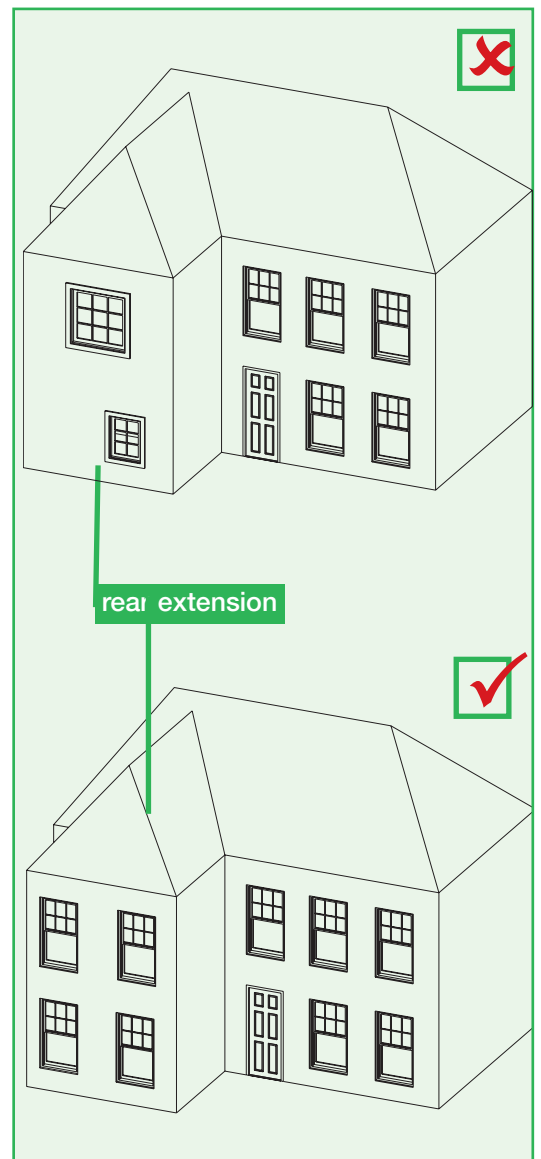
The existing front door and main entrance to the house should be kept unless the Council advises you that an alternative entrance into the extension may be acceptable.



side extension: over-fenestrated



side extension: the ratio of window to wall should reflect the equivalent ratio on the existing building



poor example:  
windows do  
not relate to  
original house

rear extension

good example:  
windows on  
extension of a  
similar shape  
and size to  
existing house

## Architectural style:

As a general rule, the architectural style of your extension should be the same as your existing house with similar roof details, windows, doors and external materials.

If you think a more contemporary approach to the design might be appropriate, you should discuss this with the Council at an early stage. In either case the Council will want to be sure your proposals will contribute to the quality of the locality.

## Using the right materials

You should avoid external materials that clash with the existing property and the surrounding area. This is particularly important for front and side extensions as these are normally more visible from the street.

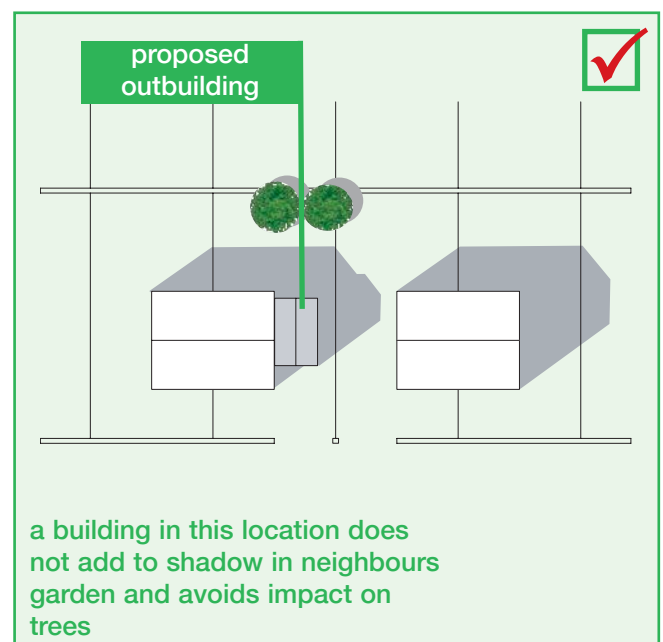
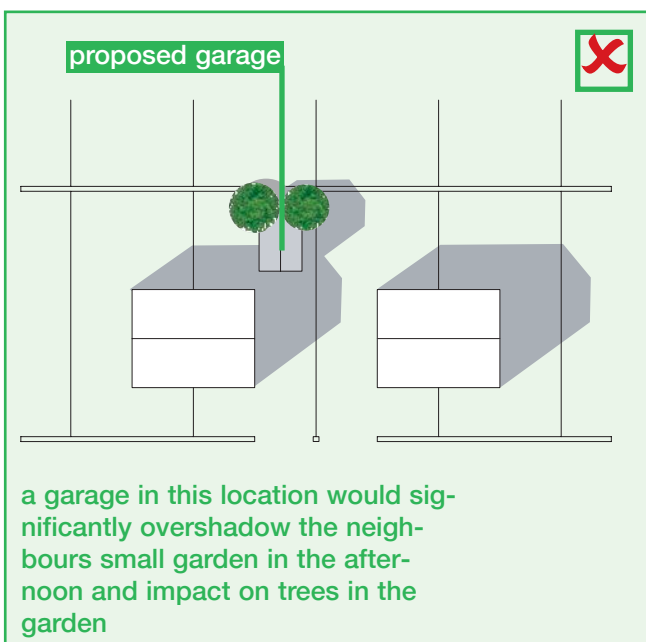
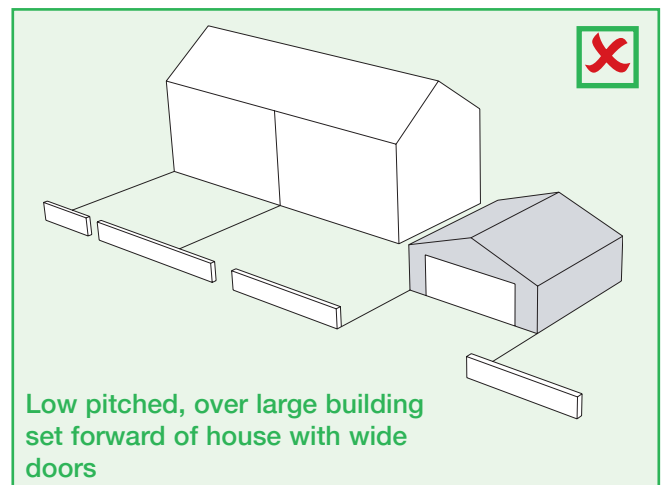
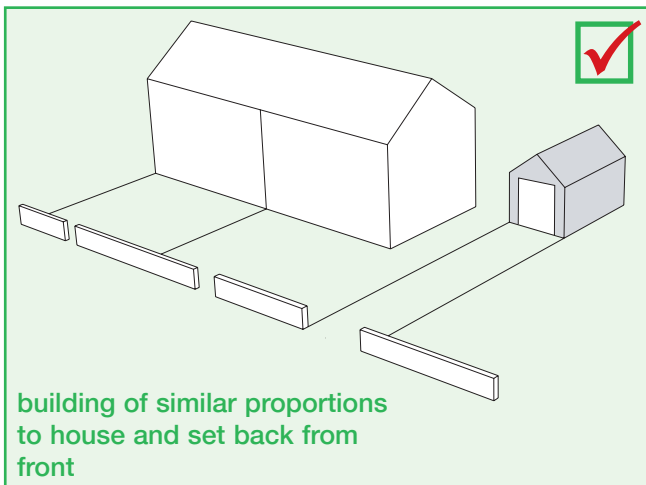
- in most circumstances the materials that you use for your extension, garage or outbuilding should match those used on your house;
- although it may not be possible to find matching materials, particularly for older houses, and Building Regulations may have requirements such as double glazing that will make it difficult to match existing windows, your proposals will be expected to use materials that complement the colours, tones and textures of your house.

# guidancenote3

## garages and outbuildings

Key principles to consider when considering the size, shape and position of your garage or outbuilding are:

- Garages and outbuildings should not impact detrimentally on the space about buildings and should be designed to take into account access and parking set out in Guidance Note 7.
- They should not result in the loss of trees or other features that are important to the area.
- An outbuilding must be smaller in scale and subservient to the house.
- Garages and outbuildings should normally not be in the front of domestic properties and should not be over dominant in relation to the existing and surrounding properties.
- Garage doors should be as narrow as practical with two single garage doors preferred over one double door.



# guidancenote4

## dormer windows and rooflights

Normally dormer windows are discouraged to the front of your house, unless they are an existing local feature.

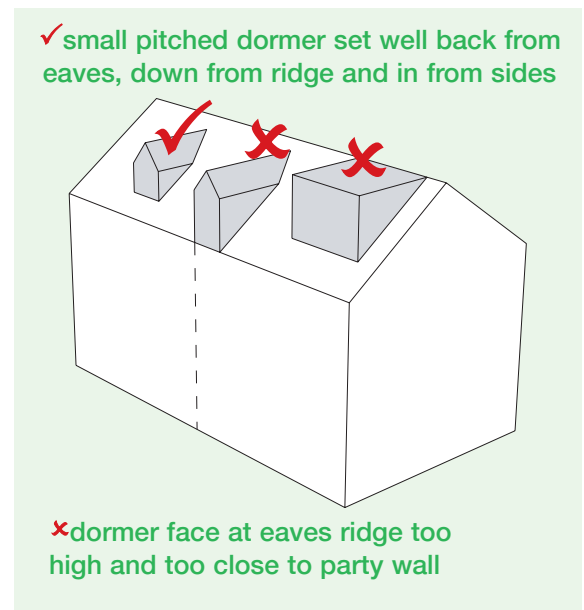
Sloping roof lights are less intrusive than dormer windows and can reduce the problems of overlooking. Increasing the roof height of a dwelling by altering the eaves height or pitch is very difficult to achieve satisfactorily and will not be acceptable in a terrace or a street in which heights and roof pitches are the same.

Key principles are:

- dormer windows should be subservient to the main roof and use the same pitch and roofing details as the main roof;
- dormer windows should cover no more than a maximum of 50% of the roof area on which it is located
- dormer windows should normally be set well back from the eaves, down from the ridge and in from the sides of the roof;
- new dormer windows should reflect the design of dormer windows that are an original feature of other buildings in your area or street;
- dormer windows should be positioned to match the pattern of the windows on the rest of your house;
- two smaller dormer windows are often preferred to one large window;



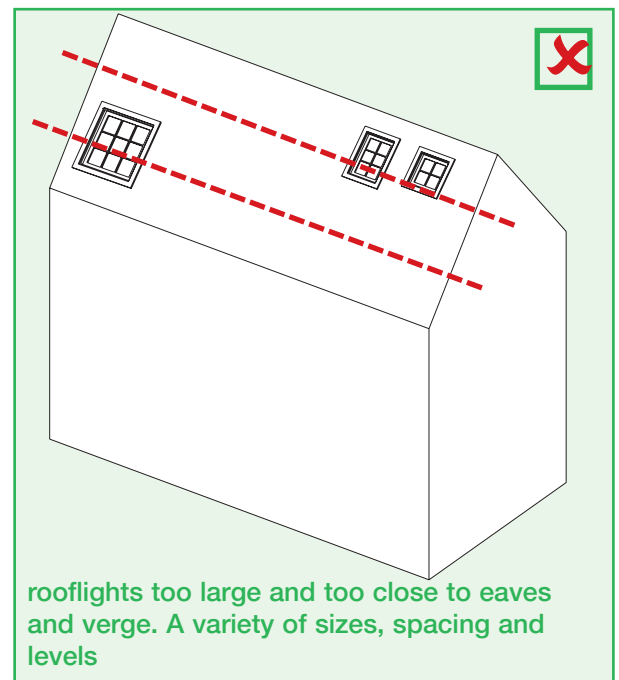
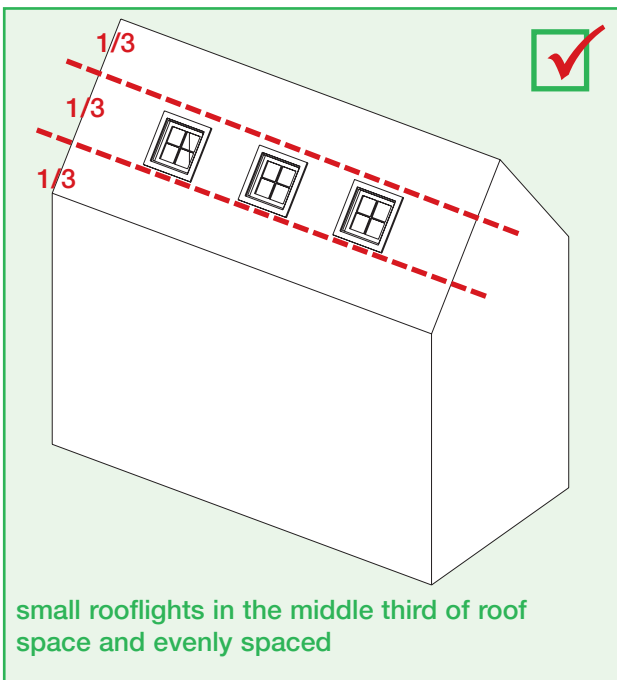
dormers should reflect the symmetry and size of other windows on your house. Often two small dormers are better than one large dormer.



✓ small pitched dormer set well back from eaves, down from ridge and in from sides

✗ dormer face at eaves ridge too high and too close to party wall

- rooflights should ideally be set within the middle third of the roof slope away from gables or roof abutments and chimneys;
- if there is more than one roof light they should be at the same level, evenly spaced, and of the same size, shape and design.



# guidancenote5

## boundary treatments

Frontage boundary treatments such as walls, railings and gates contribute to the quality of the street and provide security. They also help to enclose streets and make them more attractive to pedestrians. Streets can become unattractive if frontage boundary treatments vary or are missing.

Key principles:

- frontage boundary treatments should match height and type of properties on either side. This is particularly important where they are generally the same along a street, or a feature of the locality.
- new frontage boundary treatments should not obstruct views of the house from the street, or of the street from the house.



Consistent frontage treatments contribute to the character of your street and should be retained.

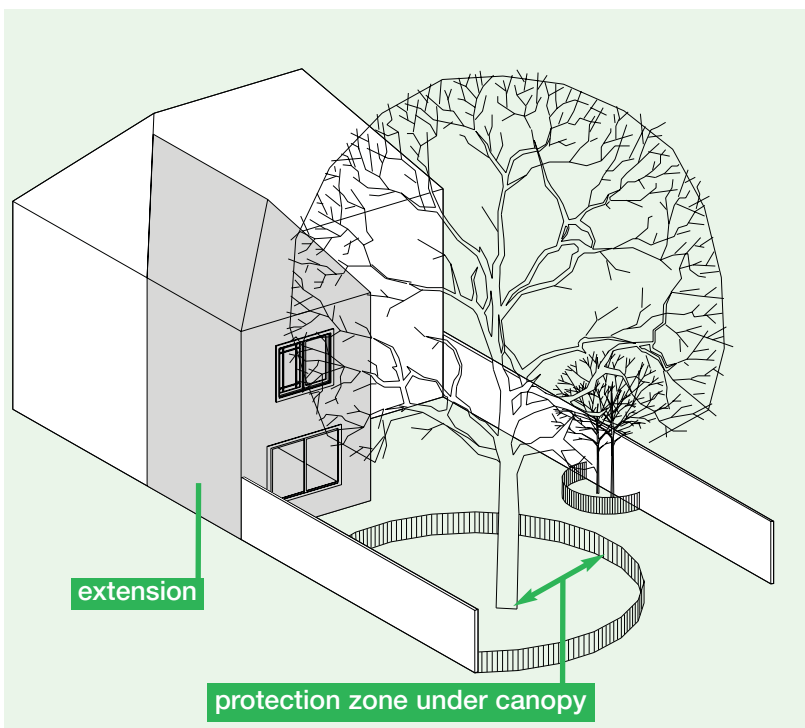


# guidancenote6

## planting

Existing trees and planting help make areas more attractive and add to the value of your home. However it is easy to damage trees and planting when carrying out works either by affecting the soil around the root zone or by cutting roots in the construction of services and foundations.

- building works should not be carried out underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown;
- equipment or materials should not be stored underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown;
- some trees are protected by law by Tree Preservation Orders. It is illegal to carry out work on, or remove these trees without permission . If in doubt check with your Council whether any of the trees on your property are protected by tree preservation orders.
- Also, if your property is within a Conservation Area you should check with the local Council before carrying out any work that might affect any trees.



The roots of large trees generally need to be protected within an area that corresponds with the canopy above. Within this zone building materials should not be stored and roots should not be severed.

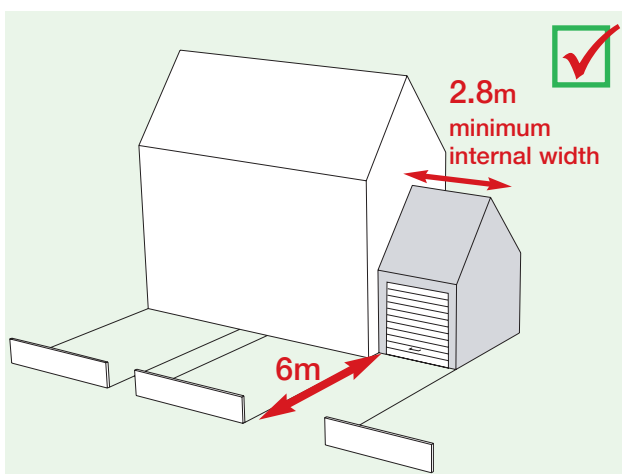
# guidancenote7

## providing for access and parking

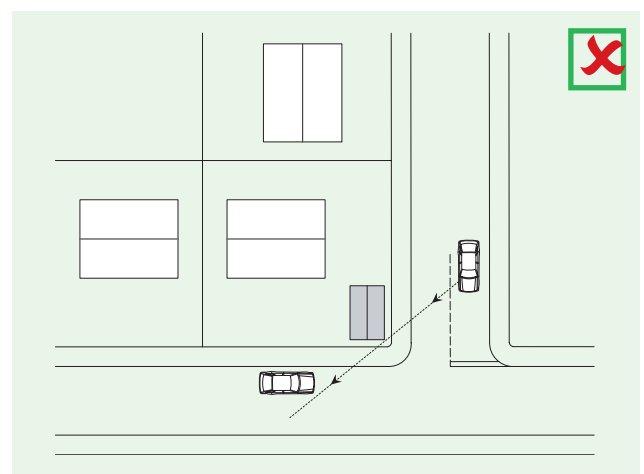
You must obtain a separate approval from the highways department of the Council if your proposed extension or alteration will result in changes to your vehicular access, more parking spaces, a new driveway, a new crossing to the pavement or verge or if a new dropped kerb is required. You will also need to apply for planning permission if you want to make a new or wider access for your driveway on to a trunk or other classified road. The highways department of the Council can tell you if the road falls into this category.

Key principles:

- maintain existing off street parking spaces;
- check with the Council whether your extension may require additional parking spaces. This may be the case if it includes additional bedrooms;
- the access should be safe and the highways department will advise on their safety standards and how to meet them;
- gates will not be allowed where they open out onto the footway or highway.
- new vehicular access off a main road or a very busy road may require a turning area within your plot so vehicles do not have to reverse in or out.
- parking spaces should normally measure 2.4m by 4.8m long or larger for disabled access (up to 3.8 by 6m long). Within a garage the normal parking space should be increased to a width of 2.8m to allow car doors to be opened.
- any new garage required to provide for parking should not have a detrimental impact on the safety of users of the highway
- Where possible vehicles should be parked where they can be seen to reduce the opportunities for criminals.



a garage door should be a minimum of 6 metres back from the front boundary to allow a parked vehicle in front

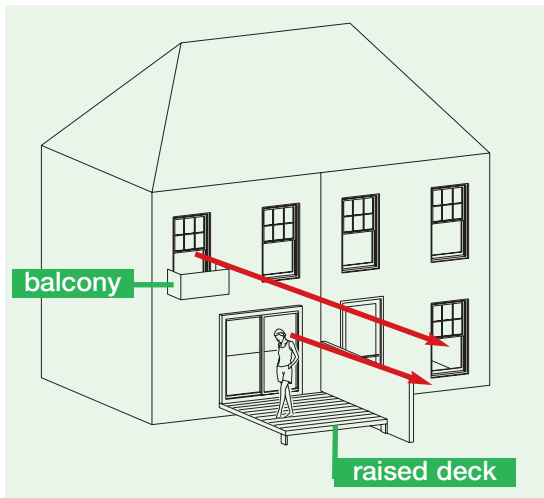


garage/outbuilding too close to corner for visibility, in front of building line and with insufficient drive

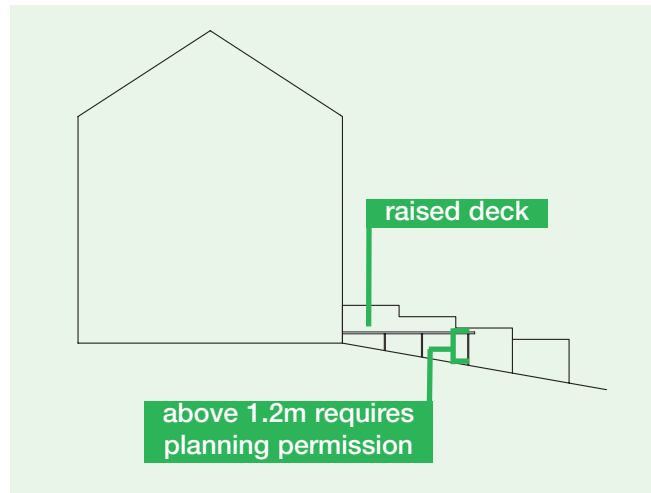
# guidancenote8

## raised decks and balconies

Certain decking and balcony designs require planning permission. If you are considering building decking or a balcony you should ensure that when it is constructed it does not result in overlooking of your neighbours property. You should also ensure that the decking or balcony does not dominate the character of the property or its appearance as viewed from the street.



Potential overlooking from balconies and decking should be avoided



On sloping ground decks can cause severe overlooking problems which should be avoided

# guidancenote<sup>9</sup>

## resource efficiency

Buildings in the UK are responsible for half of the CO<sub>2</sub> 'greenhouse gas' pollution. Resource efficiency means minimising the energy your house needs for heating, lighting and other energy uses. It also means using materials and construction methods that do not require a lot of energy to either produce or build.

The minimum requirements to achieve resource efficiency in new construction are set out in the Building Regulations. Your local Council can provide you with a free booklet, 'Building Regulations', which sets out the standards you will have to meet.

Proposals for alterations and extensions which achieve high levels of resource efficiency are encouraged by your local Council.

### Key principles:

- use high levels of insulation. In general 250mm of loft insulation and around 100mm of cavity wall insulation and 100mm of insulation under a solid ground floor is recommended;
- glazing should be sealed double glazing with a 12mm air space and 'low E glass' to reduce heat loss.
- wherever possible use materials that are produced locally and which come from a source that can be renewed without harm to the environment. High quality reclaimed materials can save resources and may also provide a better match with the existing building;
- avoid the use of tropical hardwood and look for timber which is certified as coming from sustainable sources;
- in designing your alteration or extension consider whether there are opportunities to build-in features to produce energy. This may include solar panels or domestic wind turbines. Solar water heating panels can provide 50% of your hot water requirements, while photovoltaic panels and wind turbines can produce some of your electricity. Whilst energy saving features are encouraged, if poorly located they can detract from the character of your house or neighbourhood, especially if the building is listed or within a sensitive area such as an Area of Outstanding Natural Beauty or a Conservation Area. If you are planning to incorporate any of these features you should check whether they need planning permission;
- you can also save energy and heat your home by making the most of heat from the sun, if your extension faces southeast to south west. Generally windows on the south side of the building should be larger than those on the north side;
- arrange the internal layout of the extension so that the main habitable rooms are on the southerly side of the building where this does not cause overlooking problems;
- in the summer you can avoid the need for cooling or air conditioning by ensuring that south facing windows are shaded, eg by roof overhangs or trees or reflective blinds;
- although conservatories can provide an additional light room in the winter months they can be very expensive to heat in the winter and can waste energy. Conservatories should be separated from the main house by an insulated wall and closeable doors and windows so that you can avoid having to heat it when it is cold;

- in very heavy rain, water run-off from hard surfacing can overwhelm drains and cause flooding and pollution. You can avoid this by using a 'green' roof, which has turf or plants sitting on a waterproof membrane and must have a low pitch of less than 15 degrees. Permeable paving surfaces such as blocks or bricks set in the ground, allow rain water to drain away gradually. Rainwater butts can provide a useful source of water for garden watering or car washing in drier periods;
- if your proposals involve demolition, re-use as much of the demolition waste as possible on-site:
- provide house entrances away from prevailing winds and protect with a porch or lobby.

A number of contacts for information on renewable energy are given at the end of this document.

# guidancenote10

## crime prevention

The council is obliged to encourage design that reduces crime under section 17 of the Crime and Disorder Act. The council would therefore ask that you consider the following simple and often inexpensive measures to reduce your chances of becoming a victim of crime.

- Put yourself in the position of a burglar. Is your house an easy target? What can you do to make your home more secure?
- If a burglar or thief thinks they can be seen they are less likely to commit a crime so provide good natural surveillance from your home onto the street, your gardens and driveways. This can be achieved by the careful positioning of windows;
- Where possible ensure that you can view your parking area from your house;
- Low boundaries at the front give maximum visibility but high walls and fences of 1.8m provide good security at the rear whilst side entrances should be lockable;

**Key security considerations: reducing visibility of rear garden from street, surveillance of drive and street; clear views to street frontage; secure rear fence**



- Dusk to dawn operated lighting surrounding your property will deter burglars;
- You should ensure that all locks are securely fitted and meet British Security Standards for locks (BS3621), windows (BS7950) and Doors (PAS 24-1).
- Consider fitting a good quality burglar alarm, a proven deterrent.

The Home office has published the comprehensive documents, "A guide to home security" [www.crimereduction.gov.uk/cpghs.htm](http://www.crimereduction.gov.uk/cpghs.htm) and "An introduction to domestic surveying" [www.crimereduction.gov.uk/learning-zone/homesurvey.htm?fp](http://www.crimereduction.gov.uk/learning-zone/homesurvey.htm?fp) available at the Home Office website.



# submitting your application

[section2]

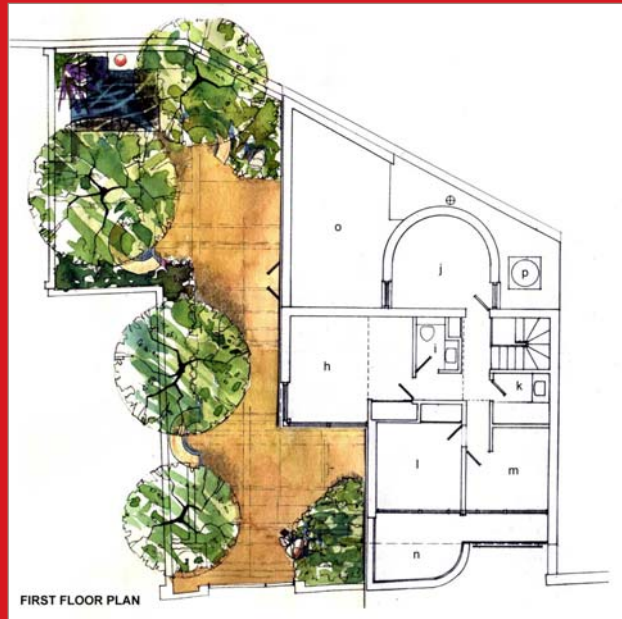
# submitting your planning application

Your local Council will have standard requirements for submitting a planning application and you should check with them what drawings, plans and illustrations they will need. Typical requirements are set out in this section.

Your planning application should be accompanied by a written design statement which summarises how you have responded to the guidance provided by this guide. A checklist of issues the design statement should address is provided below.



RAISDALE ROAD: LOYN & CO ARCHITECTS:  
GOOD QUALITY PLANS AND ILLUSTRATIONS  
ARE VITAL TO CONVEY THE INTENT OF THE  
DESIGN



FIRST FLOOR PLAN

Design Statement Checklist	✓	x
summary of discussions with neighbours		
how design addresses character of property and surrounding areas?		
how does design avoid harmful impacts on your neighbours?		
how does design take account for resource efficiency both in construction and long term energy consumption?		
have any changes to access and/or parking been agreed with the highways department of your Council?		
what measures have been taken to minimise crime?		

# typical requirements for a planning application

All information submitted for a planning application should include a project reference; such as the property address, a reference and date.

## Location plan

- Scale 1:1250 preferably and no smaller than 1:2500
- Including a North point
- Outline the application site in red line, and indicate any adjoining land owned or controlled by the applicant with a blue line
- Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads
- Show vehicular access to a highway if the site does not adjoin a highway

## Details of existing site layout - block plan

- Scale, typically 1:200 or appropriate scale to ascertain required level of detail
- North point, date and number on plans
- Show the whole property, including all buildings, gardens, open spaces and car parking
- Where appropriate: Tree survey. - Nature conservation, biodiversity, drainage and other natural features. - Existing services
- Indicate all boundaries and the position of nearest buildings

## Details of proposed site layout

- Scale, typically 1:200
- North point, date and number on plans
- Show the siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces
- Show proposals in the context of adjacent buildings

## Floor plans

- Scale 1:50 or 1:100
- In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work
- Show floor plans in the context of adjacent buildings, where appropriate
- In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved)
- Include a roof plan where necessary to show a complex roof or alteration to one

### **Elevations**

- Scale 1:50 or 1:100 (consistent with floor plans)
- Show every elevation of a new building or extension
- For an extension or alteration, clearly distinguish existing and proposed elevations
- Include details of material and external appearance
- Show elevations in the context of adjacent buildings, where appropriate

### **Cross Sections**

- Scale 1:50 / 1:100 (consistent with floor plans), where appropriate.

### **Supporting Information**

- Use of photomontages, artist's impressions and / or CAD visualisations to illustrate schemes.
- 3D built models are valuable on major schemes to help show massing and relationship between buildings.

## further reading

The following are available from the Welsh Assembly Government or Office of the Deputy Prime Minister (ODPM):

Welsh Assembly Government 2002, Planning Policy Wales  
Welsh Assembly Government 2002, TAN 8 Planning for Renewable Energy  
Welsh Assembly Government 2002, TAN 12 Design  
Welsh Assembly Government 2003, Householder Guide  
Welsh Assembly Government 2004, Sustainable Development Action Plan  
Building Regulations - Explanatory booklet  
Planning Permission - A Guide for Business  
A Householder's Planning Guide for the Installation of Satellite Television Dishes  
Local Plans and Unitary Development Plans  
Outdoor Advertisements and Signs - A Guide for Advertisers  
The Party Wall Etc Act 1996: explanatory booklet  
Protected Trees - A Guide to Tree Preservation Procedures

**These more detailed publications may be helpful to some readers:**

BRE 2000, The Green Guide to Housing Specification  
Building Research Establishment "Site Layout Planning for Daylight and Sunlight" 1991  
BREEAM (BRE Environmental Assessment Method), [www.breeam.org](http://www.breeam.org)  
British Standards Institute BS8300, 'Access for Disabled People'  
CABE/DCfW 2004, Creating Excellent Buildings  
Crime and Disorder Act 1998, Section 17  
Considerate Constructors Scheme, [www.ccscheme.org.uk](http://www.ccscheme.org.uk)  
DETR 2000, By Design  
DETR GPG287, The Design Team's Guide to Environmentally Smart Buildings  
Disability Rights Commission [www.drc.org.uk](http://www.drc.org.uk), Designing for Accessibility,  
Centre for Accessible Environments [www.cae.org.uk](http://www.cae.org.uk)  
DoE/Countryside Commission, "Lighting in the Countryside: Towards good practice"  
DTLR/CABE, 2001, Better Places to Live  
Evans et al November 1998 - The Long Term Costs of Owning and Using Buildings,  
The Royal Academy of Engineering  
ODPM 2004, Safer Places - The Planning System and Crime Prevention  
Sustainable Buildings: Benefits for occupiers, BRE Information paper  
Welsh Office Circular 16/94, 'Planning Out Crime'

# contacts

## **Architecture Centre Network**

The Architecture Centre Network (ACN) coordinates, supports and advances the work of architecture and related centres. ACN seek to secure greater knowledge, access, participation and influence, at all levels, in the creation of an excellent built environment for all.

<http://www.architecturecentre.net/>

## **Building for Life**

Building for Life brings together the best designers and creative thinkers to champion quality design of new homes.

[www.buildingforlife.org](http://www.buildingforlife.org)

## **CADW**

Cadw is the historic environment agency within the Welsh Assembly Government with responsibility for protecting, conserving, and promoting an appreciation of the historic environment of Wales.

Plas Carew

Unit 5/7, CefnCoed, Parc Nantgarw, Cardiff, CF15 7QQ

Tel: 01443 33 6000

Fax: 01443 33 6001

E-mail: [Cadw@Wales.gsi.gov.uk](mailto:Cadw@Wales.gsi.gov.uk)

[www.cadw.wales.gov.uk](http://www.cadw.wales.gov.uk)

## **Centre for Alternative Technology,**

An environmental charity aiming to 'inspire, inform, and enable' people to live more sustainably. Key areas of work are renewable energy, environmental building, energy efficiency, organic growing and alternative sewage systems.

Centre for Alternative Technology, Machynlleth, Powys, SY20 9AZ, UK

+44 (0)1654 705950

[www.cat.org.uk](http://www.cat.org.uk)

### **Civic Trust Wales / Ymddiriedolaeth Ddinesig Cymru**

The Civic Trust for Wales promotes civic pride as a means to improving the quality of life for all in the places where they live and work, and encourages community action, good design, sustainable development and respect for the built environment amongst people of all ages

3rd Floor Empire House, Mount Stuart Square, Cardiff CF10 5FN  
Tel 02920 484606  
Fax 02920 464239  
<http://www.civictrustwales.org>

### **Countryside Council for Wales**

The Countryside Council for Wales is the Government's statutory adviser on sustaining natural beauty, wildlife and the opportunity for outdoor enjoyment in Wales and its inshore waters.

Countryside Council for Wales, Maes-y-Ffynnon, Penrhosgarnedd, Bangor, Gwynedd LL57 2DW  
For all general enquiries contact CCW Enquiry line 0845 1306229 or email: [Enquiries@ccw.gov.uk](mailto:Enquiries@ccw.gov.uk)  
<http://www.ccw.gov.uk/>

### **Design Commission for Wales**

DCFW's mission is to champion high standards of architecture, landscape and urban design in Wales, promoting wider understanding of the importance of good quality in the built environment, supporting skill building, encouraging social inclusion and sustainable development.

DCFw, 4th Floor, Building Two, Caspian Point, Caspian Way, Cardiff Bay CF10 4DQ.  
[www.dcfw.org](http://www.dcfw.org)

### **Energy Savings Trust**

A non-profit organisation, funded by government and the private sector. Set up after the 1992 Rio Earth Summit, the organization has aims to achieve the sustainable use of energy and cut carbon dioxide emissions.

Energy Saving Trust Wales, Wales Albion House, Oxford Street, Nantgarw, Cardiff CF15 7TR  
Tel: 01443 845930  
Fax: 01443 845940

### **Energy Efficiency information for homeowners**

0845 727 7200

### **Solar PV grants**

0800 298 3978  
[www.est.co.uk/solar](http://www.est.co.uk/solar)

### **Landscape Institute**

The Landscape Institute is the Chartered Institute in the UK for Landscape Architects, incorporating designers, managers and scientists, concerned with enhancing and conserving the environment.

33 Great Portland Street, London W1W 8QG  
Tel: 020 7299 4500  
Fax: 020 7299 4501  
email: [mail@l-i.org.uk](mailto:mail@l-i.org.uk)  
<http://www.l-i.org.uk>

### **National Assembly for Wales**

Official information on the Welsh Assembly, its members and functions including planning and design.  
[www.wales.gov.uk/](http://www.wales.gov.uk/)

### **Office of the Deputy Prime Minister**

Useful website for UK Government planning information  
<http://www.opdm.gov.uk>

### **Planning Portal**

Government gateway to planning information throughout the UK. Provides information on plans, appeals, applications, contact details, research areas.  
[www.planningportal.gov.uk/](http://www.planningportal.gov.uk/)

### **RSAW**

The Royal Society of Architects in Wales (RSAW) is constituted as the regional organisation of the Royal Institute of British Architects (RIBA) in Wales.

Bute Building, King Edward VII Avenue, Cathays Park, Cardiff CF10 3NB

Tel: 029 2087 4753

Fax: 029 2087 4926

[http://www.riba.org/go/RIBA/About/RSAW\\_265.html](http://www.riba.org/go/RIBA/About/RSAW_265.html)

### **RICS Wales**

Royal Institute of Chartered Surveyors

Tel: + 44 (0)870 333 1600 or email [contactrics@rics.org.uk](mailto:contactrics@rics.org.uk)

<http://www.rics.org/Wales>

