

# Conwy Local Development Plan 2007 – 2022



## SUPPLEMENTARY PLANNING GUIDANCE LDP1: Householder Design Guide

Adopted February 2014

This document is available to view and download on the Council's web-site at: [www.conwy.gov.uk/ldp](http://www.conwy.gov.uk/ldp) . Copies are also available to view at main libraries and Council offices and can be obtained from the Strategic Planning Policy Service, Muriau Building, Rosehill Street, Conwy LL32 8LD or by telephoning (01492) 575461. If you would like to talk to a planning officer working on the Local Development Plan about any aspect of this document please contact the Strategic Planning Policy Service on (01492) 575181 / 575445 / 575124 / 574232.

**If you would like an extract or summary of this document on cassette, in large type, in Braille or any other format, please call the Strategic Planning Policy Service on (01492) 575461.**

# CONTENTS

	<b>Page</b>
<b>1. Introduction</b> .....	<b>4</b>
<b>2. Section 1</b> .....	<b>5</b>
2.1 <b>Preparing your design</b> .....	<b>5</b>
2.2 <b>Step 1</b> .....	<b>6</b>
2.3 <b>Step 2</b> .....	<b>7</b>
2.4 <b>Step 3</b> .....	<b>8</b>
2.5 <b>Step 4</b> .....	<b>8</b>
<b>Guidance notes</b> .....	<b>9</b>
2.6 <b>Guidance note 1 – Understanding your house and area</b> .....	<b>10</b>
2.7 <b>Guidance note 2 – Extensions and conservatories</b> .....	<b>11</b>
2.8 <b>Guidance note 3 – Garages and outbuildings</b> .....	<b>20</b>
2.9 <b>Guidance note 4 – Dormer windows and roof lights</b> .....	<b>21</b>
2.10 <b>Guidance note 5 – Boundary treatments</b> .....	<b>23</b>
2.11 <b>Guidance note 6 – Planting</b> .....	<b>24</b>
2.12 <b>Guidance note 7 – Providing for access and parking</b> .....	<b>25</b>
2.13 <b>Guidance note 8 – Raised decks and balconies</b> .....	<b>27</b>
2.14 <b>Guidance note 9 – Resource efficiency</b> .....	<b>27</b>
2.15 <b>Guidance note 10 – Crime prevention</b> .....	<b>29</b>
<b>3. Section 2 – Submitting your application</b> .....	<b>31</b>
3.1 <b>Submitting your planning application</b> .....	<b>31</b>
3.2 <b>Typical requirements for a planning application</b> .....	<b>32</b>
3.3 <b>Further reading</b> .....	<b>33</b>
3.4 <b>Contacts</b> .....	<b>37</b>

## 1. Introduction

- 1.1 The planning system for Wales requires that all new development, extensions and alterations to existing properties are well designed.

Well-designed and built alterations and extensions can help owners meet their changing needs, add value to properties and enhance the local area. With good design it is also possible to reduce energy bills and avoid wasting natural resources.

The Council will have regard to this Supplementary Planning Guidance (SPG) document when making planning decisions with immediate effect. It can be seen as a form of guidance which the Welsh Government (WG) advises may be used as a means of setting out more detailed guidance on the application of development plan policies. This reflects the national policy context, and that which is included in the adopted Conwy Local Development Plan (LDP). Alongside other relevant SPG's, this document forms an important material consideration in decisions on individual planning applications.

**Section 1** of this document gives guidance on design to householders who are planning alterations or extensions to their properties. It explains the design issues Conwy County Borough Councils' development management department will want you to consider.

However you are also recommended to follow the guidance for changes that do not require planning permission.

**Section 2** sets out the information you should submit with your planning application. This includes a list of relevant documents and contact details for organisations, including the Council's planning (and related) functions.

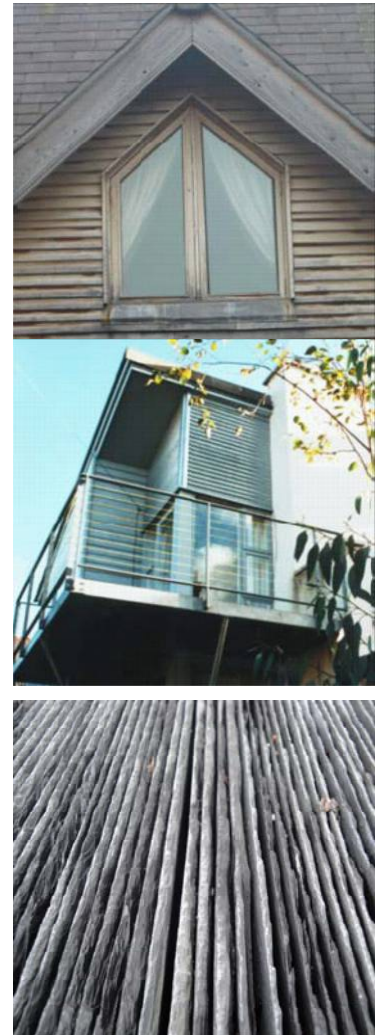
## Acknowledgement

This guidance document is based on the model design guidance produced by LDA DESIGN for the Planning Officers Society for Wales with the support of WG.

## 2. Section 1

### 2.1 Preparing your design

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



## 2.2 **Step 1**

### **Speak to the local planning authority**

The development management section will be able to advise on whether you need planning permission or other special permissions through our enquiries service (tel: 01492 575247). When you have decided what works for the extension or alteration you propose to carry out, you should use this guide to assess whether your proposal would comply with the good practice guidance contained within. If you are unsure of any aspect of this guide you should contact the development management section for further advice.

#### 2.2.1 **What permissions do I need?**

Certain minor changes to your house and small buildings in the garden may be allowed without a planning application. This is known as 'permitted development'. You should refer to the Welsh Government 'Permitted development for householders' Technical Guidance which explains when planning permission will be required. For other changes you may need planning permission. In addition you may require one of the other special permissions or consents below:

2.2.1.1 **Listed Buildings:** If your property has a special historic or architectural character it may be a Listed Building which gives it special protection under planning laws. This means that before undertaking any work you will need to get Listed Building Consent from us for most alterations, extensions and other work that affects the character of the Listed Building both externally and internally.

2.2.1.2 **Conservation Areas:** If your property is within a conservation area your permitted development rights may be restricted. In certain conservation areas Article 4 Directions apply which restrict permitted development rights. This is to ensure retention of high quality features of buildings, enhancing the environment of which they are part. This means that even minor alterations to the exterior of your property may need planning permission and trees around your property may be protected. Consent may also be required for demolition within Conservation Areas (see page 16 for further information).

2.2.1.3 **Tree Preservation Orders:** Some trees which are important to the local area are protected by Tree Preservation Orders (TPO) made by Conwy County Borough Council. If your work affects a TPO you may need special permission from us.

2.2.1.4 Your works may need to meet the **Building Regulations**. An application or Building notice may need to be submitted for approval to the Council's Building Control department.

2.2.1.5 **Protected Species:** Some houses may provide roosts for bats which are protected by law. You must tell Natural Resources Wales (NRW) of any planned action which is likely to disturb bats or their roosts. If you think your property may be used as a roost for bats you should contact NRW to get their advice on how to proceed. Contacts are given at the end of this document. Note also that all birds are protected while they are nesting and should not be disturbed during this period. For further information refer to guidance in the Council's Biodiversity SPG.

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

## 2.3 **Step 2**

### **Consider obtaining professional design advice**

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

2.3.1 Finding Professional Advice: The Royal Society of Architects Wales (RSAW) provide guidance on selecting and appointing an architect. In addition the Royal Town Planning Institute, (RTPI), The Royal Institution of Chartered Surveyors (RICS) and the British Institute of Architectural Technologists (BIAT) can provide advice. Contact details are provided at the end of this document. Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients and to see previously completed projects if possible.

2.3.2 Preparing a brief: It is in your interests to write down your design requirements, how much you want to spend and what drawings are needed to accompany your planning application as a brief to the designer. An important part of your brief should be to meet the requirements of this guide.

## 2.4 **Step 3**

### **Speak to your neighbours**

- 2.4.1 After you make a planning application we will publicise your application with a site notice and consult with your neighbours. If your neighbours or other third parties object in writing to us, it may delay your application or you may need to change your proposals.
- 2.4.2 You should speak with your neighbours to explain your proposals before completing your plans. If your proposals affect a party wall you will need to comply with the 1996 Party Wall Act. Contact your legal adviser if you are not sure if this applies to you.

## 2.5 **Step 4**

### **Follow the design guidance**

- 2.5.1 You should check with the development management section what drawings and plans are required with your application. Submitting incomplete or inadequate drawings can slow down your planning application. Advice on typical requirements is given at the end of this document.
- 2.5.2 You should follow the guidance set out in this guide to help you achieve a good design. The Council will check if your plans follow this guidance. If they do not you may be refused planning permission.

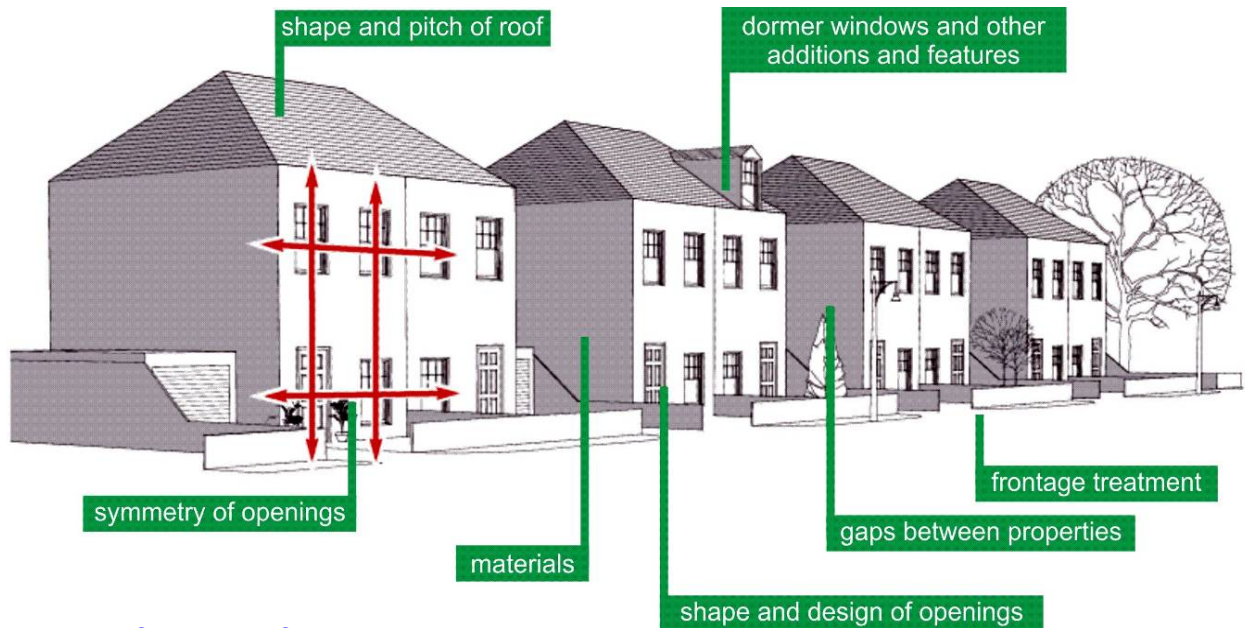


## **Guidance notes**

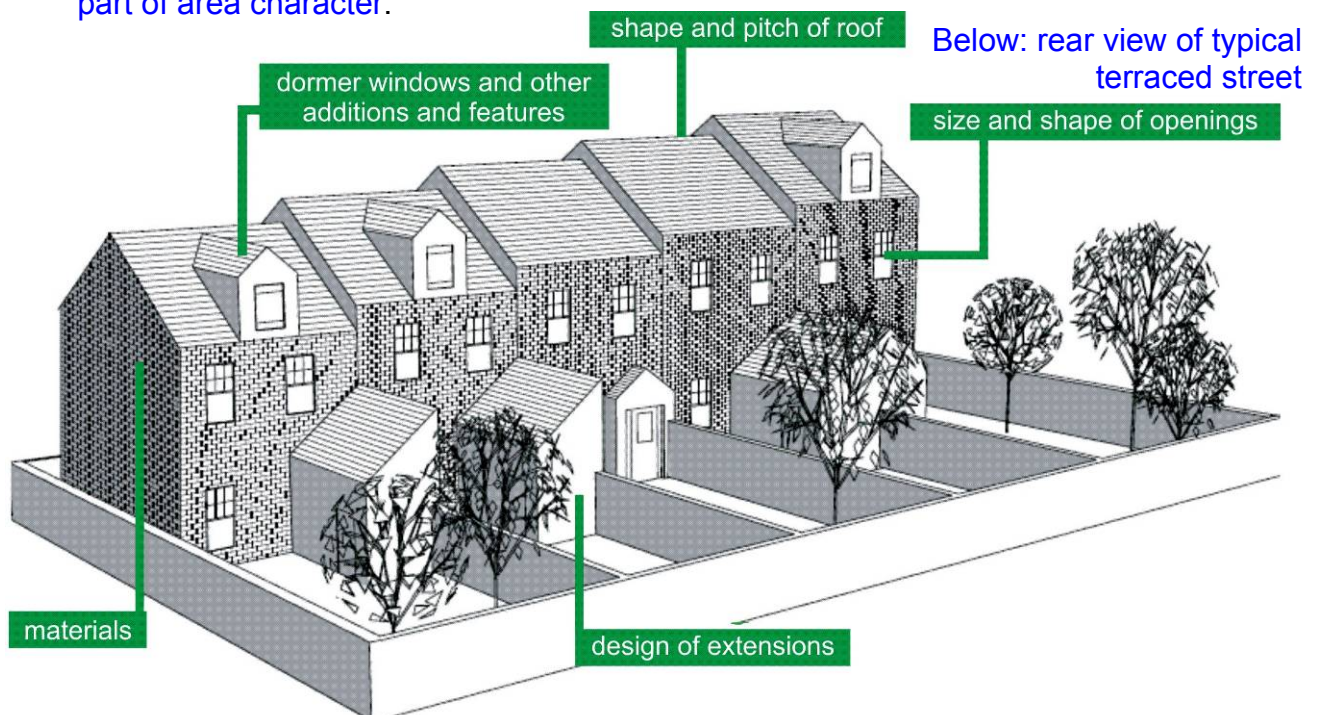
- 1 Understanding your house and area
- 2 Extensions and conservatories
- 3 Garages and outbuildings
- 4 Dormer windows and rooflights
- 5 Boundary treatments
- 6 Planting
- 7 Providing for access and parking
- 8 Raised decks and balconies
- 9 Resource efficiency
- 10 Crime prevention

## 2.6 Guidance note 1 – Understanding your house and area

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



Above: frontage of typical street with semi-detached houses. where this exists the prevailing building line can often be a key part of area character.



Below: rear view of typical terraced street

## 2.7 **Guidance note 2 – Extensions and conservatories**

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

### 2.7.2 **Size, shape and position:**

Key principles to consider when considering the size, shape and position of your extension are set out below. Front extensions will not normally be acceptable except in special circumstances. Side and rear extensions may be permitted providing they meet a number of conditions set out in the WG Technical Guidance<sup>1</sup>

It is important to consider how your extension or conservatory provides for access and parking as set out in guidance note 7.

The extension or conservatory should not dominate your house. Unless you are proposing to build a porch to the front of your house, as a general rule extensions and conservatories should be significantly smaller than the house and positioned to the side or rear;

The extension or conservatory should have similar x and y proportions (to those shown in the diagram below) and the same roof pitch as your house;

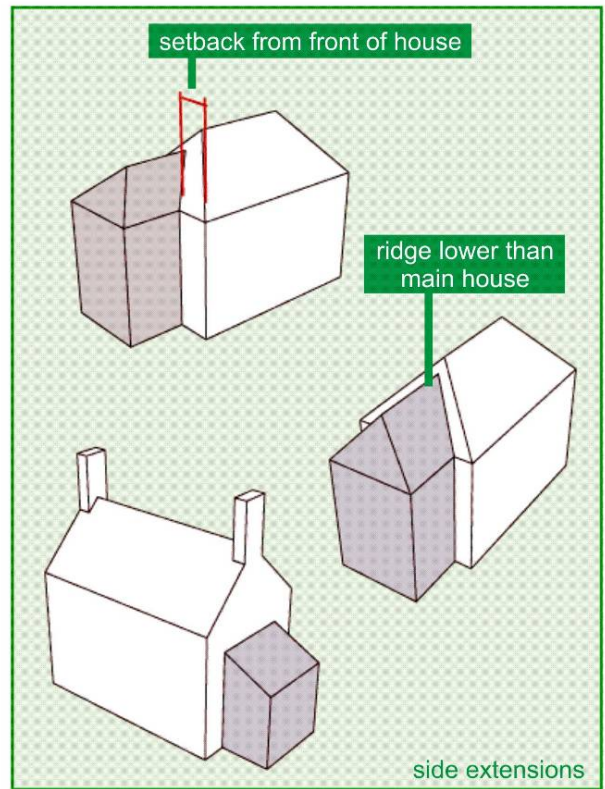
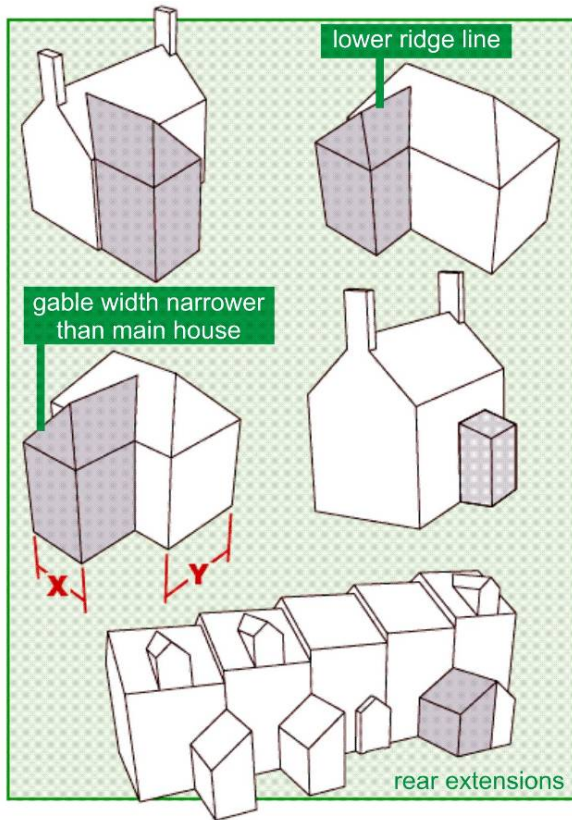
Where possible the extension or conservatory should leave a reasonable space around the house and an adequate area of garden;

On corner plots extensions or conservatories need to respect the street scene and have suitable boundary treatments;

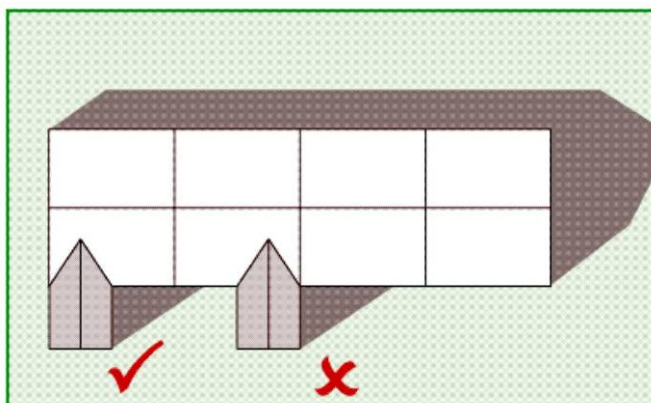
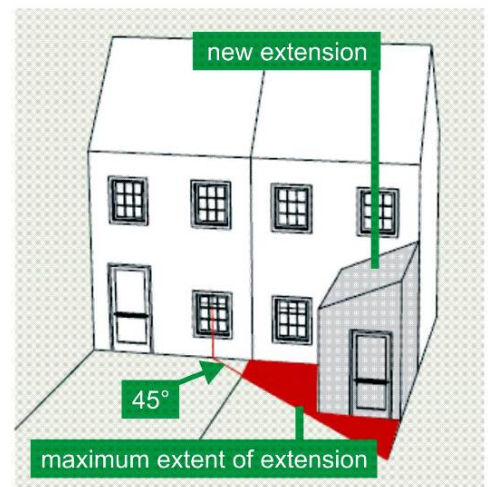
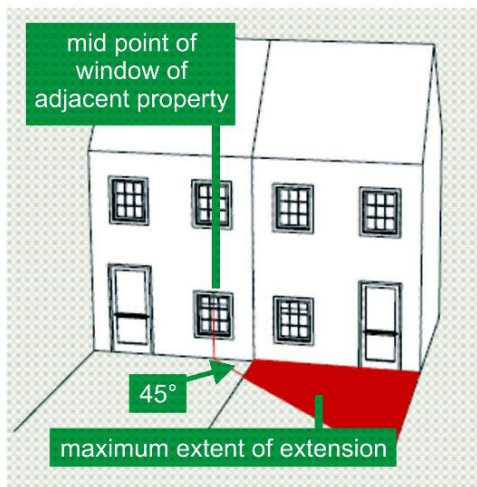
Sometimes neighbours can combine extensions to provide mutual benefits. As shown overleaf.

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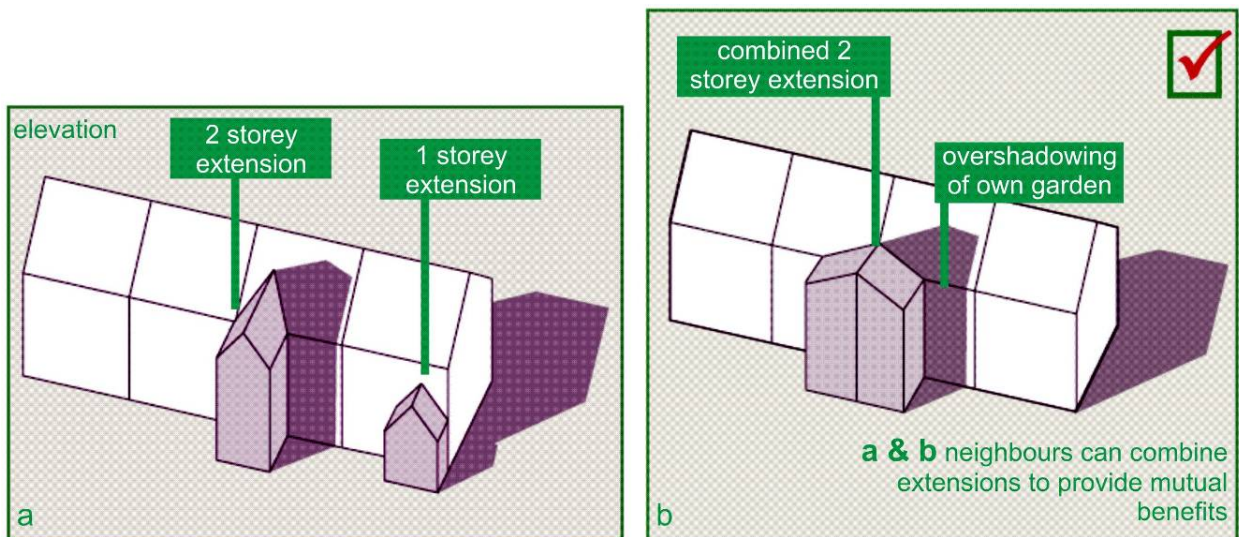
<sup>1</sup> Welsh Government Technical Guidance: Permitted development for householders  
LDP1 Householder Design Guide – Adopted February 2014



**2.7.3 Avoiding over shadowing adjacent properties:**

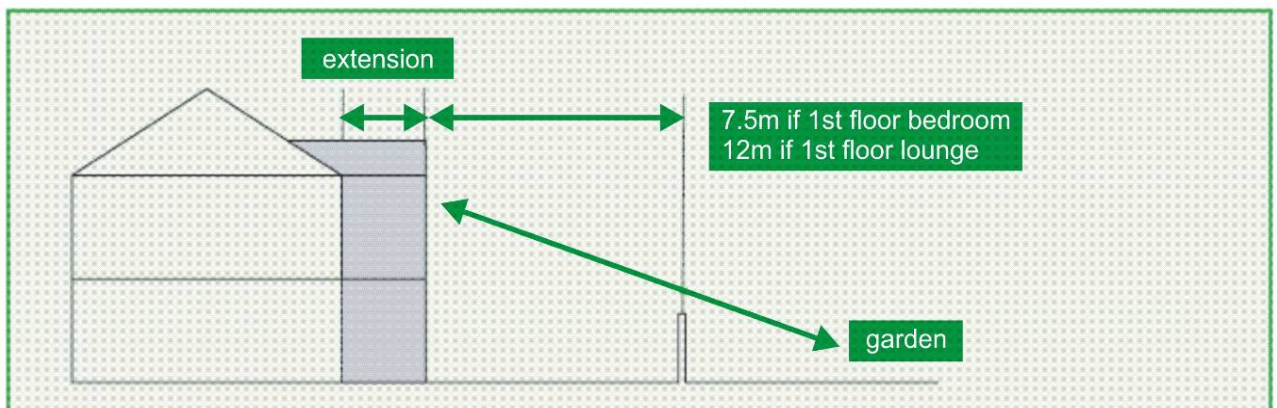


Rear extensions and conservatories should not cast large shadows onto neighbours' houses or gardens. As a general rule this can be avoided by keeping within a line taken at 45° from the centre of the nearest ground floor window of any principal room in an adjoining property, as shown above. The degree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

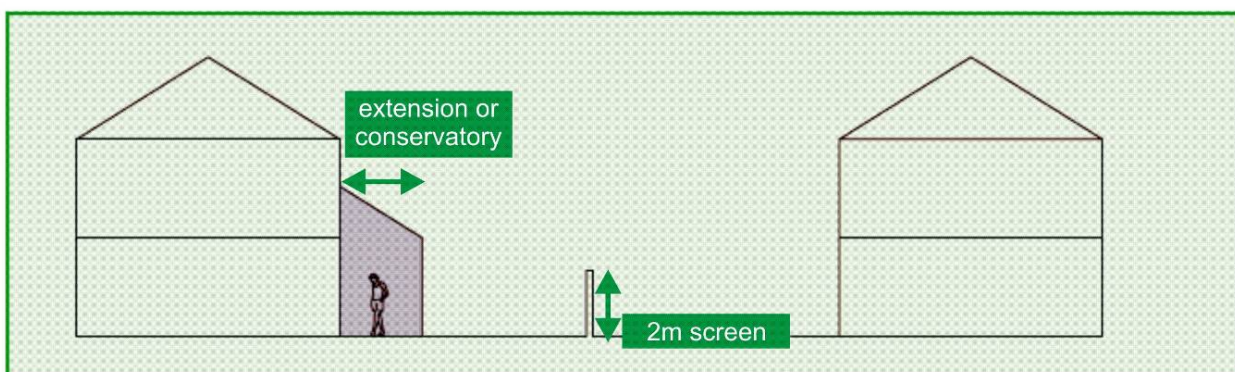


#### 2.7.4 Privacy and overlooking:

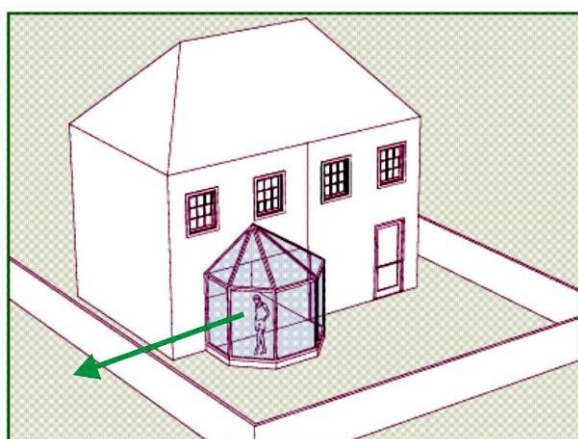
Extensions should not overlook neighbouring houses or gardens. If habitable rooms such as bedrooms, living rooms, studies or kitchens are proposed on the first floor or above, care should be taken to avoid direct overlooking from windows and balconies particularly where the extension is close to the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



Overlooking a neighbour's garden can be avoided by making sure there is an adequate separation distance.



The erection of a 2 metre wall or fence can provide a privacy screen between a single storey extension or conservatory and a neighbour's garden. You will need to apply for planning permission if a fence, wall or gate would be over 1 metre high and next to a highway used for vehicles or over 2 metres high elsewhere.



Conservatories should not overlook a neighbour's garden. This is particularly an issue where the conservatory is elevated. Obscured glazing should be used on any side elevations, especially within 2 metres of neighbouring property.

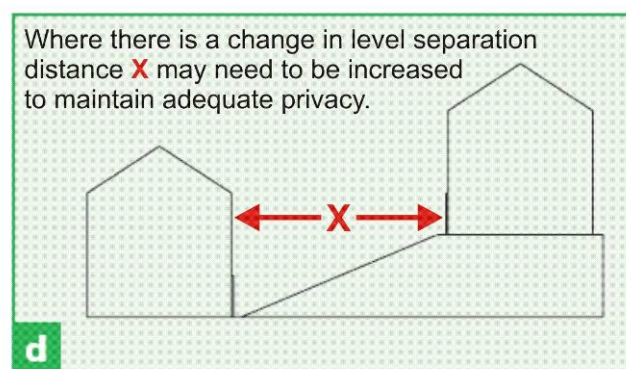
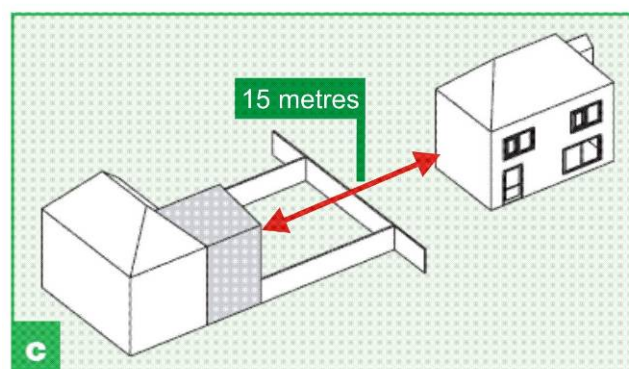
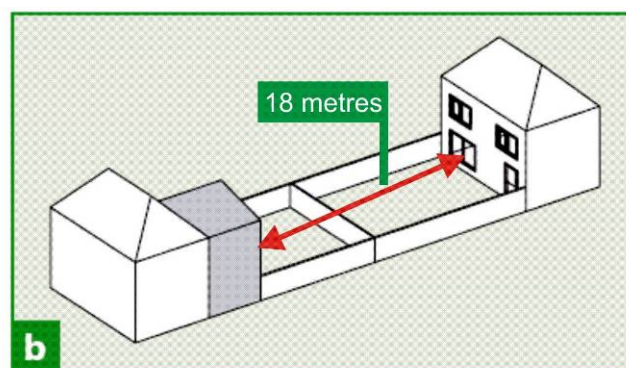
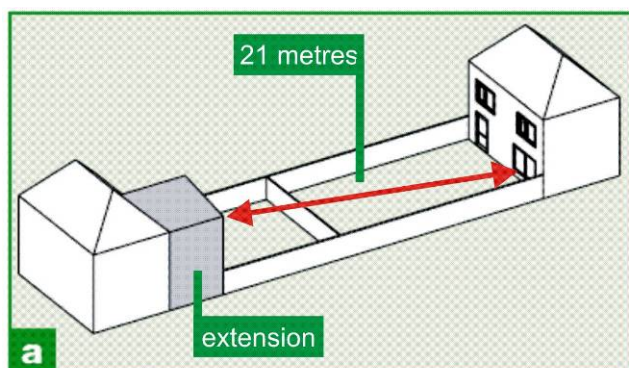
### 2.7.5 Two storey extensions in a back to back situation:

- Where a proposed window to a lounge, dining room, bedroom or kitchen will directly face a similar window or a neighbouring property generally the distance between them should be at least 21 metres in a back to back situation. (diagram a below)

Overlooking of a lounge, dining room, bedroom or kitchen can be avoided by the positioning of the windows a minimum distance of 18 metres, (diagram b below).

- Where a wall containing windows of a lounge, dining room, bedroom or kitchen overlooks a wall with no windows on an adjacent property the distance should be a minimum of 15 metres. (diagram c below)

If buildings are at different heights, these distances may need to be increased to maintain adequate privacy. (diagram 'd' below):



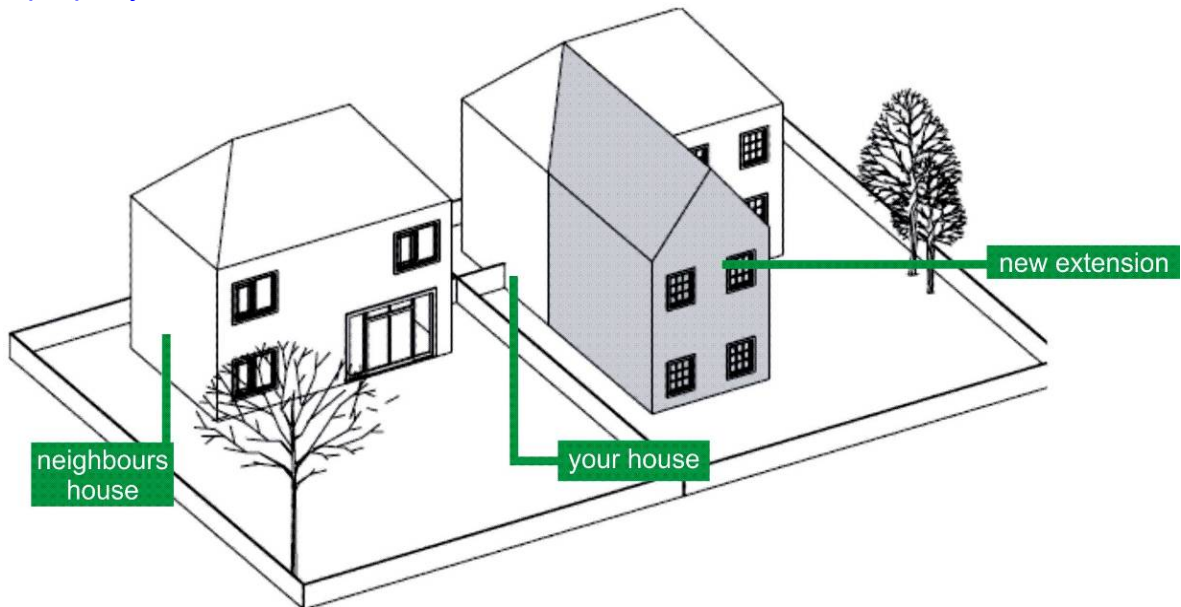
### 2.7.6 **Single storey extensions:**

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

### 2.7.7 **Avoiding 'overbearing' effects**

Extensions and conservatories should not be overbearing to your neighbours. As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property. The Development Management section will tell you if they think your proposals will be overbearing.

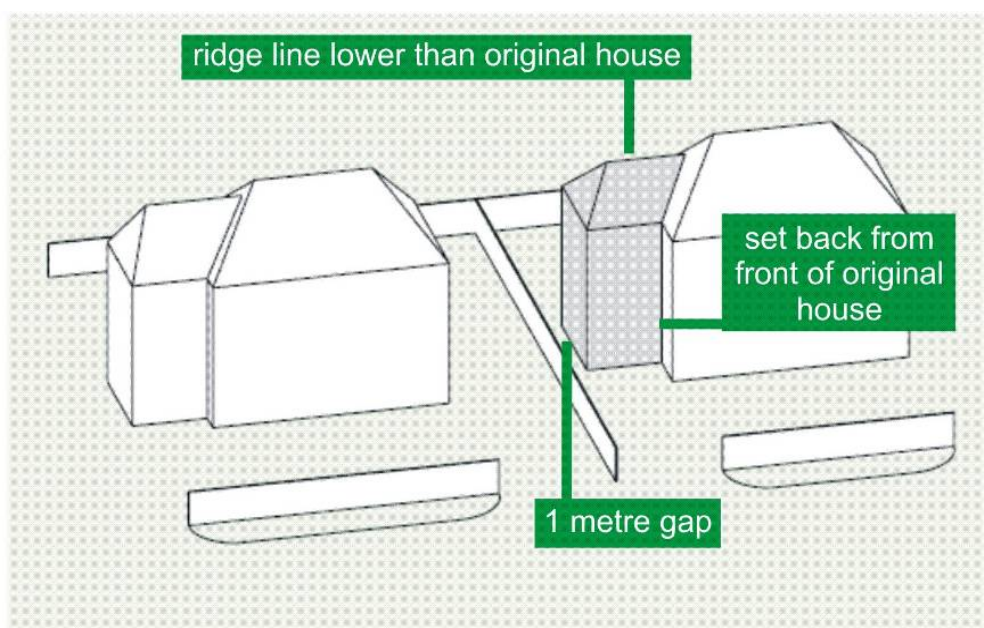
Large new extension with an overbearing impact on the adjacent more modest property.



**2.7.8 Keeping an adequate gap between properties that are next to each other:**

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

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



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

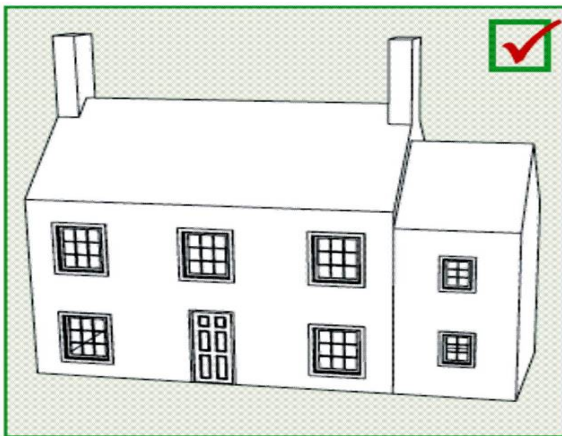
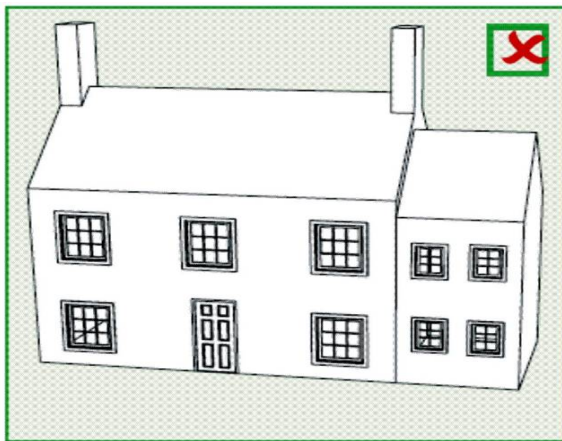


### 2.7.9 Windows and doors:

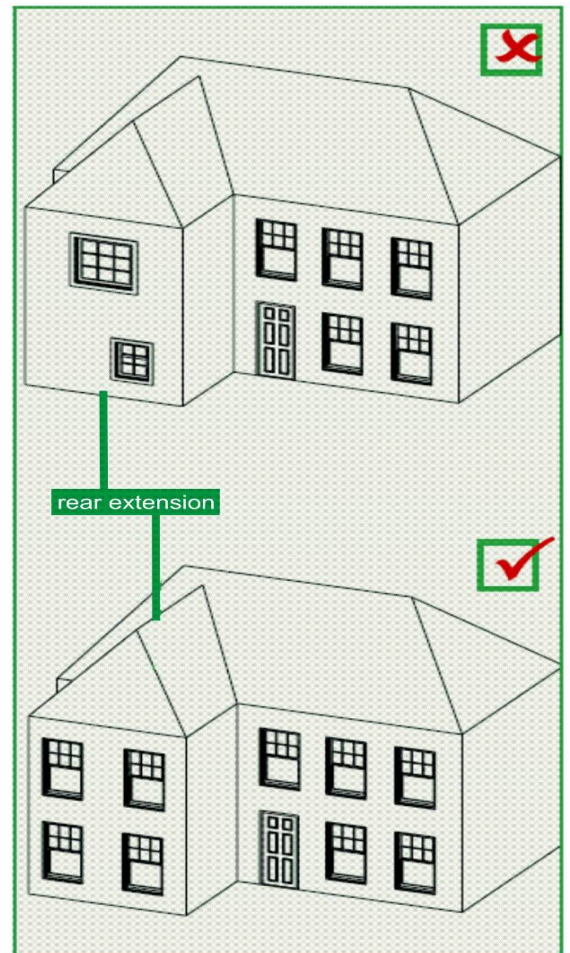
Extensions should have windows and doors that are similar to the house in size, shape, design and proportion. They should also reflect the pattern and arrangement of the windows of the house.

The existing front door and main entrance to the house should be kept unless the Development Management section tells you that an alternative entrance into the extension may be acceptable.

Poor Example: Side extension: too many windows



Poor example windows do not relate to original house.



### 2.7.10 Architectural style:

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

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

### 2.7.11 **Using the right materials**

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

In most circumstances the materials that you use for your extension, garage or outbuilding should match those used on your house;

Although it may not be possible to find matching materials, particularly for older houses, your proposals will still be expected to use materials that complement the colours, tones and textures of your house and neighbouring properties where appropriate.

#### 2.7.11.1 **Traditional materials used in older properties**

The traditional materials used in the local planning authority area include the following which can provide the basis for choosing materials for new development:

##### **Walls**

- Render weather boarding, slate cladding on exposed gables.
- Brickwork - predominantly red engineering brick and some rustic stock bricks.
- Stonework – limestone and granite, usually dressed, some black limestone used in newer developments.

##### **Roofing**

- Local natural slate – used throughout the area. Clay pantiles which have been used on many newer developments are less favoured.
- Lead, Copper and Zinc - used on flat, shallow pitched roofs as well as valleys, parapet gulleys, valleys, ridges and hips.

### 2.7.11.2 **Appropriate use of Materials in New Developments**

Generally local natural materials are preferred. To protect and enhance local identity and character the Council will normally expect these materials to be used on new development.

Possible exceptions might include;

- Extensions to existing buildings already constructed in non-traditional materials
- Small infill schemes in areas which lack a strong local identity and where most surrounding buildings are not constructed in materials from traditional ranges.
- Buildings or groups of buildings of innovative, contemporary architecture whose design and construction does not suit the use of traditional materials.

In Conservation Areas materials should always be chosen from the local traditional range of handmade and natural products. Only exceptionally will non-traditional materials be acceptable.

### 2.7.12 **Conservation Areas**

The Council is able to designate conservation areas for parts of towns and villages that have a special architectural or historic value. At present there are 23 conservation areas in the local planning authority area at:

Abergele (town centre)	Llandudno (town centre & seafront)	Llansannan
Betws-yn-Rhos	Llanelian yn Rhos	Old Colwyn
Cerrigydrudion	Llanfairfechan (town centre)	Penmaenmawr (town centre)
Colwyn Bay (Pwllcrochan)	Llanfairfechan (The Close)	Penmaenmawr (Penmaenan)
Colwyn Bay (town centre)	Llanfairtalhaearn	Penmaenmawr (St. David's Rd./Bell Cottages)
Conwy (town centre)	Llangernyw	Pentrefoelas
Gwytherin	Llangwm	St George
Llandrillo yn Rhos	Llanrwst (town centre)	

Development proposals within these areas must respect their special character. In addition, greater powers of control exist in order to retain or enhance the environment. In summary, permitted development rights are either more restrictive than elsewhere or may not apply at all; a 'Conservation Area Consent' is required for most demolition work, and six weeks notice must be given of any intention to fell, lop or top a tree.

Detailed plans showing the boundaries of the conservation areas can be inspected at the Council's Development Management offices. The service can also advise you about any work that you propose to do, the formal approvals that may be required, and grants that may be available. Where completed, Conservation Area Appraisals can provide valuable info on the special character of an area.

### 2.7.13 **Article 4 Directions**

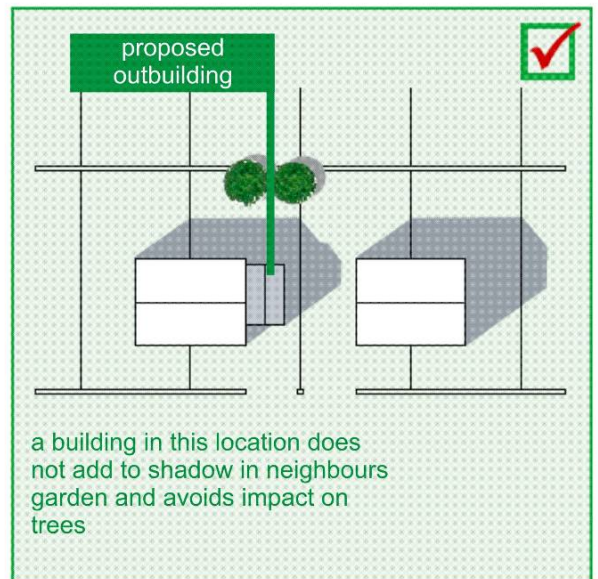
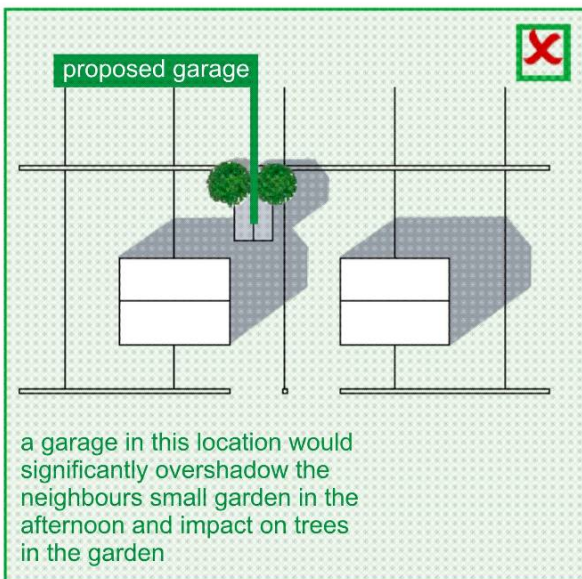
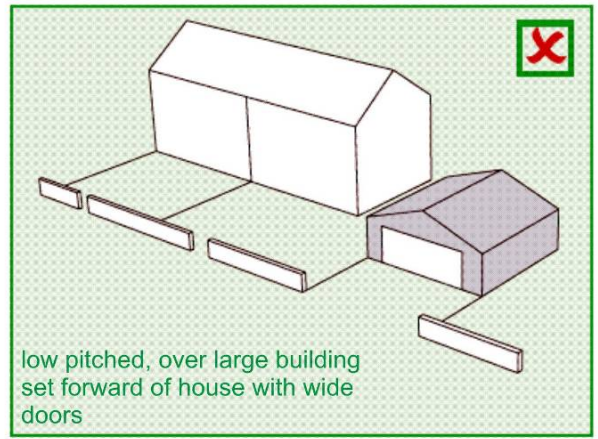
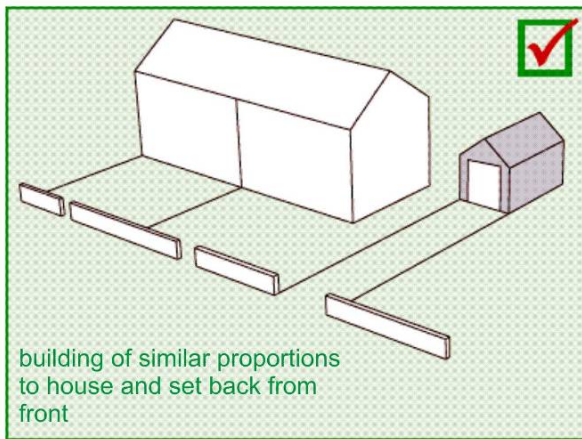
The Council have imposed additional planning controls known as an Article 4 Direction within the Conwy, Llandudno, Llanrwst and Penmaenmawr Conservation Areas. These were put in place when it was clear that the character and the appearance of the town centres were being affected by inappropriate and unsympathetic alterations along with the use of unsuitable materials.

An Article 4.2 Direction removes permitted development rights. This means that approval from the Planning Authority needs to be obtained to carry out certain works of alteration and other developments within the curtilage of the property. No fee will be necessary for such planning applications.

## 2.8 **Guidance note 3 – Garages and outbuildings**

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

- Garages and outbuildings should not take up too much of the space around buildings. They should be designed to take into account access and parking (see Guidance Note 7).
- They should not result in the loss of trees or other features that are important to the area.
- An outbuilding must be significantly smaller in scale than the house.
- Garages and outbuildings should normally not be in the front of domestic properties and should not dominate the existing and surrounding properties.
- Garage doors should be as narrow as practical. Two single garage doors are better than one double door.



## 2.9 Guidance note 4 – Dormer windows and roof lights

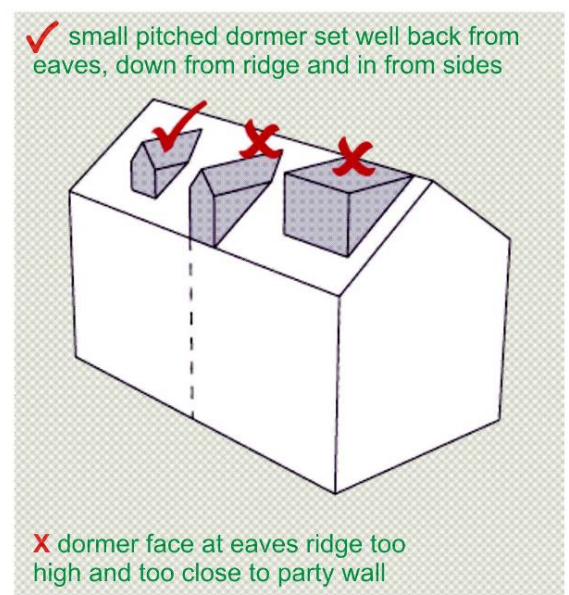
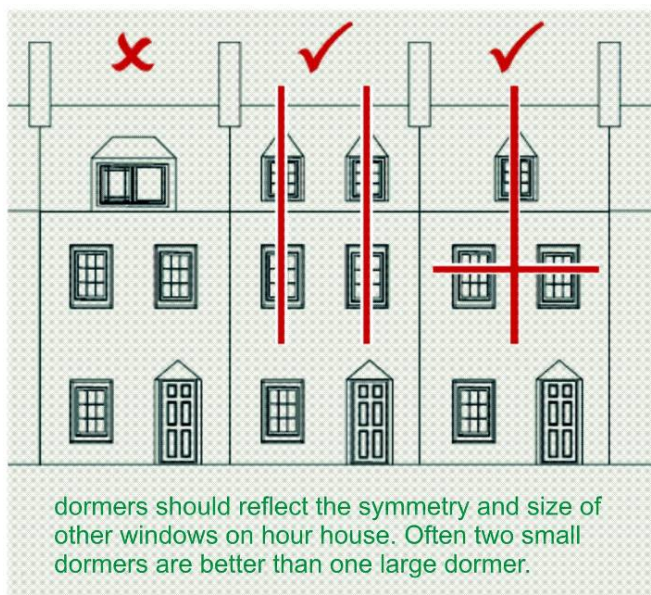
2.9.1 Dormer windows at the front of your house are not normally allowed, unless they are an existing local feature.

Roof lights are less intrusive than dormer windows and can reduce the problems of overlooking and changing the overall shape of the roof. Increasing the roof height of a dwelling by altering the eaves height or pitch is very difficult to achieve satisfactorily and will not be acceptable in a terrace or a street in which heights and roof pitches are the same. Certain roof lights and skylights are permitted development, subject to meeting a list of criteria.<sup>2</sup>

<sup>2</sup> Welsh Government Technical Guidance: Permitted development for householders  
LDP1 Householder Design Guide – Adopted February 2014

## Key principles are:

- Dormer windows should not be dominant on the main roof but should use the same pitch and roofing details as the main roof;
- Dormer windows should cover no more than a maximum of 20% of the roof area on which it is located
- Dormer windows should normally be set well back from the eaves, down from the ridge and in from the edge/gutter line;
- New dormer windows should reflect the design of dormer windows that are an original feature of other buildings in your area or street;
- Dormer windows should be positioned to match the pattern of the windows on the rest of your house;
- Two smaller dormer windows are often preferred to one large window;

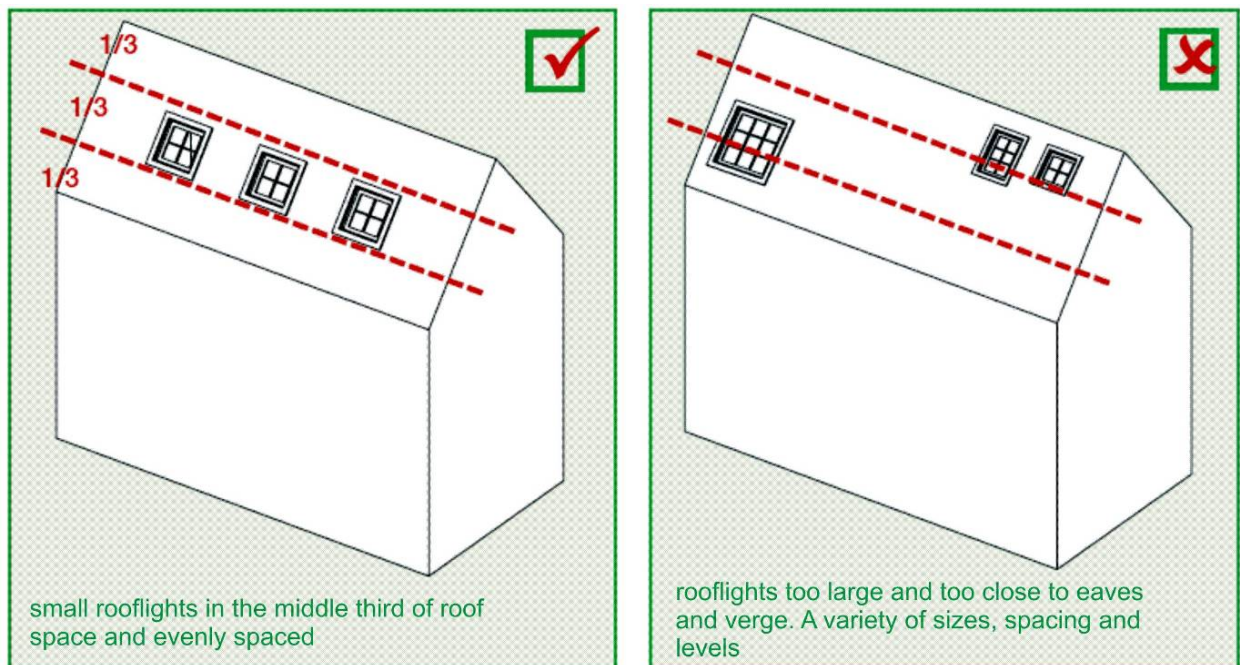


Dependent on the positioning of the roof purlins (the horizontal structure supporting the load of the roof) and floor level, roof lights should ideally be set within the middle third of the roof slope away from gables or roof edges and chimneys;

If there is more than one roof light they should be at the same level, evenly spaced, and of the same size, shape and design;

In conservation areas and on listed buildings, the use of special conservation roof lights is preferable, being lower in profile and more traditional in style.

In conservation areas the shape, design, detailing and materials of roofs will be an important determining factor in establishing the character of the area. Greater care and advice is needed for installation of any structures such as dormer windows or roof lights or changing the predominant shape of the roof, including removal of stacks.



## 2.10 **Guidance note 5 – Boundary treatments**

2.10.1 Walls, railings and gates at the front of your house contribute to the quality of the street and provide security. They also help to enclose streets and make them more attractive to pedestrians. Streets can become unattractive if frontage boundary treatments vary or are missing.

### **Key principles:**

- Frontage boundary treatments should be the same height and type as the boundary treatments of properties on either side. This is particularly important where they are generally the same along a street, or a feature of the locality.
- New frontage boundary treatments should not obstruct views of the house from the street, or of the street from the house, for reasons of aesthetics and security.



## 2.11 **Guidance note 6 – Planting**

- 2.11.1 Existing trees and plants help make areas more attractive and add to the value of your home. However it is easy to damage trees and plants when carrying out work either by affecting the soil around the root zone or by cutting roots.

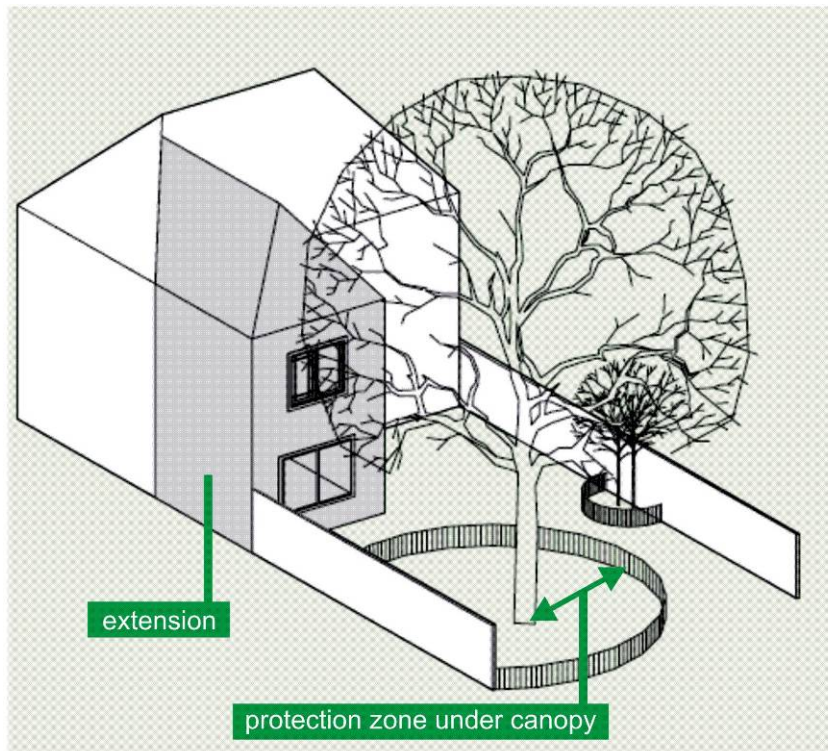
Building work should not be carried out underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown;

Equipment or materials should not be stored underneath tree canopies or within a two metre radius of smaller trees with an undeveloped crown;

Some trees are protected by law by Tree Preservation Orders. It is illegal to carry out work on, or remove these trees without permission. If in doubt check with the Council whether any of the trees on your property are protected by tree preservation orders.



Also, if your property is within a Conservation Area you should check with the Development Management section at the Council before carrying out any work that might affect any trees as special protection laws apply.



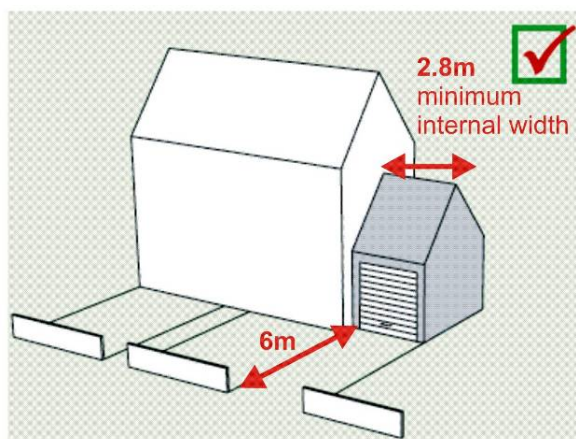
The roots of large trees generally need to be protected within an area that corresponds with the canopy above. Within this zone building materials should not be stored and roots should not be cut or disturbed.

## 2.12 **Guidance note 7 – Providing for access and parking**

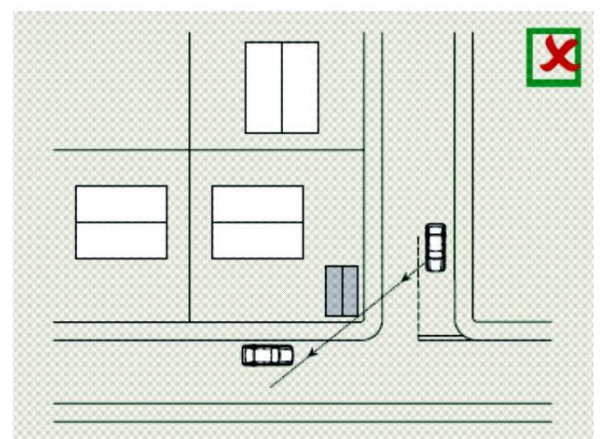
- 2.12.1 You may need a separate approval from the Highways department of the Council if your proposed extension or alteration will result in a change in access for your vehicle, more parking spaces, a new driveway, a new crossing to the pavement or verge or if a new dropped kerb is required. You will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

## Key principles:

- Keep existing off street parking spaces;
- Check with the Council whether you will need more parking spaces as a result of your extension. This may be the case if it includes extra bedrooms;
- The access should be safe and the Highways department will tell you their safety standards and how to meet them;
- Gates will not be allowed where they open out onto the pavement or highway;
- New access for vehicles off a main road or a very busy road may require a turning area within your plot so vehicles do not have to reverse in or out;
- Parking spaces should normally measure 2.4m by 4.8m long or larger for disabled access (up to 3.8 by 6m long). Within a garage the normal parking space should be increased to a width of 2.8m to allow car doors to be opened;
- Any new garage needed to provide for parking should not have a harmful impact on the safety of users of the highway;
- Where possible vehicles should be parked where they can be seen to reduce the opportunities for criminals.
- In some areas removal of front gardens is not encouraged as this can often be detrimental to amenity and the street scene.



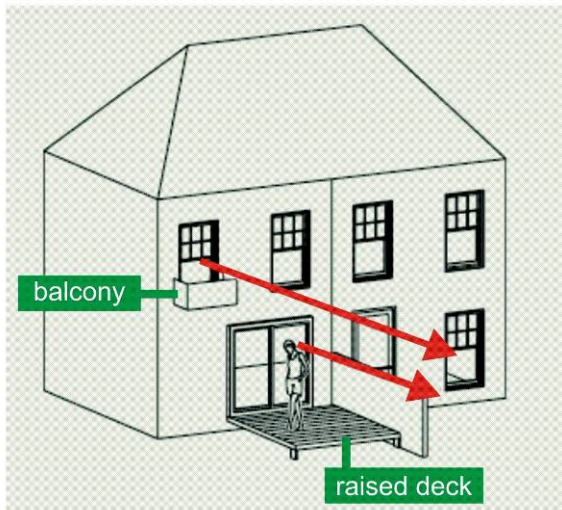
A garage door should be a minimum of 6 metres back from the front boundary to allow a parked vehicle in front.



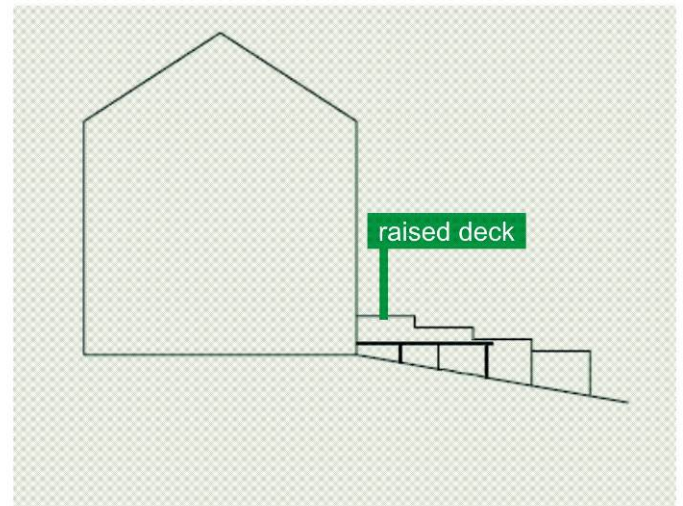
Garage/outbuilding too close to corner for visibility, in front of building line and not a long enough drive.

## 2.13 **Guidance note 8 – Raised decks and balconies**

- 2.13.1 In most cases decking and balcony designs will need planning permission. If you are considering building decking or a balcony you should make sure that it will not dominate the character of the property, or its appearance as viewed from the street. You will also need to consider the extent to which the decking or balcony may overlook your neighbour's property and minimise this wherever possible.



Do not build balconies and decking so that they overlook other peoples property



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

## 2.14 **Guidance note 9 – Resource efficiency**

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

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

We encourage proposals for alterations and extensions which achieve high levels of resource efficiency.

## Key principles:

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

energy. Conservatories should be separated from the main house by an insulated wall and closeable doors and windows to prevent heat loss;

- Where appropriate, sustainable drainage (SUDS) techniques such as permeable paving, rainwater harvesting (collecting the run-off rainwater from your property in water butts) and 'green' roofs should be considered as part of householder developments;
- Water run-off from heavy rain episodes onto hard surfacing can overwhelm drains and cause flooding and pollution. You can avoid this by using a 'green' roof, which has turf or plants sitting on a waterproof membrane and must have a low pitch of less than 15 degrees. Permeable paving surfaces such as blocks or bricks set in the ground, allow rain water to drain away gradually. Rainwater butts can provide a useful source of water for garden watering or car washing in drier periods;
- If your proposals involve demolition, re-use as much of the demolition waste as possible on-site; and,
- Provide house entrances away from prevailing winds and protect with a porch or lobby.

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

## 2.15 **Guidance note 10 – Crime prevention**

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

Put yourself in the position of a burglar. Is your house an easy target? What can you do to make your home more secure?

If a burglar or thief thinks they can be seen they are less likely to commit a crime so provide good natural surveillance from your home onto the street, your gardens and driveways. This can be achieved by the careful positioning of windows;

Where possible make sure that you can view your parking area from your house;

Low boundaries at the front give maximum visibility but high walls and fences of 1.8m provide good security at the rear. You should be able to lock side entrances.

You will only need to apply for planning permission if the fence, wall or gate would be over 1 metre high and next to a highway used for vehicles; or over 2 metres high elsewhere.<sup>3</sup>

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



Dusk to dawn operated lighting surrounding your property will deter burglars;

You should make sure that all locks are securely fitted and meet British Security Standards for locks (BS3621), windows (BS7950) and doors (PAS 24-1).

Consider fitting a good quality burglar alarm, a proven deterrent.

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

<sup>3</sup> Welsh Government Technical Guidance: Permitted development for householders  
LDP1 Householder Design Guide – Adopted February 2014

### 3. Section 2 – Submitting your application

#### 3.1 Submitting your planning application

The Council has standard requirements for submitting a planning application. Details of these are set out in the guidance notes which accompany the application forms.

It is a good idea to submit a written design statement with your planning application pack which summarises how you have responded to the guidance provided by this document, especially if your proposal concerns a listed building or is within a conservation area. Although it is not mandatory at the moment, the submission of design statements may become a requirement in the future. You are advised to contact the Council to check the current position.



Design Statement Checklist	✓	X
Brief summary of what development is proposed, and why?		
Summary of discussions with neighbours		
How does the design address the character of the property and surrounding area?		
How does the design avoid harmful impacts on your neighbours?		
How does design take account of resource efficiency both in construction and long term energy consumption?		
Have any changes to access and/or parking been agreed with the highways department of the Council?		
What measures have been taken to minimise crime?		

## 3.2 **Typical requirements for a planning application**

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

### 3.2.1 **Location plan**

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

### 3.2.2 **Details of existing site layout - block plan**

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

### 3.2.3 **Details of proposed site layout**

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



### 3.2.4 Floor plans

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

### 3.2.5 Elevations

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

### 3.2.6 Cross Sections

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

### 3.2.7 Supporting Information

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

## 3.3 Further reading

The following are available from the Welsh Government or Communities and Local Government:

- Welsh Government, Planning Policy Wales
- Welsh Government, Technical Advice Note (TAN) 5 Nature Conservation
- Welsh Government, TAN 8 Planning for Renewable Energy
- Welsh Government, TAN 12 Design
- Welsh Government, TAN 22 Planning for Sustainable Buildings

- Welsh Government, Permitted development for householders Technical Guidance
- Building Regulations - Explanatory booklet
- Planning Permission - A Guide for Business
- A Householder's Planning Guide for the Installation of Satellite Television Dishes
- Outdoor Advertisements and Signs - A Guide for Advertisers
- The Party Wall Etc Act 1996: explanatory booklet
- Protected Trees - A Guide to Tree Preservation Procedures

The Conwy Local Development Plan forms the development plan for Conwy (excluding the area of Snowdonia National Park) and will form the basis for decisions on land use planning in this area. Policy DP/3 lists design criteria and should be read alongside this SPG:

### **POLICY DP/3 – PROMOTING DESIGN QUALITY AND REDUCING CRIME**

1. All new development will be of high quality, sustainable design which provides usable, safe, durable and adaptable places, and protects local character and distinctiveness of the Plan Area's built historic and natural environment. The Council will require development to:
  - a) Be appropriate to, and enhance, its locality in terms of form, scale, massing, elevation detail and use of materials;
  - b) Meet the Council's approved standards of open space provision and parking;
  - c) Meet required standards of accessibility, having suitable regard to the needs of people of different ages and abilities in the design of the proposal;
  - d) Have regard to the impact on adjacent properties and areas and habitats supporting protected species;
  - e) Have regard to appropriate orientation, energy efficiency and the use of renewable energy in design, layout, materials and technology in accordance with NTE/6 – 'Energy Efficiency and Renewable Technologies in New Development';
  - f) Provide sustainable urban drainage systems to limit waste water and water pollution and reduce flood risk in line with national guidance and Policy NTE/8 – 'Sustainable Drainage Systems'.
2. The Council will also seek, where appropriate, to:

- a) Enhance the local character of buildings, heritage and open spaces;
  - b) Provide for a compatible mix of uses, particularly in town and village centres;
  - c) Incorporate landscaping within and around the development appropriate to the scale and impact of the development;
  - d) Integrate with existing routes to provide linked up places connecting with the wider area, in particular public facilities and green transport routes;
  - e) Provide developments that offer transport alternatives and promote walking, cycling and use of public transport;
  - f) Create safe places through the adoption of 'designing-out-crime' principles to provide natural surveillance, visibility, and well lit environments and areas of public movement;
  - g) Secure the retention and enhancement of features of biodiversity;
  - h) Incorporate areas and facilities for waste management, rainwater harvesting / storage, grey water reuse and recycling;
  - i) Have regard to the Authority's Road Adoption Guidelines in road design.
3. The Council will seek the contribution of an agreed percentage of the total development costs for the provision or commissioning of publicly accessible art or design improvement works in accordance with DP/5 – 'Infrastructure and New Developments' where appropriate to its location and viability.

Other relevant Council documents include the following:

- Conwy Biodiversity Supplementary Planning Guidance (SPG)
- Conwy Parking Standards SPG
- Conservation Area Appraisals, Conwy County Borough Council.

These more detailed publications may be helpful to some readers:

- BRE 2000, The Green Guide to Housing Specification
- Building Research Establishment "Site Layout Planning for Daylight and Sunlight" 1991
- BREEAM (BRE Environmental Assessment Method), [www.breeam.org](http://www.breeam.org)
- British Standards Institute BS8300, 'Access for Disabled People'
- CABE/DCfW 2004, Creating Excellent Buildings
- Crime and Disorder Act 1998, Section 17
- Considerate Constructors Scheme, [www.ccscheme.org.uk](http://www.ccscheme.org.uk)

- DETR 2000, By Design
- DETR GPG287, The Design Team's Guide to Environmentally Smart Buildings
- Disability Rights Commission [www.drc.org.uk](http://www.drc.org.uk), Designing for Accessibility,
- Centre for Accessible Environments [www.cae.org.uk](http://www.cae.org.uk)
- DoE/Countryside Commission, "Lighting in the Countryside: Towards good practice"
- DTLR/CABE, 2001, Better Places to Live
- Evans et al November 1998 - The Long Term Costs of Owning and Using Buildings,
- The Royal Academy of Engineering
- ODPM 2004, Safer Places - The Planning System and Crime Prevention
- Sustainable Buildings: Benefits for occupiers, BRE Information paper
- Welsh Office Circular 16/94, 'Planning Out Crime'
- Welsh Office Circular 61/96, 'Planning and the Historic Environment: Historic Buildings and Conservation Areas'.

## 3.4 **Contacts**

### 3.4.1 **Architecture Centre Network**

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

[www.architecturecentre.net/](http://www.architecturecentre.net/)

### 3.4.2 **Building for Life**

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

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

### 3.4.3 **Chartered Institute of Architectural Technologists**

397 City Road, London, EC1V 1NH

Tel: 020 7278 2206

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

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

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

3rd Floor Empire House, Mount Stuart Square, Cardiff, CF10 5FN.

Tel: 02920 484606 Fax: 02920 464239

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

### 3.4.5 **Conwy County Borough Council**

Other information which may help you prepare and submit your planning application may be found on the Councils' web site: [www.conwy.gov.uk/planning](http://www.conwy.gov.uk/planning)

Development Management - Regulatory Services, Civic Offices, Colwyn Bay, LL29 8AR. Tel: (01492) 575247

Building Control, Civic Offices, Colwyn Bay, LL29 8AR. Tel: (01492) 574172

Highways, The Heath, Penmaenmawr Road, Llanfairfechan, LL33 0PF. Tel: (01492) 575200

#### 3.4.6 [Design Commission for Wales](#)

DCFw's mission is to champion high standards of architecture, landscape and urban design in Wales promoting wider understanding of the importance of good quality in the built environment, supporting skill building, encouraging social inclusion and sustainable development. The Commission is an expert public body and receives funds from the Welsh Government for its activities which respond to four strategic aims set out by the Government, in its funding agreement.

DCfW, 4th Floor, Cambrian Buildings, Mount Stuart Square, Cardiff, CF10 5FL  
[www.dcfw.org](http://www.dcfw.org)

### **Landscaping and Sustainable Buildings**

#### 3.4.7 [Building Research Establishment](#)

Practice Guidance Report, Site Layout Planning for Daylight and Sunlight second edition (2011)

#### 3.4.8 [Centre for Alternative Technology](#)

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

Centre for Alternative Technology, Machynlleth, Powys, SY20 9AZ, UK  
Tel: +44 (0)1654 705950  
[www.cat.org.uk](http://www.cat.org.uk)

#### 3.4.9 [Energy Efficiency information for homeowners](#)

Tel: 0845 727 7200

#### 3.4.10 [Energy Savings Trust](#)

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

Energy Saving Trust Wales, Wales Albion House, Oxford Street, Nantgarw, Cardiff  
CF15 7TR

Tel: 01443 845930

Fax: 01443 845940

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

#### 3.4.11 [Landscape Institute](#)

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

33 Great Portland Street, London W1W 8QG

Tel: 020 7299 4500

Fax: 020 7299 4501

email: [mail@l-i.org.uk](mailto:mail@l-i.org.uk)

[www.l-i.org.uk](http://www.l-i.org.uk)

#### 3.4.12 [Solar PV grants](#)

0800 298 3978

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

### **Government and Agencies**

#### 3.4.13 [Welsh Government](#)

Official information on the Welsh Government, its members and functions including planning and design.

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

#### 3.4.14 [Natural Resources Wales](#)

Natural Resources Wales is the principal adviser to the Welsh Government on the environment, enabling the sustainable development of Wales' natural resources for the benefit of people, the economy and wildlife.

Natural Resources Wales, Tŷ Cambria, 29 Newport Road, Cardiff CF24 0TP

For all general enquiries contact 0300 065 3000 or email:

[enquiries@naturalresourceswales.gov.uk](mailto:enquiries@naturalresourceswales.gov.uk)

<http://naturalresourceswales.gov.uk/>

#### 3.4.15 [Cadw](#)

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

Plas Carew

Unit 5/7, Cefn Coed, Parc Nantgarw, Cardiff, CF15 7QQ

Tel: 01443 33 6000 Fax: 01443 33 6001

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

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

#### 3.4.16 [Communities and Local Government](#)

Useful website for UK Government planning information

[www.communities.gov.uk](http://www.communities.gov.uk)

#### 3.4.17 [Planning Aid Wales](#)

Planning Aid Wales is an independent, charitable organisation helping individuals and communities across Wales to participate more effectively in the planning system.

<http://www.planningaidwales.org.uk>

#### 3.4.18 [Planning Portal](#)

Government gateway to planning information throughout the UK. Provides information on plans, appeals, applications, contact details, research areas.

[www.planningportal.gov.uk/](http://www.planningportal.gov.uk/)

### **Professional Bodies**

#### 3.4.19 [Royal Society for Architects Wales](#)

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

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



Tel: 029 2087 4753

Fax: 029 2087 4926

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

#### 3.4.20 [Royal Institution of Chartered Surveyors Wales](#)

Royal Institute of Chartered Surveyors

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

[www.rics.org/Wales](http://www.rics.org/Wales)

#### 3.4.21 [Royal Town Planning Institute](#)

Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

020 7929 9494 or email [contact@rtpi.org.uk](mailto:contact@rtpi.org.uk)

Registered Charity No. 262865

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

#### 3.4.22 [Institute of Historic Building Conservation](#)

3, Stafford Road, Tunbridge Wells, Kent, TN2 4QZ

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