

Camden Planning Guidance

# Design

London Borough of Camden

CPG **1**



July 2015



# CPG1 Design

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# 1 Introduction

## What is Camden Planning Guidance?

- 1.1 We have prepared this Camden Planning Guidance to support the policies in our Local Development Framework (LDF). This guidance is therefore consistent with the Core Strategy and the Development Policies, and forms a Supplementary Planning Document (SPD) which is an additional “material consideration” in planning decisions. The Council adopted CPG1 Design on 6 April 2011 following statutory consultation. This document was updated in 2013 to include Section 12 on artworks, statues and memorials, and updated in 2015 to revise the guidance for recycling and waste storage. Details on these updates and the consultation process are available at [camden.gov.uk/cpg](http://camden.gov.uk/cpg).
- 1.2 The Camden Planning Guidance covers a range of topics (such as housing, sustainability, amenity and planning obligations) and so all of the sections should be read in conjunction, and within the context of Camden’s LDF.

## Design in Camden

- 1.3 Camden has many attractive and historic neighbourhoods as well as both traditional and modern buildings of the highest quality. These are a significant reason that the borough is such a popular place to live, work and visit. As well as conserving our rich heritage we should also contribute towards it by ensuring that we create equally high quality buildings and spaces which will be appreciated by future generations.
- 1.4 This objective of achieving high quality design does not just concern new development or large-scale schemes, but also includes the replacement, extension or conversion of existing buildings. The detailed guidance contained within this section therefore considers a range of design-related issues for both residential and commercial property and the spaces around them.



## What does this guidance cover?

1.5 This guidance provides information on all types of detailed design issues within the borough and includes the following sections:

1. Introduction
2. Design excellence
3. Heritage
4. Extensions, alterations and conservatories
5. Roofs, terraces and balconies
6. Landscape design and trees
7. Shopfronts
8. Advertisements, signs and hoardings
9. Designing safer environments
10. Waste recyclables storage
11. Building services equipment
12. Artworks, statues and memorials

1.6 This guidance supports the following Local Development Framework policies:

### Core Strategy

- CS14 Promoting high quality places and conserving our heritage
- CS15 Protecting and improving our parks and open spaces & encouraging biodiversity
- CS17 Making Camden a safer place
- CS18 Dealing with our waste and encouraging recycling

### Development Policies

- DP24 Securing high quality design
- DP25 Conserving Camden's heritage
- DP27 Basements and lightwells
- DP29 Improving access
- DP30 Shopfronts

1.7 It should be noted that the guidance covered in this section only forms part of the range of considerations that you should address when proposing new development. In addition to these specific design matters you should also consider wider issues such as cycle storage, residential space standards, wheelchair housing, designing in sustainability measures and impacts on neighbours. Further guidance on these, and other issues, is contained within the Local Development Framework documents and the Camden Planning Guidance.





## 2 Design excellence

### KEY MESSAGES

Camden is committed to excellence in design and schemes should consider:

- The context of a development and its surrounding area;
- The design of the building itself;
- The use of the building;
- The materials used; and
- Public spaces.

- 2.1 High quality design makes a significant contribution to the success of a development and the community in which it is located. Design of the built environment affects many things about the way we use spaces and interact with each other, comfort and enjoyment, safety and security and our sense of inclusion.
- 2.2 The purpose of this guidance is to promote design excellence and to outline the ways in which you can achieve high quality design within your development.
- 2.3 This guidance primarily relates to Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policies DP24 Securing high quality design.



### When does this apply?

- 2.4 This guidance applies equally to all development, whether new build, converted, refurbished, extended and altered development. However, the implications for a proposal will vary greatly depending on the nature of the site, the proposed use, the scale of development, its interaction with surrounding sites, and existing buildings and structures on the site.

- 2.5 Other sections in this Camden Planning Guidance (CPG) relate to specific types of developments and relevant design matters, for example advertisements, signs and hoardings, designing safer environments, extensions, alterations and conversions, heritage and shopfronts.

### **General guidance on design**

- 2.6 Camden is committed to excellence in design. The borough contains many special and unique places, many of which are protected by conservation area status. In accordance with draft London Plan policies 7.1–7.7, Core Strategy policy CS14 requires development schemes to improve the quality of buildings, landscaping and public spaces and we will not approve design which is inappropriate to its context or fails to improve the character of an area.
- 2.7 We are working with our partners to promote design excellence and improve public buildings, landscaping and the street environment. We have established the Camden Design Initiative which seeks to encourage involvement, awareness and understanding of good design and this is promoted through the bi-annual Camden Design Awards which acknowledge high quality and innovative design. We are also a promoter of the national Civic Trust Awards which are awarded to buildings judged to have made a positive cultural, social or economic contribution to the local community.
- 2.8 In order to achieve high quality design in the borough we require applicants to consider buildings in terms of context, height, accessibility, orientation, siting, detailing and materials. These issues apply to all aspects of the development, including buildings and other structures (e.g. substations, refuse or cycle storage), outdoor spaces, landscaping and access points and should be considered at an early stage in the design of a development, as these elements are often difficult to change in later stages.



## **Context**

### 2.9 Good design should:

- positively enhance the character, history, archaeology and nature of existing buildings on the site and other buildings immediately adjacent and in the surrounding area, and any strategic or local views. This is particularly important in conservation areas;
- respect, and be sensitive to, natural and physical features, both on and off the site. Features to be considered include, but are not limited to: slope and topography, vegetation, biodiversity, habitats, waterways and drainage, wind, sunlight and shade, and local pollutant sources. Movement of earth to, from and around the site should be minimised to prevent flood risk, land instability and unnecessary transport of aggregates, especially by road; and
- consider connectivity to, from, around and through the site for people using all modes of transport, including pedestrians, cyclists, wheelchair users, those with visual impairments, people with pushchairs, and motorised vehicles.

## **Building design**

### 2.10 Good design should:

- ensure buildings do not significantly overshadow existing/proposed outdoor spaces (especially designated open spaces), amenity areas or existing or approved renewable energy facilities (such as solar panels). For further information, refer to CPG3 Sustainability Renewable energy (A shadowing exercise may be required for tall buildings or where they are near open spaces);
- consider the extent to which developments may overlook the windows or private garden area of another dwelling;
- consider views, both local and London wide, and particularly where the site is within a recognised strategic viewing corridor (as shown on the policy Proposals Map);
- consider the degree of openness of an area and of open spaces, including gardens including views in and out of these spaces
- contributions to the character of certain parts of the borough;
- provide visual interest for onlookers, from all aspects and distances. This will involve attention to be given to both form and detail;
- consider opportunities for overlooking of the street and, where appropriate, provide windows, doors and other 'active' features at ground floor; and
- incorporate external facilities such as renewable energy installations, access ramps, plant and machinery, waste storage facilities and shading devices into the design of the development. Careful consideration must be given to ensure that the facility does not harm the built environment.

**Land use**

- 2.11 The use of a building should:
- take into account the proposed use, and the needs of the expected occupants of the buildings and other users of the site and development; and
  - provide clear indication of the use of the building. It is noted, however, that reuse of existing buildings, as well as the accommodation of possible future changes of use, can make this difficult.

**Materials**

- 2.12 Materials should form an integral part of the design process and should relate to the character and appearance of the area, particularly in conservation areas or within the setting of listed buildings. The durability of materials and understanding of how they will weather should be taken into consideration. The quality of a well designed building can be easily reduced by the use of poor quality or an unsympathetic palette of materials. We will encourage re-used and recycled materials, however these should be laid to ensure a suitable level accessible surface is provided. Further guidance is contained within CPG3 Sustainability (Sustainable use of materials).

**Tall buildings**

- 2.13 Tall buildings in Camden (i.e. those which are substantially taller than their neighbours and/or which significantly change the skyline) will be assessed against a range of design issues, including:
- how the building relates to its surroundings, both in terms of how the base of the building fits in with the streetscape, and how the top of a tall building affects the skyline;
  - the contribution a building makes to pedestrian permeability and improved public accessibility;
  - the relationship between the building and hills and views;
  - the degree to which the building overshadows public spaces, especially open spaces and watercourses; and
  - the historic context of the building's surroundings.
- 2.14 In addition to these design considerations tall buildings will be assessed against a range of other relevant policies concerning amenity, mixed use and sustainability. Reference should be made to this CPG (Heritage chapter), CPG3 Sustainability (Climate change adaptation chapter) and CPG6 Protecting and improving quality of life (Overlooking and privacy and Wind/microclimate chapters).
- 2.15 Where a proposal includes a development that creates a landmark or visual statement, particular care must be taken to ensure that the location is appropriate (such as a particular destination within a townscape, or a particular functional node) and that the development is sensitive to its wider context. This will be especially important where the

development is likely to impact upon heritage assets and their settings (including protected views).

- 2.16 Design should consider safety and access. Guidance on these issues is contained within this CPG (Designing safer environments chapter) and CPG4 Protecting and improving quality of life (Access for all chapter). Schemes over 90m should be referred to the Civil Aviation Authority.

### **Design of public space**

- 2.17 The design of public spaces, and the materials used, is very important. The size, layout and materials used in the spaces around buildings will influence how people use them, and help to create spaces that are welcoming, attractive, accessible, safe and useful. They can also contribute to other objectives such as reducing the impact of climate change (e.g. the use of trees and planters to reduce run-off and provide shading), biodiversity, local food production and Sustainable Urban Drainage Systems (SUDs), and provide useful amenity space. In Conservation Areas there may be particular traditional approaches to landscaping/boundary treatments that should be respected in new designs.
- 2.18 The spaces around new developments should be considered at the same time as the developments themselves and hard / soft landscaping and boundary treatments should be considered as part of wider cohesive design. The landscaping and trees chapter in this CPG, and individual Conservation Area Appraisals, provide further guidance on this issue.
- 2.19 Public art can be a catalyst for improved environmental quality by upgrading and animating public space and enhancing local character and identity through helping create a sense of place. The Council will therefore encourage the provision of art and decorative features as an integral part of public spaces, where they are appropriate to their location and enhance the character and environment.
- 2.20 It is important that public spaces and streets are maintained to a high standard and so, in line with the Local Implementation Plan, the Council will continue to undertake public space enhancement works through specifically targeted programmes. The Designing safer environments chapter in this CPG provides more detailed guidance on the incorporation of safety and security considerations in public spaces.

### **Design and access statements**

- 2.21 Design and Access Statements are documents that explain the design ideas and rationale behind a scheme. They should show that you have thought carefully about how everyone, including disabled people, older people and children, will be able to use the places you want to build.
- 2.22 Design and Access Statements should include a written description and justification of the planning application and sometimes photos, maps and drawings may be useful to further illustrate the points made. The length

and detail of a Design and Access Statement should be related to the related to the size and complexity of the scheme. A statement for a major development is likely to be much longer than one for a small scheme.

- 2.23 Design and Access Statements are required to accompany all planning, conservation and listed building applications, except in certain circumstances as set out on our website [www.camden.gov.uk/planning](http://www.camden.gov.uk/planning). Our website also provides a template for Design and Access Statements and lists the information that each statement should contain. Further guidance on Access Statements is provided in CPG4 Protecting and improving quality of life (Access for all chapter).

### Further information

General	By Design: Urban Design in the Planning System – Towards Better Practice, DETR/CABE, 2000 Design and Access Statements; how to read, write and use them, CABE, 2007
Tall Buildings	Guidance on tall buildings, English Heritage/CABE, 2007
Historic Environment	Understanding Place: conservation areas designation, appraisal and management (2011) Building in Context, English Heritage/CABE, 2002. Seeing History in the View (2011) Good Practice Advice 3- Settings and Views (2015)
Other	Royal Institute of Chartered Surveyors (RICS); and Royal Institute of British Architects (RIBA).

## 3 Heritage

### KEY MESSAGES

Camden has a rich architectural heritage and we have a responsibility to preserve, and where possible, enhance these areas and buildings.

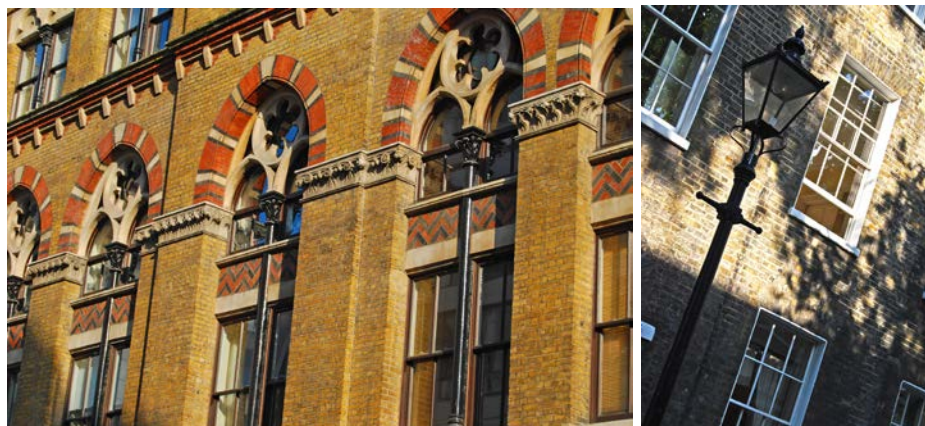
- We will only permit development within conservation areas that preserves and enhances the character and appearance of the area
- Our conservation area statements, appraisals and management plans contain more information on all the conservation areas
- Most works to alter a listed building are likely to require listed building consent
- Historic buildings can and should address sustainability and accessibility

3.1 This section provides guidance on our identified heritage assets (which include conservation areas, listed buildings and registered parks and gardens), including what they area and the implications of their status and designation. This section also sets out details on how historic buildings can address sustainability.

3.2 This section sets out further guidance on how we will apply Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policy DP25 Conserving Camden's Heritage.

### When does this apply?

3.3 This guidance applies to all applications which may affect any element of the historic environment and therefore may require planning permission, or conservation area or listed building consent.



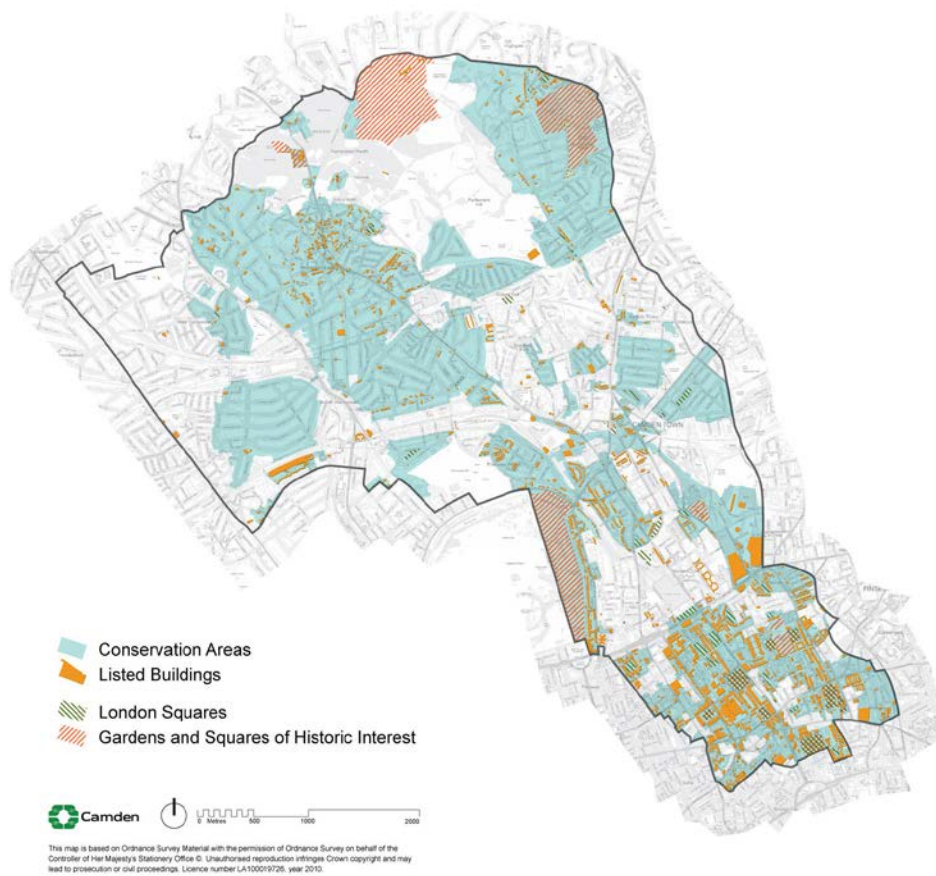
## Conservation Areas

### What is a conservation area?

- 3.4 A conservation area is defined in the Planning (Listed Buildings and Conservation Areas) Act 1990 as an area of special architectural or historic interest, the character or appearance of which it is desirable to preserve and, where possible, enhance. PPS5 identifies conservation areas as “heritage assets” and requires that proposals in conservation areas are assessed for their impacts on their historic significance. There are 39 conservation areas in Camden, which vary greatly in appearance, size, character and style and these are identified on the LDF Proposals Map.



Figure 1. Conservation Areas



- 3.5 Conservation area designation is a way to recognise the importance of the quality of an area as a whole, as well as giving some protection to individual buildings within it. Conservation areas are not designated to stop all future development or change but to ensure that change is managed to conserve the historic significance of the area as a whole.
- 3.6 Conservation area designation is shown on the proposals map and further information on heritage is available on the 'Conservation and Design' section of the Council's website [www.camden.gov.uk](http://www.camden.gov.uk) and on English Heritage's website [www.english-heritage.org.uk](http://www.english-heritage.org.uk).

#### Effects of conservation area status

- 3.7 We will only permit development within conservation areas, and development affecting the setting of conservation areas, that preserves and enhances the character and appearance of the area (see Planning Policy Statement 5 (PPS5), policy HE8).
- 3.8 The Council has greater control over building work in conservation areas, including demolition, materials and detailed design. Planning permission may be required for alterations or extensions that would not normally need planning permission elsewhere, such as minor roof

alterations, dormer windows, renewable energy installations or installation of a satellite dish.

#### **Renewable energy technology**

Renewable energy technologies generate energy from natural resources such as sunlight, wind, rain and heat in the ground, which are naturally replenished.

### **Demolition in conservation areas**

- 3.9 Conservation Area Consent is required to demolish or substantially demolish a building over 115 cubic metres or a structure such as a wall over 1 metre high that adjoins a highway, or more than 2 metres high elsewhere. When determining your application we will follow the guidance in PPS5, Core Strategy policy CS14 and Development Policy DP24 as well as that in our conservation area statements, appraisals and management plans (see below). It is an offence to totally or substantially demolish a building or structure in a conservation area without first getting consent from us and we would not normally allow their demolition without substantial justification, in accordance with criteria set out in government guidance PPS5 – Planning for the Historic Environment.

### **Trees**

- 3.10 Planning legislation makes special provision for trees in conservation areas. Prior to pruning or felling a tree in a conservation area you must provide the Council six weeks notice in writing. All trees that contribute to the character and appearance of a conservation area should be retained and protected. For further information on trees, please see Landscape Design and Trees chapter in this CPG.



### **Article 4 directions**

- 3.11 A range of minor changes can be made to buildings without the need to apply for planning permission as these have a general permission through planning legislation. These changes are known as permitted development. However, the character of a conservation area depends on the presence of specific original details and where these are lost the historic interest and attractive character of the area deteriorates.

- 3.12 In these situations we can issue an Article 4 direction through Article 4 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended). This removes permitted development rights and means a planning application has to be made for minor works that usually do not need one.
- 3.13 Further information on Article 4 directions, including where they apply in Camden is available on the 'Advice and help with planning applications' section of the Council's website [www.camden.gov.uk](http://www.camden.gov.uk) and English Heritage has published Guidance on making Article 4 Directions, available at [www.english-heritage.org.uk/publications/guidance-on-making-article-4-directions/](http://www.english-heritage.org.uk/publications/guidance-on-making-article-4-directions/)

### **Conservation area statements, appraisals and management plans**

- 3.14 We have published a series of conservation area statements, appraisals and management plans that set out our approach to preserving and enhancing the historic significance of each individual conservation area. Many of these conservation area statements are available for download on our website.
- 3.15 Conservation area statements, appraisals and management plans help guide the design of development in conservation areas and we take these into account when assessing planning applications.
- 3.16 Each conservation area statement, appraisal or management plan contains the following:
- A summary of the location and the historical development of an area;
  - A description of its character;
  - An outline of the key issues and development pressures that are currently of concern;
  - The key policy framework for that particular conservation area, and specific guidance for it;
  - An identification of heritage assets and elements of the wider historic environment which give an area its historic significance; and
  - An identification of sites and features that have a negative impact on the conservation area, or where an opportunity exists for enhancement of the area by redevelopment of a building or site.



## Listed Buildings

### What is a listed building?

- 3.17 A listed building is defined in the Planning (Listed Buildings and Conservation Areas) Act 1990 as a structure or building of special architectural or historic interest. These are included on the Statutory List of Buildings of Architectural or Historic Interest managed by English Heritage. Listed buildings are identified as heritage assets within the LDF and the Council is required to assess the impact that proposals to a listed building, or within their setting, may have on the historic significance of the building.
- 3.18 Listed buildings are graded according to their relative importance as either Grade I, Grade II\* or Grade II. Grades I and II\* are considered of outstanding architectural or historic interest and are of particularly great importance to the nation's heritage. The majority of listed buildings (about 94% nationally) are Grade II. However, the statutory controls on alterations apply equally to all listed buildings irrespective of their grade and cover the interior as well as the exterior and any object or structure fixed to or within their curtilage.

#### **Listing description**

The listing description contains details of a listed building's address, history, appearance and significance. These help to identify what it is about the building that gives it its special historic interest.

- 3.19 Further information on listed buildings in Camden is available on our website [www.camden.gov.uk](http://www.camden.gov.uk)

### How can I alter a listed building?

- 3.20 Most works to alter a listed building are likely to require listed building consent and this is assessed on a case by case basis, taking into

account the individual features of a building, its historic significance and the cumulative impact of small alterations. The listing description is not intended to be exhaustive and the absence of any particular feature in the description does not imply that it is not of significance, or that it can be removed or altered without consent. Listed status also extends to any object or structure fixed to the listed building, and any object or structure within its curtilage which forms part of the land. You should contact the Council at the earliest opportunity to discuss proposals and to establish whether listed building consent is required.

- 3.21 Some 'like for like' repairs and maintenance do not require listed building consent. However, where these would involve the removal of historic materials or architectural features, or would have an impact on the special architectural or historic interest of the building, consent will be required. If in doubt applicants should contact the Council for advice.
- 3.22 In assessing applications for listed building consent we have a statutory requirement to have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses. We will consider the impact of proposals on the historic significance of the building, including its features, such as:
- original and historic materials and architectural features;
  - original layout of rooms;
  - structural integrity; and
  - character and appearance.
- 3.23 We will expect original or historic features to be retained and repairs to be in matching material. Proposals should seek to respond to the special historic and architectural constraints of the listed building, rather than significantly change them.
- 3.24 Applications for listed building consent should be fully justified and should demonstrate how proposals would affect the significance of a listed building and why the works or changes are desirable or necessary. In addition to listed building consent, some proposals may also require planning permission. These applications should be submitted together and will be assessed concurrently.
- 3.25 It is a criminal offence to undertake unauthorised works to a listed building, even if you are not aware the building is listed, and could result in prosecution and fine or imprisonment (or both).
- 3.26 Some works that are required in order to comply with the Building Regulations (e.g. inclusive access, energy efficiency) may have an impact on the historic significance of a listed building and will require listed building consent.

### **Inclusive access to listed buildings**

- 3.27 It is important that everyone should have dignified and easy access to and within historic buildings, regardless of their level of mobility. With

sensitive design, listed buildings can be made more accessible, while still preserving and enhancing the character of the building.

- 3.28 Further guidance is available in CPG4 Protecting and improving quality of life (Access for all chapter) and in the English Heritage publication “Easy Access to Historic Buildings” [www.english-heritage.org.uk](http://www.english-heritage.org.uk)



### **How can historic buildings address sustainability?**

- 3.29 We recognise the role that the historic environment can play in reducing the impact of climate change. For example, reusing existing buildings could avoid the material and energy cost of new development. There are many ways to improve the efficiency and environmental impact of historic buildings, for example improving insulation, draught-proofing and integrating new energy-saving and renewable-energy technologies. We will seek to balance achieving higher environmental standards with protecting Camden's unique built environment (in accordance with LDF Core Strategy policies CS13 Tackling climate change through promoting higher environmental standards and CS14 Promoting high quality places and conserving our heritage) and PPS5 policy HE.1.
- 3.30 More detailed guidance on how to modify buildings without compromising their significance is contained within CPG3 Sustainability (Energy efficiency: new buildings, Energy efficiency: existing buildings, Renewable energy, Climate change adaptation, Water efficiency, Flooding and Sustainable use of materials). For further information see the links at the end of this chapter.

### **Planning obligations relating to heritage assets**

- 3.31 Many of the potential impacts of development on historic buildings and in archaeological priority and conservation areas can be covered through design and by conditions on the planning permission, for example the

need to carry out surveys or the storage and restoration of artefacts. Some objectives for building and area conservation or archaeology are unlikely to be satisfactorily controlled by a condition or in such cases and where impacts are off-site, or involve a particularly sensitive or complex programme of works, involving phasing, the Council may require implementation of these measures through a Section 106 Agreement.

### Further information

<p>Planning Policy Statement 5 (PPS5)</p>	<p>The Government's national policies on the historic environment are set out in:</p> <ul style="list-style-type: none"> <li>• Planning Policy Statement (PPS) 5 Planning for the historic environment – CLG, 2010</li> </ul> <p>If you want guidance implement this national policy, it is provided in:</p> <ul style="list-style-type: none"> <li>• PPS5, Planning for the Historic Environment, The Government's Statement on the Historic Environment for England, and The Historic Environment Planning Practice Guide</li> </ul>
<p>English Heritage</p>	<p><a href="http://www.englishheritage.org.uk">www.englishheritage.org.uk</a></p> <p>Guidance on heritage assets:</p> <ul style="list-style-type: none"> <li>• Guidance on Conservation Area Appraisals, 2006 – English Heritage;</li> <li>• Guidance on Management of Conservation Areas, 2006 – English Heritage;</li> <li>• Climate Change and the Historic Environment (2008); and</li> <li>• Heritage at Risk Register - English Heritage <a href="http://risk.english-heritage.org.uk/2010.aspx">http://risk.english-heritage.org.uk/2010.aspx</a></li> </ul> <p>Guidance on sustainability measures in heritage buildings:</p> <ul style="list-style-type: none"> <li>• Energy Conservation in Traditional Buildings</li> <li>• Climate Change and the Historic Environment</li> </ul> <p>There is also an online resource dedicated to climate change and the historic environment, available at:</p> <ul style="list-style-type: none"> <li>• <a href="http://www.englishheritage.org.uk/climatechangeandyourhome">www.englishheritage.org.uk/climatechangeandyourhome</a></li> </ul> <p>Guidance on accessibility:</p> <ul style="list-style-type: none"> <li>• Easy access to Historic Buildings, 2012</li> <li>• Easy access to Historic Landscapes, 2013</li> </ul>
<p>Energy Saving Trust</p>	<p><a href="http://www.est.org.uk">www.est.org.uk</a></p>





## 4 Extensions, alterations and conservatories

### KEY MESSAGES

- Alterations should always take into account the character and design of the property and its surroundings.
- Windows, doors and materials should complement the existing building.
- Rear extensions should be secondary to the building being extended.
- You can make certain types of minor alterations without planning permission (see below) external alterations.

4.1 This guidance provides advice to those seeking to alter or extend a residential property, including the erection of conservatories. The principles of this guidance also apply to extensions and alterations to other types of property. It expects high quality design that respects and enhances the character and appearance of a property and its surroundings, and also covers matters such as outlook, privacy and overlooking.

4.2 This guidance relates to Core Strategy Policy CS14 Promoting high quality places and conserving our heritage and Development Policies DP24 Securing high quality design.

### When does this apply?

4.3 This guidance applies to all proposals for alterations and extensions to residential properties, although some aspects will be relevant to alterations and extensions to other types of buildings.

4.4 You can make certain types of minor changes to your property without needing to apply for planning permission. These are called "permitted development rights", and further details can be found on the planning portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or by contacting the Council. In some conservation areas, Article 4 directions have been introduced which have removed certain permitted development rights. Details of Article 4 Directions, including where they apply in Camden can be found in the Conservation and Urban Design section of our website [www.camden.gov.uk](http://www.camden.gov.uk).

4.5 In addition to this guidance, you should also make reference to chapters on Heritage, Design excellence and Roofs, Terraces and balconies, in this CPG. If your property is situated within a conservation area then you should also refer to the relevant Conservation Area Statement, Appraisal or Management Plan, which sets out detailed guidelines for development in a particular area. Many of these are available on our website.

## Guidance for all extensions and alterations

### External alterations

- 4.6 The good practice principles set out below and the general design considerations for residential façades shown in Figure 1 – ‘Alterations to Residential Façades’ should be followed when undertaking external alterations. A façade is the front or face of a building.

### Good practice principles for external alterations

- 4.7 Alterations should always take into account the character and design of the property and its surroundings. A harmonious contrast with the existing property and surroundings may be appropriate for some new work to distinguish it from the existing building; in other cases closely matching materials and design details are more appropriate so as to ensure the new work blends with the old.

### Windows

- Where it is necessary to alter or replace windows that are original or in the style of the originals, they should be replaced like with like wherever possible in order to preserve the character of the property and the surrounding area. New windows should match the originals as closely as possible in terms of type, glazing patterns and proportions (including the shape, size and placement of glazing bars), opening method, materials and finishes, detailing and the overall size of the window opening.
- Where timber is the traditional window material, replacements should also be in timber frames. uPVC windows are not acceptable both aesthetically and for environmental reasons, including their relatively short lifespan and inability to biodegrade. Similarly, where steel is the traditional window material, steel replacements will be sought wherever possible, see also CPG3 Sustainability (Sustainable use of materials chapter), which gives guidance on the use of sustainable materials).
- Reference should be made to the Building Research Establishment’s (BRE) Green Guide to Specification when sourcing replacement window frames.
- Where the original glazing bars are highly detailed and intricate, or contain stained glass or leaded panes these should be retained and repaired. See also the Camden leaflet *A Guide to Windows (2006)*, which is available on our website, for advice on secondary glazing and other ways to improve energy efficiency while retaining attractive original features.
- Where windows are replaced they should have the lowest ‘U-value’ feasible.
- Listed building consent will be required for replacement windows, secondary glazing and double-glazing in listed buildings.
- In conservation areas original single-glazed windows often contribute to the character and appearance of the area, and should be retained

and upgraded. There may however be some instances where double-glazing can be installed in a design that matches the original, for instance sash windows or casements with large individual pane sizes, or in secondary glazing. In such cases, the window frame and glazing bars of the replacement windows should match the existing.

- Further guidance on window alterations and the effect that this can have on energy efficiency and protecting heritage assets can be found on English Heritage's 'Climate Change and your Home' website: [www.climatechangeandyourhome.org.uk](http://www.climatechangeandyourhome.org.uk)

### Doors

- Where you are looking to replace doors their design should match the dimensions, proportions, joinery details, panelling and glazing of the original. Where timber replacement doors are proposed the timber should be sustainably sourced.
- Characteristic doorway features, such as porches, such be retained where they make a positive contribution to the character of groups of buildings.

### Materials

- Wherever possible you should use materials that complement the colour and texture of the materials in the existing building, see also CPG3 Sustainability (Sustainable use of materials chapter). In historic areas traditional materials such as brick, stone, timber and render will usually be the most appropriate complement to the existing historic fabric; modern materials such as steel and glass may be appropriate but should be used sensitively and not dominate the existing property.
- Materials for alterations should weather well, so their ageing process contributes positively to the character of the building, and the site's wider context.
- Original surface finishes should be retained or replicated wherever possible, as they are usually central to the architectural design / character treatment of a building. These may cover the entire building or façade (such as stucco facing), the roof elements (such as roof tiles and roof ridges), highlight specific features (such as windows or doors) or act as decorative elements (such as ironwork or terracotta panels).
- When repairing existing wall finishes, the composition of the original material (such as plaster, stucco or render) should be determined, the defective area cut out and a replacement material of identical chemical composition applied and properly bonded. Concrete repairs are generally non-original and unsympathetic to historic buildings, and can damage bricks, and should be replaced with a more traditional lime-based finish.
- The insulating quality of materials should be considered, along with their embodied energy (the energy used in manufacture) and the potential for re-use and recycling.

- Alterations or repairs to brickwork or stonework should match the original in all respects while satisfying the needs of durability and maintenance. This should include matching the original bond, mortar colour and texture. Retention of any existing pointing is encouraged wherever possible.
- Samples of brick type and mortar colour will normally be required to be submitted to the Council as part of any application.
- Painting, rendering or cladding of brickwork will normally be resisted, as it is often unsightly and can damage the appearance of a building by obscuring the texture and original colour of the façade. Painting, rendering or cladding may also trap moisture, which can cause major damp problems in the masonry.

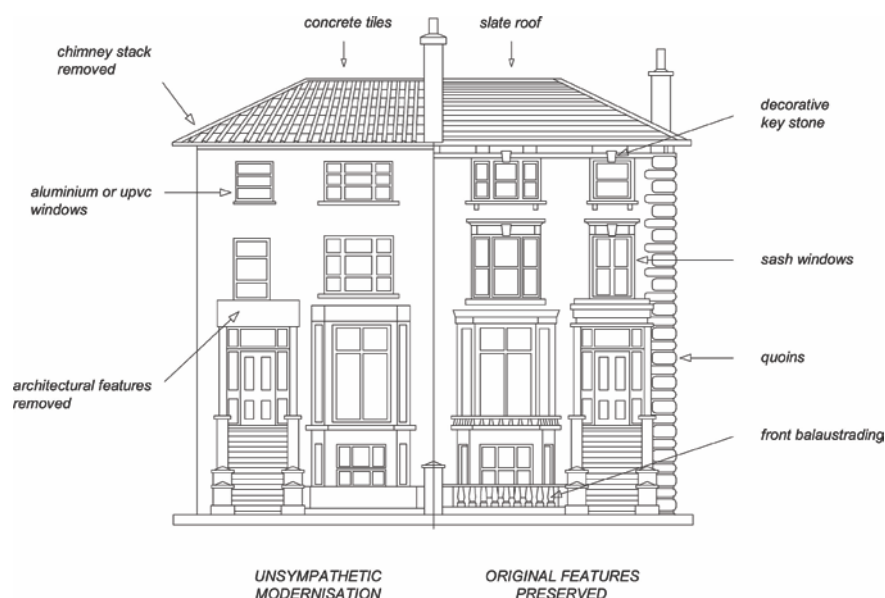
### External pipework

- Original external pipework and guttering should be repaired or reinstated in a like-for-like manner, where possible. In the case of historic buildings, cast iron replicas of original pipework are preferable to uPVC pipes. New pipework should be restricted to the side and rear elevations of buildings to avoid spoiling the appearance of the principal façade and should be grouped together and located in a discrete position.

### Scale

- 4.8 Extensions should be subordinate to the original building in terms of scale and situation unless the specific circumstances of the site, such as the context of the property or its particular design, would enable an exception to this approach. More detailed guidance on design considerations is contained within CPG1 Design (Design excellence chapter).

**Figure 2. Alterations to residential facades**



## Rear extensions

- 4.9 A rear extension is often the most appropriate way to extend a house or property. However, rear extensions that are insensitively or inappropriately designed can spoil the appearance of a property or group of properties and harm the amenity of neighbouring properties, for example in terms of outlook and access to daylight and sunlight.

### General principles

- 4.10 Rear extensions should be designed to:
- be secondary to the building being extended, in terms of location, form, scale, proportions, dimensions and detailing;
  - respect and preserve the original design and proportions of the building, including its architectural period and style;
  - respect and preserve existing architectural features, such as projecting bays, decorative balconies or chimney stacks;
  - respect and preserve the historic pattern and established townscape of the surrounding area, including the ratio of built to unbuilt space;
  - not cause a loss of amenity to adjacent properties with regard to sunlight, daylight, outlook, overshadowing, light pollution/spillage, privacy/overlooking, and sense of enclosure;
  - allow for the retention of a reasonable sized garden; and
  - retain the open character of existing natural landscaping and garden amenity, including that of neighbouring properties, proportionate to that of the surrounding area.
- 4.11 Materials should be chosen that are sympathetic to the existing building wherever possible (see also CPG3 Sustainability on Sustainable use of materials).

### Height of rear extensions

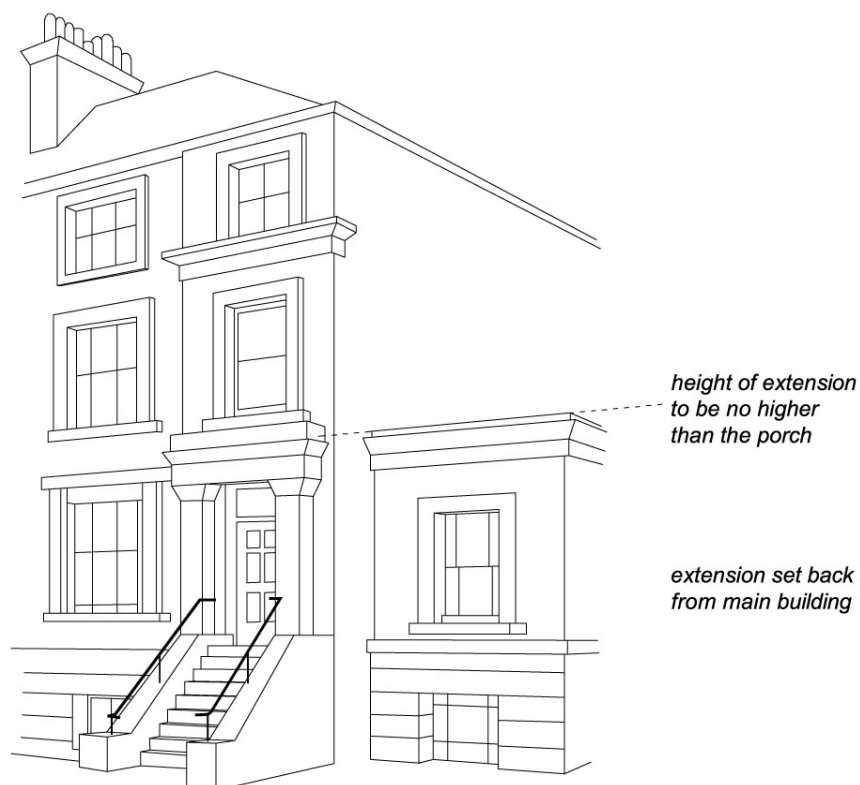
- 4.12 In order for new extensions to be subordinate to the original building, their heights should respect the existing pattern of rear extensions, where they exist. Ground floor extensions are generally considered preferable to those at higher levels. The maximum acceptable height of an extension should be determined in relation to the points outlined in paragraph 4.10 above. In cases where a higher extension is appropriate, a smaller footprint will generally be preferable to compensate for any increase in visual mass and bulk, overshadowing and overlooking that would be caused by the additional height.
- 4.13 In most cases, extensions that are higher than one full storey below roof eaves/parapet level, or that rise above the general height of neighbouring projections and nearby extensions, will be strongly discouraged.

### **Width of rear extensions**

- 4.14 The width of rear extensions should be designed so that they are not visible from the street and should respect the rhythm of existing rear extensions.
- 4.15 In addition, the rear of some buildings may be architecturally distinguished, either forming a harmonious composition, or visually contributing to the townscape. The Council will seek to preserve these where appropriate. Some of the Borough's important rear elevations are identified in conservation area statements, appraisals and management plans.

### **Side extensions**

- 4.16 Certain building forms may lend themselves to side extensions. Such extensions should be designed in accordance with the general considerations set out above in paragraph 4.10. Side extensions should also:
- be no taller than the porch; and
  - set back from the main building.
- 4.17 In many streets in the north of the Borough houses have mature rear gardens that can often be seen through gaps between buildings, softening the urban scene and providing visual interest. The infilling of gaps will not be considered acceptable where:
- significant views or gaps are compromised or blocked;
  - the established front building line is compromised;
  - the architectural symmetry or integrity of a composition is impaired;
  - the original architectural features on a side wall are obscured; or
  - access to the rear of a property is lost.
- 4.18 Where a property is located in a conservation area, reference should be made to the relevant conservation area statements, appraisals and management plans, which often identify important gaps and vistas where infilling would be inappropriate.

**Figure 3. Side extensions**

## Conservatories

4.19 Conservatories should normally:

- be located adjacent to the side and rear elevations of the building;
- be subordinate to the building being extended in terms of height, mass, bulk, plan form and detailing;
- respect and preserve existing architectural features, e.g. brick arches, windows etc;
- be located at ground or basement level. Only in exceptional circumstances will conservatories be allowed on upper levels;
- not extend the full width of a building. If a conservatory fills a gap beside a solid extension, it must be set back from the building line of the solid extension; and
- be of a high quality in both materials and design.

4.20 Conservatories should not overlook or cause light pollution to neighbouring properties, including to those in flats above. In order to minimise overlooking, opaque lightweight materials such as obscured glass may be necessary on façades abutting neighbouring properties. Also, in order to minimise light pollution, solid lightweight materials, one-way glass or obscured glass may be required.

- 4.21 Further guidance is contained within CPG4 Protecting and improving quality of life (Light Pollution chapter).

#### **Development in rear gardens and other open land**

- 4.22 The construction of garden buildings, including sheds, stand-alone green houses and other structures in rear gardens and other undeveloped areas, can often have a significant impact upon the amenity, biodiversity and character of an area. They may detract from the generally soft and green nature of gardens and other open space, contributing to the loss of amenity for existing and future residents of the property.
- 4.23 Large garden buildings may also affect the amenity value of neighbours' gardens, and if used for purposes other than storage or gardening, may intensify the use of garden spaces.
- 4.24 Development in rear gardens should:
- ensure the siting, location, scale and design of the proposed development has a minimal visual impact on, and is visually subordinate to, the host garden
  - not detract from the open character and garden amenity of the neighbouring gardens and the wider surrounding area
  - use suitable soft landscaping to reduce the impact of the proposed development
  - ensure building heights will retain visibility over garden walls and fences
  - use materials which complement the host property and the overall character of the surrounding area. The construction method should minimise any impact on trees (also see Landscape design and trees chapter in this CPG), or adjacent structures
  - address any impacts of extensions and alterations upon water run-off and groundwater flows, both independently or cumulatively with other extensions, and demonstrate that the impact of the new development on water run-off and groundwater flows will be negated by the measures proposed. Reference should be made to CPG3 Sustainability (Flooding chapter).
- 4.25 Pockets of privately owned land make important contributions to the character of certain parts of the borough, both in established neighbourhoods and areas of new development, creating village greens, informal verges, set backs for established structures or settings for listed buildings. Building on such areas will generally be discouraged.
- 4.26 Where any type of development, either in a rear garden or on private land that forms part of a public space, may be appropriate in principle, a full assessment should be made prior to the commencement of the development to avoid any potential impact upon trees or other vegetation in the surrounding area. This assessment may be required as part of an application for planning permission.



### **Further information**

4.27 The following professional bodies provide further guidance and advice on buildings and design matters:

- Royal Institute of Chartered Surveyors (RICS); and
- Royal Institute of British Architects (RIBA).



## 5 Roofs, terraces and balconies

### KEY MESSAGES

Roof extensions fall into two categories:

- Alterations to the overall roof form; or
- Smaller alterations within the existing roof form, such as balconies and terraces.

When proposing roof alterations and extensions, the main considerations should be:

- The scale and visual prominence;
- The effect on the established townscape and architectural style;
- The effect on neighbouring properties

- 5.1 This guidance provides advice on roof alterations and extensions and on proposals for balconies and terraces. The Council will seek to ensure that roof alterations are sympathetic and do not harm the character and appearance of buildings or the wider townscape in the borough.
- 5.2 This guidance replates primarily to Development Policies DP24 Securing high quality design and DP25 Conserving Camden's Heritage.

### When does this apply?

- 5.3 This guidance applies to all planning applications involving roof alterations, roof extensions, balconies and terraces, and is particularly relevant to residential properties.
- 5.4 For properties in conservation areas, reference should also be made to the relevant conservation area statements, appraisals and management plans. These describe the area and its special character and contain specific area-based advice.
- 5.5 Where buildings are listed, reference should also be made to planning guidance on Heritage.

### Roof alterations and extensions – general principles

- 5.6 Proposals to alter and extend roofs fall into two categories: those that are accommodated within the existing roof form, such as dormer windows and roof lights, and those which alter the overall roof form, such as the construction of mansard roofs.
- 5.7 Additional storeys and roof alterations are likely to be **acceptable** where:
- There is an established form of roof addition or alteration to a terrace or group of similar buildings and where continuing the pattern of development would help to re-unite a group of buildings and townscape;

- Alterations are architecturally sympathetic to the age and character of the building and retain the overall integrity of the roof form;
- There are a variety of additions or alterations to roofs which create an established pattern and where further development of a similar form would not cause additional harm.

5.8 A roof alteration or addition is likely to be **unacceptable** in the following circumstances where there is likely to be an adverse affect on the skyline, the appearance of the building or the surrounding street scene:

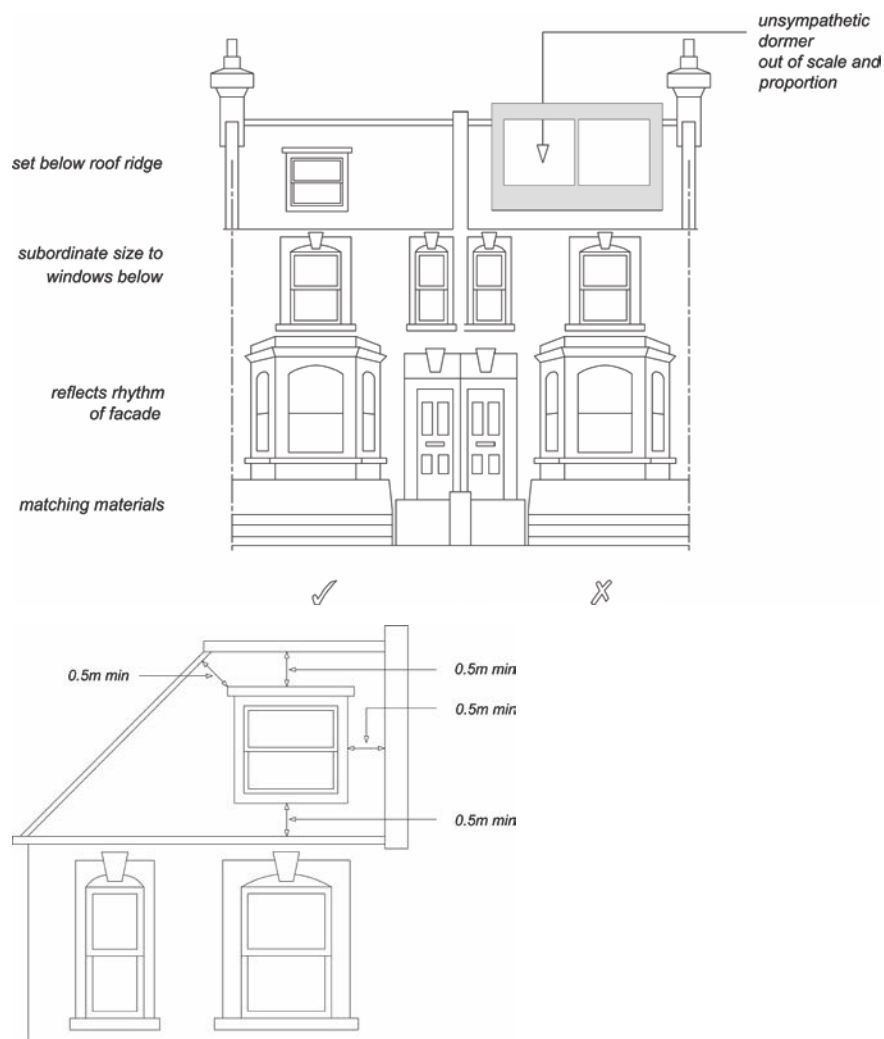
- There is an unbroken run of valley roofs;
- Complete terraces or groups of buildings have a roof line that is largely unimpaired by alterations or extensions, even when a proposal involves adding to the whole terrace or group as a co-ordinated design;
- Buildings or terraces which already have an additional storey or mansard;
- Buildings already higher than neighbouring properties where an additional storey would add significantly to the bulk or unbalance the architectural composition;
- Buildings or terraces which have a roof line that is exposed to important London-wide and local views from public spaces;
- Buildings whose roof construction or form are unsuitable for roof additions such as shallow pitched roofs with eaves;
- The building is designed as a complete composition where its architectural style would be undermined by any addition at roof level;
- Buildings are part of a group where differing heights add visual interest and where a roof extension would detract from this variety of form;
- Where the scale and proportions of the building would be overwhelmed by additional extension.

5.9 Materials, such as clay tiles, slate, lead or copper, that visually blend with existing materials, are preferred for roof alterations and repairs. Where roofs are being refurbished, original materials such as keyhole ridge tiles or decorative chimney stacks and chimney pots should be reused. Replacement by inappropriate substitutes erodes the character and appearance of buildings and areas.

5.10 Where the principle of an additional storey is acceptable, the more specific guidance set out below will apply. This advice is supplemented by more specific area-based advice as set out in the Council's conservation area statements, appraisals and management plans which set out our approach to preserving and enhancing such areas. Many of these appraisals and management plans are available for download on our website, or are available as hard copies from our Planning reception.

## Roof dormers

- 5.11 Alterations to, or the addition of, roof dormers should be sensitive changes which maintain the overall structure of the existing roof form. Proposals that achieve this will be generally considered acceptable, providing that the following circumstances are met:
- a) The pitch of the existing roof is sufficient to allow adequate habitable space without the creation of disproportionately large dormers or raising the roof ridge. Dormers should not be introduced to shallow-pitched roofs.
  - b) Dormers should not be introduced where they cut through the roof ridge or the sloped edge of a hipped roof. They should also be sufficiently below the ridge of the roof in order to avoid projecting into the roofline when viewed from a distance. Usually a 500mm gap is required between the dormer and the ridge or hip to maintain this separation (see Figure 4). Full-length dormers, on both the front and rear of the property, will be discouraged to minimise the prominence of these structures.
  - c) Dormers should not be introduced where they interrupt an unbroken roofscape.
  - d) In number, form, scale and pane size, the dormer and window should relate to the façade below and the surface area of the roof. They should appear as separate small projections on the roof surface. They should generally be aligned with windows on the lower floors and be of a size that is clearly subordinate to the windows below. In some very narrow frontage houses, a single dormer placed centrally may be preferable (see Figure 4). It is important to ensure the dormer sides (“cheeks”) are no wider than the structure requires as this can give an overly dominant appearance. Deep fascias and eaves gutters should be avoided.
  - e) Where buildings have a parapet the lower edge of the dormer should be located below the parapet line (see Figure 4).
  - f) Materials should complement the main building and the wider townscape and the use of traditional materials such as timber, lead and hanging tiles are preferred.

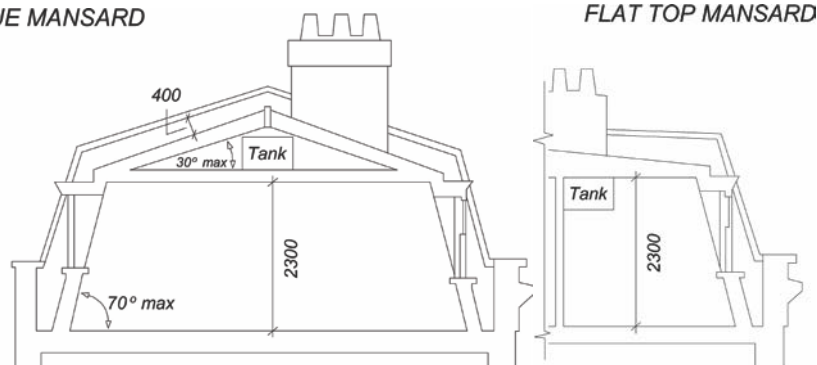
**Figure 4. Dormer windows**

5.12 See CPG2 Housing (Residential development standards chapter) for further information, particularly the section on ceiling heights.

5.13 The presence of unsuitably designed new or altered dormers on neighbouring properties will not serve as a precedent for further development of the same kind.

### **Mansard Roofs**

5.14 Mansard roofs are a traditional means of terminating a building without adding a highly visible roof. This form is acceptable where it is the established roof form in a group of buildings or townscape.

**Figure 5. Mansard Roofs****TRUE MANSARD****FLAT TOP MANSARD****True Mansard**

Lower slope is at a steeper angle than the upper, and the upper slope is visible

**Flat topped Mansard**

Upper slope of a pitch below 5° or totally flat

- 5.15 Mansard roofs are often the most appropriate form of extension for a Georgian or Victorian dwelling with a raised parapet wall and low roof structure behind. Mansard roofs should not exceed the height stated in Figure 5 so as to avoid excessive additional height to the host building. They are often a historically appropriate solution for traditional townscapes. It should be noted that other forms of roof extensions may also be appropriate in situations where there is a strong continuous parapet and the extension is sufficiently set back or where they would match other existing sympathetic roof extension already in the terrace.

**Parapet wall**

A low wall or railing that is built along the edge of a roof, balcony or terrace for protection purposes.

**Cornice**

The topmost architectural element of a building, projecting forward from the main walls, originally used as a means of directing rainwater away from the building's walls.

- 5.16 The three main aspects to consider when designing a mansard roof extension are its:
- pitches and profile;
  - external covering; and
  - windows.
- 5.17 The lower slope (usually 60-70°) should rise from behind and not on top of the parapet wall, separated from the wall by a substantial gutter. Original cornice, parapet and railing details should be retained and where deteriorated or lost, should be incorporated into the design of new roof extensions. Visible chimney stacks should be retained and increased in height, where necessary. Only party walls with their chimney stacks and windows should break the plane of the roof slope, and should be accommodated in a sensitive way and be hidden as far

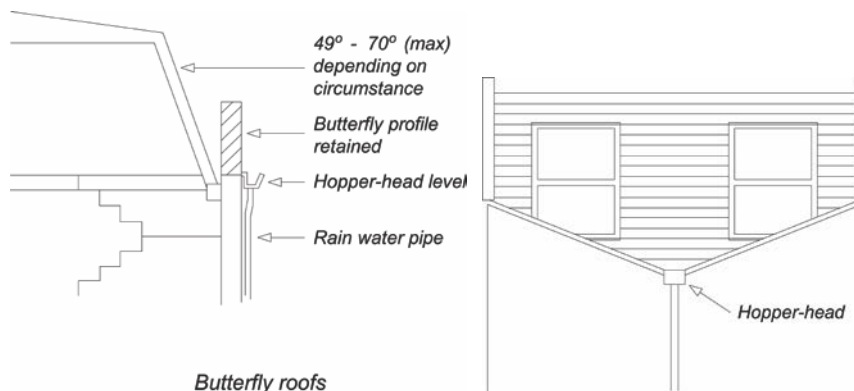
as is possible. (See also guidance on dormer windows and roof lights). Dormer windows or roof lights should be confined to the lower slope.

- 5.18 Roofing materials should be of the highest quality because of their significant visual impact on the appearance of a building and townscape and the need to be weather-tight. Natural slate is the most common covering and this should be laid with a traditional overlap pattern. Artificial slate or felt are not acceptable roof coverings in conservation areas. Where a roof in a conservation area is being re-covered, the choice of covering should replicate the original, usually natural slate or clay tile.

### Valley or Butterfly roofs

- 5.19 On buildings with a 'valley' or 'butterfly' roof if a mansard extension is considered acceptable in terms of the guidance in paragraphs 5.7 and 5.8 of this chapter, then the parapet should be retained. The new roof should start from behind the parapet at existing hopper-head level, forming a continuous slope of up to a maximum of 70° (see Figure 6). In this context, it is usually more appropriate to introduce conservation-style roof lights, which are flush with the roof slope, rather than dormers. Terraces and additional railings will not usually be acceptable.

**Figure 6. Butterfly roofs**



#### **Hopper head level**

The level at which the 'hopper head' (a square or funnel shaped receptacle to connect rainwater or waste pipes to a down-pipe) is positioned.

### Other roof additions

- 5.20 On some contemporary buildings a less traditional form of roof addition may be more appropriate. In such cases, proposals should still have regard for the following general principles:
- The visual prominence, scale and bulk of the extension;
  - Use of high quality materials and details;



- Impact on adjoining properties both in terms of bulk and design and amenity of neighbours, e.g. loss of light due to additional height;
- Sympathetic design and relationship to the main building.

### **Roof lights**

- 5.21 Roof lights can have an adverse impact upon the character and appearance of buildings and streetscapes. This occurs where they are raised above the roof slope rather than being flush with the roof profile, or where they are an incompatible introduction into an otherwise uncluttered roofscape, or where they conflict with other architectural roof elements, e.g. gables and turrets.
- 5.22 Roof lights should be proportioned to be significantly subordinate both in size and number and should be fitted flush with the roof surface. Some properties, particularly listed buildings and those within conservation areas with prominent roof slopes may be so sensitive to changes that even the installation of roof lights may not be acceptable.

### **Balconies and terraces**

- 5.23 Balconies and terraces can provide valuable amenity space for flats that would otherwise have little or no private exterior space. However, they can also cause nuisance to neighbours. Potential problems include overlooking and privacy, daylight, noise, light spillage and security.
- 5.24 Balconies and terraces should form an integral element in the design of elevations. The key to whether a design is acceptable is the degree to which the balcony or terrace complements the elevation upon which it is to be located. Consideration should therefore be given to the following:
- detailed design to reduce the impact on the existing elevation;
  - careful choice of materials and colour to match the existing elevation;
  - possible use of setbacks to minimise overlooking – a balcony need not necessarily cover the entire available roof space;
  - possible use of screens or planting to prevent overlooking of habitable rooms or nearby gardens, without reducing daylight and sunlight or outlook; and
  - need to avoid creating climbing opportunities for burglars.

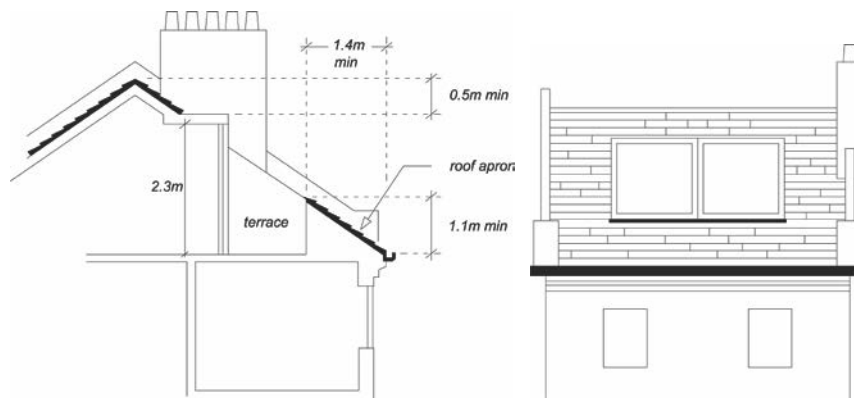
### **Roof Level**

- 5.25 A terrace provided at roof level should be set back behind the slope of a pitched roof in accordance with Figure 7, or behind a parapet on a flat roof. A terrace should normally comply with the following criteria:
- The dimensions of the roof should be sufficient to accommodate a terrace without adversely affecting the appearance of the roof or the elevation of the property.
  - A terrace will only normally be acceptable on the rear of properties. It is normally inappropriate to set back a mansard to provide a terrace.

- It should not result in the parapet height being altered, or, in the case of valley/butterfly roofs, the infilling of the rear valley parapet by brickwork or railings.
- Any handrails required should be well set back behind the line of the roof slope, and be invisible from the ground.
- It should not result in overlooking of habitable rooms of adjacent properties.

- 5.26 When a terrace is provided within the slope of a pitch as in Figure 7, the adjacent tiles or slates should be kept unbroken above the eaves. The width of the terrace should be no wider than a dormer opening. A terrace may be acceptable behind an existing parapet. Where the height of the parapet is less than 1.1m, a railing will be required to fulfil Building Regulations.

**Figure 7. Roof terraces**



### **Building services equipment**

- 5.27 New building services equipment and water tanks should be accommodated within the envelope of the building and its siting should be considered as part of the overall design (see chapter on Building services equipment in this CPG). Building services equipment includes, but is not limited to, heating and cooling systems, ventilation and extraction systems and associated ducting for electricity, communications and plumbing.

### **Green roofs**

- 5.28 We encourage the incorporation of green roofs into schemes where appropriate in design terms (see chapter on Green roofs and walls in CPG3 Sustainability). You should contact the Council to confirm whether planning permission is required for green roofs. Planning permission is not required on flat roofs which are concealed by a parapet.

### **Solar panels**

- 5.29 We encourage the installation of solar panels into schemes and for some properties these will not need planning permission. You should

contact the Council and visit the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) to confirm whether planning permission is required for solar panels. Solar panels should be sited so as to maximise efficiency but minimise their visual impact and glare, for example utilising valley roofs and concealed roof slopes. Reference should be made to CPG3 Sustainability (Energy Efficiency: existing buildings and Energy Efficiency: new buildings chapters).



**Designing out crime**

A method of minimising crime by designing or organising the environment in such a way that the opportunity for crime is reduced and potential offenders feel exposed and uncomfortable.

9.6 Good urban design will significantly reduce opportunities for crime and anti social behaviour. Security features should be considered early in the design process as it can be more difficult to incorporate features in a sensitive way at a later stage. It is important to take a proactive approach at an early stage to reduce risks and opportunities for crime and ASB to occur, rather than relying on reactive measures such as CCTV, which should be used as part of a package of measures to reduce crime. Incorporating designing out crime features into a development should complement other key design considerations. High quality architecture and design should still be achieved.

9.7 You should consider:

- good urban design principles, including active frontages to buildings and interesting and innovative design treatments that can reduce the need for physical barriers;
- using a local assessment of design to ensure that places are both well connected and secure;
- the effect of designing against crime on properties adjacent to and in the vicinity of a development, and the personal safety of people who will use the locality; and
- avoiding a 'fortress approach' as it tends to be unattractive and can result in an oppressive environment for both residents and passing pedestrians.

**Active frontage**

Building frontages which add interest and life to public spaces, through the use of doors and windows or shopfronts and lively uses.

9.8 We expect developments to reflect the considerations contained within the publication Safer Places – The Planning System and Crime Prevention (ODPM April 2004). This identifies seven attributes of sustainable communities that are particularly relevant to crime prevention. Therefore, we expect the following elements to be considered in planning proposals:

Access and movement	to, from and within any development
Structure	layout, type and design of buildings, and of public space
Surveillance	maximisation of overlooking, lighting, the promotion of active frontages and through the introduction of crime prevention measures
Ownership	clear delineation between public, communal, semi-private and private space
Physical protection	strengthening of the security of building in order to reduce or minimising the risk of attack or theft
Activity	compatible mix of uses and attractiveness and sustainability of any public realm components
Management and maintenance	inclusion of details of management and maintenance systems where appropriate

- 9.9 We require a crime impact assessment as part of the Design Statement to be included with all applications of 10 residential units or more or for sites of 1000 sq m or more. This should demonstrate that any impact on crime and antisocial behaviour has been considered, addressed and where appropriate designed out. For smaller schemes it will be expected that designing against crime principles will be incorporated into the scheme. These designing against crime principles are set out in Safer Places: The Planning System and Crime Prevention, ODPM, 2004.

**Design Statement:**

Documents that explain the design thinking behind a planning application. They should show that you have thought carefully about how everyone will be able to use the places you want to build.

### Addressing Community Safety Concerns

- 9.10 To enhance community safety, we would like to see developments consider:
- maximising accessibility by encouraging usage of safe routes to, from and through developments;
  - the design and layout of pedestrian, cycle and vehicular routes into and within the site, including how these integrate with existing patterns; and
  - lighting and the use of CCTV where appropriate, accessibility and ease of movement through a development scheme, which can enhance overlooking, thereby reducing the opportunity for crime and anti-social behaviour and increasing perceptions of personal safety.

### Movement and Gating

- 9.11 Gating can be seen as a solution to problems of crime and anti social behaviour. Gating and other ways of restricting access to developments

can have a divisive effect on communities, creating separate residential areas and often necessitating long alternative routes. It can create and reinforce negative perceptions of an area and for these reasons gating should be seen as a last resort.

- 9.12 We expect that developments will demonstrate the accepted principles of good urban design as laid out by the Commission for Architecture and the Built Environment (CABE) in 'By Design', a companion guide to Planning Policy Statement 1, which sets out the 7 objectives of urban design. One of these that is particularly relevant to movement and gating is "Ease of movement – a place that is easy to get to and move through. To promote accessibility and local permeability by making places that connect with each other and are easy to move through, putting people before traffic and integrating land use and transport."
- 9.13 We will not support applications for restricting access to, from or gating of, the public highway or designated open spaces that are currently accessible to the public. All applications which seek to reduce access to, from or through the public spaces will need to:
- explain clearly the rationale for the reduction in access and be able to demonstrate that it is an appropriate solution, which minimises negative impacts in, adjacent to and in the vicinity of the development;
  - provide evidence of anti-social behaviour and crime to support the proposed restricted access; and
  - demonstrate the alternative steps they have taken to address the problems.
- 9.14 We will consider whether the proposed restriction will:
- have an adverse impact on accessibility in the local area by reducing the opportunity for local people to use established routes. For further information refer to CPG4 Protecting and improving the quality of life (Access for all chapter);
  - result in the loss of natural surveillance by neighbours and passers-by thereby increasing the opportunity for crime and anti-social behaviour;
  - necessitate long alternative routes to take account of the proposed restriction;
  - have an adverse impact on the community cohesion and security of the local environment by creating separate residential areas;
  - have an unacceptable adverse impact on the safety or perception of safety adjacent to and in the vicinity of the development;
  - prevent the type of anti-social behaviour crime evidenced by the applicant; and
  - prevent unauthorised entry into the development.
- 9.15 In all cases we will consider time limiting permissions for gating, thereby allowing flexibility should any incidents of crime and anti-social behaviour decrease.

- 9.16 Rather than gating we wish to see developments enhance community safety by maximising accessibility through encouraging the usage of routes to, from and through development. Good design, lighting, the use of CCTV where appropriate and public accessibility can reduce the opportunity for crime and anti-social behaviour.

### **Licensed premises and alcohol related violence**

- 9.17 Licensed premises, because of their nature can be the location of alcohol related violence. This can be limited by good design, employing open layouts and maximising natural surveillance where possible. Where an application is received for alterations to new or existing licensed premises, we will seek to:

- maximise visibility into the premises by ensuring, where possible, clear glass is used on all street elevations; and
- reduce the number of entry points to a minimum.

### **Recesses**

#### **Recesses**

Set-backs in the line of building frontages.

- 9.18 Recesses, including recessed doorways, can provide the opportunity for anti-social behaviour and can have an impact on crime and the perception of crime.
- 9.19 In consultation with our Building Control Service and the Fire Authority, opportunities can be taken to reduce the number of emergency exit doors within recesses or minimise their impact. Bringing the doors forward should be investigated when schemes are being designed, by:
- allowing the doors to open inwards, where there are 60 users or less of emergency exit doors and it is not a licensed premises;
  - allowing the door to continue to open outwards if there is a private forecourt which it can open onto. Measures must be put in place to divert pedestrians away from the opening arc of the doors; and
  - allowing for the outward opening of the door where there are 60 or more users and the footway is very wide.
- 9.20 Where bringing the doors forward is deemed unacceptable, it should be ensured that:
- the recess is no deeper than 600mm or no greater than required for the opening of the door within the recess;
  - the edges of the recess are angled to improve visibility;
  - transparent elements are incorporated into the door;
  - the recess is widened so that it does not create hidden spaces; and
  - where appropriate and if the building is unoccupied for periods of time, open-weave grille shutters or collapsible gates are installed, to be opened when the building is occupied.



- 9.21 In all circumstances, overlooking of the recess should be maximised where possible by considering replacing the emergency exit door with an all glazed or top half glazed door with thick laminated glass. An open weave grille can be installed internally for additional security. Further guidance is contained within chapter 7 Shopfronts, in this guidance.

### **Walls and fences**

- 9.22 Careful consideration should be given to walls and fences, or other boundary treatments. If boundary walls are used in certain locations, where anti-social behaviour is identified as a problem, they should not have a flat horizontal top, which is inviting to sit on. Angled tops could be used to avoid the wall being used as an informal seat. Further guidance is contained within chapter 6 Landscape design and trees, in this guidance.

### **Public realm and street furniture**

#### **Street furniture**

A collective term for objects and pieces of equipment installed on streets and roads, including benches, bollards, post boxes, phone boxes, streetlamps, traffic lights, traffic signs, bus stops etc

- 9.23 Well designed street furniture and public art in streets and public places can contribute to a safe and distinctive urban environment. Street furniture should not obstruct pedestrian views or movement or be positioned to encourage anti social behaviour.
- 9.24 All features within public space and elements of street furniture should be designed to make a positive contribution to community safety and discourage anti-social behaviour. Careful consideration should therefore be given to their location and detailed design.

### **Cash machine boxes**

- 9.25 Cash Machine boxes are stand-alone structures located on the footway, which house Automatic Teller Machines (ATMs). We will refuse the siting of these in areas of high crime. Permission will only be granted where the police designing out crime advisors believe that it would not act encourage crime or interrupt important sightlines. Where they are allowed, the design should ensure maximum visibility into and through the proposed structure. Please see chapter 7 Shopfronts, in this guidance for further information.

### **Telephone boxes**

- 9.26 Although we have only limited and discretionary control over the siting and appearance of public call boxes, we are consulted on the siting of new telephone boxes on the public highway. In all cases we will request that the provider demonstrates the need for the siting of the new facility. In certain areas of the Borough, public call boxes can be seen as crime generators and in these areas we will consider whether the proposed location will have an impact on crime levels.

- 9.27 All new phone boxes should have a limited impact on the sightlines of the footway. The size of the box or other supporting structure that the phone box is in should be minimised to limit its impact on the streetscene and to decrease the opportunities for crime and anti-social behaviour. There should be a minimum footway width of 2m adjacent to the phone box. Designs which are dominated by advertising space are not acceptable. Any advertising should not be placed where it significantly reduces natural surveillance or CCTV coverage of, or into, the call box. Designs should seek to maximise views into and through the phone box and along the footway.

### Lighting

- 9.28 Good lighting can have a number of benefits, including:
- enhancing the built environment by increasing the potential for natural surveillance;
  - reducing the opportunity for criminal activity to take place;
  - where crime does occur, increasing the likelihood of it being challenged and/or reported; and
  - ensuring that CCTV footage is of sufficient quality to assist in the detection of crime.
- 9.29 Where used inappropriately, however, it can result in light pollution which is intrusive and can have an impact on residential amenity. It can also result in pooling of light which means that pedestrians walk from areas well lit to those with little light. This impacts on their perceptions of their own safety and can influence the way in which they use their environment.
- 9.30 We will seek to encourage good quality lighting provision in all developments to use metal halide lamps or the equivalent and high quality refractors where appropriate to maximise the perception of colour and increase the controllability of where light falls. This will encourage uniformity of light provision. Uniformity of light is very important in people's perception of how well an environment is lit and has a greater impact than absolute lighting levels. It is also necessary for people with sight impairments, whose eyes adjust to different light levels more slowly than fully sighted people. Lighting should be designed so as to minimise glare and reflection problems.

#### **Metal halide lamp**

A type of light source used in a variety of applications which produces a large amount of quality light without being a huge, bulky light bulb.

- 9.31 Where lighting is provided to increase on-site security, this should not have an adverse effect on the perception of lighting levels in areas adjacent to the site and where possible should enhance this provision.
- 9.32 Mounting of lighting should be considered to ensure that it is resistant to vandalism and does not act as a climbing aid.

### Landscaping

- 9.33 Where landscaping is created it can be important to consider sightlines as the landscaping matures. There may be a requirement for a maintenance agreement to ensure that planting as it matures does not impact on sightlines or CCTV coverage.

### Maintenance

- 9.34 How an area is maintained can have a major impact on people's perceptions of crime and anti-social behaviour. Where a development creates public space we may seek to agree a management and maintenance plan with the applicant.

### Car parks

- 9.35 Applications for car parks should demonstrate that they are well lit and secured in order to discourage anti-social behaviour. Underground car parks in particular should be securely designed and access limited to users.

### Anti-terrorism

- 9.36 Terrorism can pose a very real threat in some areas of the borough. It is beyond the scope of this document to deal with these threats in detail but we will work with counter terrorism security advisors (CTSAs) on a case by case basis. Where appropriate the principles of the Government guidance, Crowded Places: The Planning System and Counter-Terrorism should be applied.

### Conservation Areas and Listed Buildings

- 9.37 Incorporating designing out crime features into a development should complement other key design considerations such as the character and appearance of conservation areas and listed buildings. Measures for designing out crime will require careful consideration in these often more sensitive settings and some may not be considered appropriate within conservation areas or within the setting of a listed building. In these cases imagination should be used to come to a sensitive alternative solution.

### Design and access statements

- 9.38 In situations where crime and anti-social behaviour is a concern, applicants should demonstrate within Design and Access Statements their understanding of the local issues relating to crime, and how the design will address them. In these situations, Design and Access statements should outline:
- Current levels of crime and anti-social behaviour in the immediate area;
  - Activity levels in the streets and public spaces at all times of the day and night;

- The extent of natural surveillance of neighbouring properties, streets and public spaces; and
- Any other relevant local characteristics.

### **Further information**

9.39 For further guidance on designing against crime:

- Safer Places: The Planning System and Crime Prevention, ODPM, 2004.

