

On 30 May 2013 the Government introduced temporary changes to the national householder permitted development regime. These changes relate to single-storey rear extensions only, and they are subject to the following process.

A homeowner/developer wishing to build a larger single-storey rear extension (*i.e. for attached properties, in excess of 3m beyond the rear wall of the original house, for a maximum of 6m; and for detached properties, in excess of 4m beyond the rear wall of the original house, for a maximum of 8m*) must first notify the local planning authority of the following:

1. A written description of their proposal, including the length that the extension will extend beyond the rear wall of the original house, the height at the eaves and the height at the highest point of the extension. We recommend that you use **Form RN1** which is available on the Planning section of our website at [www.lancaster.gov.uk/planning/planning-advice/application-forms](http://www.lancaster.gov.uk/planning/planning-advice/application-forms).
2. A plan of the site, clearly showing the proposed development;
3. The addresses of any adjoining premises/properties – that means any premises that adjoin either the house in question or adjoins a boundary of the house in question.
4. A contact address for the developer and an email address if the developer is happy to receive email communication.

There is currently no fee for this process.

Once the notification and all of the above information is received in full by us (the local planning authority), we then have a period of 42 days from the date of receipt to notify you of one of the following outcomes:

- That Prior Approval for your proposed extension is not required;
- That Prior Approval for your proposed extension is required, and has been given; or,
- That Prior Approval for your proposed extension is required, and has been refused.

To make that decision, we will consult all adjoining premises. If during this consultation process no objections are received, then we will not assess the impact of the extension, and we will confirm that Prior Approval is not required.

If an objection is received then we are obliged to assess the impact of the proposed development upon the amenity of all adjoining premises. If the impact upon amenity is considered acceptable, then Prior Approval will be given. If the impact(s) are considered unacceptable, then Prior Approval will be refused. If your Prior Approval application is refused, you have the right to submit an appeal to the Planning Inspectorate.

As part of the assessment of impact, we may require further information, or we may refuse Prior Approval on the basis that the information that has been submitted has failed to demonstrate that the impact would be acceptable. To reduce the likeliness of a refusal, you may wish to submit further information at this initial notification stage. The 'General Advice' at the end of this Guidance Note will assist.

If Prior Approval is not required or if Prior Approval is given, then this will indicate that the proposed development would comply with Condition A.4 of Part 1 Class A of the General Permitted Development Order (GDPO) 2015. *However it is important to note that this will not indicate whether the proposed development would comply with any of the other limitations or conditions of Part 1 Class A.* If you want confirmation that the proposed development would lawfully comply with the other limitations and conditions of the GDPO, then you may wish to submit a Proposed Lawful Development Certificate application.

Similarly if prior approval is refused, this will only indicate that the proposed development would not comply with Condition A.4 of Part 1 Class A of the GDPO, and it will not indicate whether the proposed development would comply with the other limitations or conditions of Part 1 Class A.

After you submit your initial notification, if you do not receive any correspondence within 2 weeks then you should contact us to check whether or not the notification has been received. Similarly, if you do not receive a written notice notifying you of the outcome within 42 days from the date that we receive your notification, then you should contact us to check whether or not the written notice has been issued.

### Conditions

The temporary changes to the Order are subject to all of the following additional criteria:

- The extension must be single-storey and not exceed 4m in height;
- The house must not be on 'Article 2(3)' land – that includes Conservation Areas, Areas of Outstanding Natural Beauty, National Parks and land within World Heritage Sites.
- The house must also not be on or within a Site of Special Scientific Interest (SSSI).
- If Prior Approval is not required, or is given, the works must be completed on or before 30 May 2019;
- The developer must notify us of the completion of the works as soon as practicable after completion. This notification must include the name of the developer, the site address and the date of completion.
- Finally, the legislation makes no provision for retrospective notifications using this process.

## General Advice – Submission of Information

Although the legislation requires you to submit a written description, a site plan, addresses of adjoining properties and a contact address, it requires us (the Local Planning Authority) to assess the development against all the criteria laid down in Part 1, Class A of the General Permitted Development Order. If we are unable to assess the proposed development against all the criteria, it may be necessary for us to refuse prior approval. You may therefore wish to submit further information / drawings at the initial notification stage about the following:-

- The height and design of the roof of the extension, in particular, details of the height of the part of the extension nearest to the adjoining premises
- the eaves height on the current property and the eaves height on the proposal
- a scaled site plan which clearly shows the boundary of the plot, the footprint of the existing dwellinghouse and outbuildings and proposed extent of the extension
- A statement to confirm whether or not the proposal:-
  - a) will be constructed using materials of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse
  - b) Would result in any part of the dwellinghouse, as a result of the works, exceeding the height of the highest part of the existing dwellinghouse (the height of the ridge line on the main roof)
  - c) Includes the provision of a veranda, balcony or raised platform  
*(A balcony is defined as a platform with a rail, balustrade or parapet projecting outside an upper storey of a building. A raised platform is any platform with a height greater than 300 millimetres and would include roof terraces.)*
  - d) Involves the installation, alteration or replacement of a microwave antenna
  - e) Confirmation as to whether or not the extension involves the installation, alteration or replacement of a chimney, flue or soil and vent pipe

As advised by the Government's "*Permitted Development for Householders - Technical Guidance*", "height" is measured from the highest part of the surface of the natural ground immediately adjacent to the proposed development. If the natural ground level adjacent to the proposed development is not uniform, then you may wish to submit further information at this initial notification stage to demonstrate that the figures that you have stated for the "maximum height" and the "height of the eaves" of the extension are based upon the correct interpretation of the term "height".

To enable the impact of the proposed development on the privacy and overlooking of adjoining premises to be assessed, you may wish to submit further information at the initial notification stage about any windows and other areas of glazing, including their position and size, whether they would be clear-glazed or obscure-glazed, and whether they would be opening or non-opening.

To enable the owners and occupiers of the adjoining premises to know what materials would be used for the proposed development, you may wish to submit further information at this initial notification stage about materials.

### General Advice – Neighbours

We would strongly advocate that developers engage in pre-notification discussions with all of your adjoining neighbours as a matter of courtesy, and in an effort to resolve any issues at an early stage.

**DEVELOPMENT MANAGEMENT TEAM**