



Policy and
Environment
Department

Householder Extensions & Alterations – Common Questions

Q. How do I find out the permitted development rights for my property?

A. You may have to do some research.

- A booklet 'Planning – A Guide for Householders' is available, which explains "permitted development rights".
- You should also check with the Council whether your property is subject to any of the following designations:
 - Conservation Area,
 - Area of Natural Outstanding Beauty
 - Listed Building
 - An Article 4 direction, for example on locally listed buildings.These restrict your permitted development rights, and also influence the appropriate design.
- Permitted development rights may have been removed by a condition on any implemented planning permission including the one for your property. For greater certainty, you can apply for a Certificate of Lawfulness that will provide you with formal proof that a proposed or existing use of a premises or building works are lawful. For further information contact the Council or visit our website.

Q. Is planning permission all I need to build my extension or make alterations?

A. Unlikely.

- You will probably need Building Regulations approval, which deals with the fire safety, stability and energy efficiency of an extension (a booklet 'Building Regulations' is available). Also check for any covenants or other restrictions on your property's title or lease. You may also need Listed Building Consent for alterations or Conservation Area Consent for demolition.

Q. Does planning permission give me rights to erect scaffolding on my neighbour's land?

A. No. Planning permission does not give you any rights to build on or gain access via land that you do not own. You need separate consent from the landowner.

Q. Can I build up to my boundary?

A. Possibly.

- The guide explains where this is not acceptable
- Although not a planning matter there may be a legal requirement (see Party Wall Act leaflet) to gain consent from your neighbour.
- It is important to agree with your neighbour where the boundary is to avoid a potentially costly and often acrimonious civil dispute.
- The Council cannot become involved in boundary disputes. But be careful where the extension's foundations, eaves and guttering will be. All these should be on land that you own. You are required to complete an **ownership certificate** in submitting your planning application.
- Remember, the Council cannot decide on the merits of any boundary dispute between you and your neighbour.

Q. Do I need an architect to draw my plans?

A. No, but professional help may be advisable. However see what work the professional has previously done. In any event you will need:

- All plans to be at a recognised scale (1:50), **in metric** and clear, with dimensions shown on the plans i.e. so that your neighbour can understand what and where you want to build.
- A location plan outlining the boundary of your property and garden area in red. The plan should show your property's location in the street (These are available from the Council at a cost).
- Plans showing the existing and proposed elevations and floor plans. You will also need to show the distance of the proposal from the boundary and normally your neighbour's property to see how the extension may affect them. It would be helpful to your neighbours to state the measurements on the plan, including the distance to an adjacent property. A block plan is normally prepared for this purpose.
- A Design Statement accompanying your planning application explaining the design principles which you have adopted will be required, see the Borough Council's 'Design Statements' leaflet or the website for further information.

Q. How long does it take to get planning permission?

A. It varies.

- We aim to deal with all householder applications within **8 weeks**. However, your application could be refused and it may take longer if changes are needed.
- The planning permission may require you to do something before starting, for example to submit external building materials. You will have to formally apply to the Council (there is no fee) and we aim to deal with such matters within **28 days**.

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*Extract
adapted from
SPG
Householder
Extensions &
Alterations*

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Q. How do I find out if my property is subject to a special designation?

- A. There are a number of sources of information.
- The Borough Local Plan (which is available to view in libraries and Help Shops in the Borough) shows the designations for countryside locations, Areas of Outstanding Natural Beauty, and Residential Areas of Special Character, on the proposals maps.
 - The Borough Council's Supplementary Planning Guidance 'List of Buildings of Architectural and Historic Interest' contains lists of the Borough's listed and locally listed buildings and summary maps of Conservation Areas.
 - For indicative flood plain maps, contact the Environment Agency.
 - Contact the Borough Council to find out if your property is subject to an Article 4 Direction.
 - If you are in any doubt, to check if your property is subject to any special designation, contact the Borough Council.

This is one of a series of leaflets that are all based on extracts from the Supplementary Planning Guidance **Householder Extensions & Alterations**.

Other leaflets available are:

- Materials and Windows
- Green Design and Lifetime Homes
- Porches and Canopies
- Single Storey Rear Extensions
- Single Storey Side Extensions
- Two Storey Side Extensions
- Garages and Outbuildings
- Roof Alterations - Dormers
- Before and During Building Work

Other information which may be relevant to making a planning application:

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| • General Advice & How to Apply | • Supplementary Planning |
| • Design Statements | Guidance publications including |
| • I've submitted a planning application. What happens now? | 'Local Distinctiveness'. For a full |
| • Involving the community | list please look at www.reigate- |
| • Appealing against planning decisions | banstead.gov.uk or telephone |
| | the Council on 01737 276000 |

Remember, you may need to seek further specialist advice if you are in a special designation area, such as a Conservation area, or if the property is listed