

**Revised SPD6: Alterations and Extensions to
Residential Properties**

**Consultation
Statement**

December 2019



1 Introduction

- 1.1 The draft revised SPD6: Alterations and Extensions to Residential Properties has been prepared in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 1.2 Regulation 12(a) requires the Council to produce a consultation statement before adoption of the SPD. This statement must set out who was consulted, a summary of the issues raised, and how these issues were incorporated in to the SPD.
- 1.3 Regulation 12(b) requires the Council to publish the documents (including a 'consultation statement') for a minimum 4 week consultation, specify the date when responses should be received, and identify the address to which responses should be sent.
- 1.4 Regulation 13 stipulates that any person may make representations about the SPD and that the representations must be made by the end of the consultation date referred to in Regulation 12.
- 1.5 Regulation 12 states that when seeking representations on an SPD, documents must be made available in accordance with Regulation 35. This requires the Council to make documents available by taking the following steps:
 - Make the document available at the principal office and other places within the area that the Council considers appropriate; and
 - Publish the document on the Council's website.
- 1.6 This Consultation Statement sets out the extent consultation and engagement undertaken on the revised draft of SPD6, highlights the issues raised and how the document was amended to reflect the issues raised.

2 Engagement during the preparation of the draft SPD

Internal Engagement

- 2.1 Given that SPD6 provides advice and guidance on domestic extensions and sets out criteria that will be taken into consideration when deciding household planning applications, it was considered most appropriate to engage with the Council's Development Management team during the process of updating the SPD and this took place during April and May 2019.
- 2.2 The following table sets out the key issues raised during engagement with the Council's Development Management Team and how these have been addressed in the draft SPD.

Issue	How was this incorporated into the draft SPD?
References to procedures within PPG12 have been superseded.	Introductory text has been amended to remove references to PPG12.
References to the Town and Country Planning (General Permitted Development) (England) Order need updating.	References updated accordingly.
Need to emphasise the availability of information from on-line resources such as the Planning Portal.	Amendments made accordingly.
Need to update Council procedures for pre-application discussions.	Amendments made accordingly.
Need to update the position regarding biodiversity and the position of Natural England.	Amendments made accordingly.
Need to remove references to BREAAAM	Amendments made accordingly.
Need to clarify and amend the requirements for aspect standards and separation distances.	Amendments made accordingly.
In terms of side extensions, need to remove reference to mono pitched roofs potentially being inappropriate on terraced and semi-detached houses due to the impact they have on attached neighbours and in these cases twin pitched roofs should be used.	Amendments made accordingly.
The need to update the issues that will be considered in assessing proposals for single-storey rear extensions.	Amendments made accordingly.
The need to refer to Permitted Development rights and that these are a material planning consideration and consideration will be given to what can be constructed without the need for planning permission when assessing a proposal.	Amendments made accordingly.

Issue	How was this incorporated into the draft SPD?
In terms of front extensions and porches, need to add an additional criterion to ensure the consideration of the prevalence of street design.	Amendments made accordingly.
In terms of two-storey and first floor side extensions and in cases where there would be a gap to the side boundary amend to remove references to the 45 degree line and replace with a requirement for a lesser set back being acceptable where the set back and gap remaining to the boundary total 1.5m.	
In terms of two-storey and first floor side extensions on corner plots, need to amend to leaving a minimum of 2m (rather than 3m) from the boundary with the public highway to the side.	Amendments made accordingly.
In terms of two-storey rear extensions on detached properties, there is a need to include an additional consideration specifying that the 45° line will normally be taken from the mid-point of the closest ground floor habitable room window however consideration will also be given to the impact to any outside amenity space in terms of overshadowing and overbearing development.	Amendments made accordingly.
In terms of determining proposals for dormer and roof extensions, need to amend the criterion referring to the need to ensure that materials should match the existing roof material by adding 'unless considered more appropriate to the particular building or street scene'.	Amendments made accordingly.
In terms of determining proposals for dormer and roof extensions, need to amend the criterion referring to increasing the height of a house or bungalow by extending the roof, there is a need to add that there will be a requirement to submit a street scene elevation to show the impact of the increased ridge height on the character of the area.	Amendments made accordingly.

Issue	How was this incorporated into the draft SPD?
<p>In terms of the criteria used to determine the suitability of proposed extensions and alterations and the impact that this can have on existing off-street parking, there is a need to amend to state that all proposals should ensure that there is sufficient space to accommodate adequate parking spaces in relation to the number of bedrooms that the proposed extension would create. These parking spaces should be provided safely within the curtilage of the site. Supplementary Planning Document 11 – Parking Standards gives advice on the number of parking spaces required for residential developments. Applicants will need to provide justification for the loss of any existing parking.</p> <p>Also need to specify that the driveway in front of a garage should be a minimum length of 5.5m to allow space to park and open the garage door. A minimum driveway length of 5m is required in most other cases.</p>	Amendments made accordingly.
<p>In terms of supplementary family annexes, include an additional requirement for these to be appropriate in scale and position in relation to the plot and original dwelling</p>	Amendments made accordingly.
<p>In terms of proposals affecting Conservation Areas, Listed Buildings and non-designated heritage assets there is a need to update the information to highlight the importance of and availability of pre-application discussions and to update requirements for non-designated heritage assets to reflect the National Planning Policy Framework.</p>	Amendments made accordingly.
<p>In terms of planning conditions, need to update the charges for discharging conditions.</p>	Amendments made accordingly.
<p>In terms of proposals within the Green Belt, need to make it clear that proposals will be assessed on their merits and that there will be a need for an applicant to submit a statement of Very Special</p>	Amendments made accordingly.

Issue	How was this incorporated into the draft SPD?
Circumstances if the extension is considered to be materially larger than the original building.	
Need to update the information on Flood Risk to reflect the requirements of the National Planning Policy Framework.	Amendments made accordingly.
Amend Appendix 2 and the details required for planning applications to reflect current requirements and updated details.	Amendments made accordingly.

Screening Assessments

SEA Screening

- 2.3 A Screening Statement has been prepared to determine whether a Strategic Environmental Assessment (SEA) would be required for the draft revised SPD6. The Council consulted Natural England, Historic England and the Environment Agency over a four-week period (19 June 2019 to 17 July 2019) in order to seek their views on the conclusions of the SEA Screening Assessment.
- 2.4 Responses were received from English Heritage and Natural England, both of whom agreed with the Council that the above assessments would not be required to accompany the SPD.

HRA Screening

- 2.5 Greater Manchester Ecology Unit (GMEU) were consulted on 19 June 2019 to obtain their views as to whether they would need to undertake a HRA Screening in conjunction with the draft revised SPD6. GMEU concluded that it was not necessary to undertake a HRA screening as the SPD would not lead to any effects on European protected sites.

3 Consultation

- 3.1 On 24 July 2019, Members approved a revised draft of SPD6 for consultation. Consultation on this draft subsequently took place over a six-week period running from **9th September 2019 to 21st October 2019**.
- 3.2 A Press Notice appeared in the Bury and Radcliffe Times on Thursday 5th September 2019 to advertise the forthcoming period of consultation (see Appendix 1).

- 3.3 A total of 253 stakeholders were consulted by letter or email. A majority of these (184) were agents and architects that are actively involved in the submission of planning applications for alterations and extensions to residential properties in Bury but consultees also included general and specific consultation bodies as defined by the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.4 During this consultation, all relevant documentation could be found on the Council's web site (see Appendix 2) and paper copies of the documents were made available for inspection at the Planning Division reception (Ground Floor, 3 Knowsley Place, Duke Street, Bury) between the hours of 8.45am and 4.00pm (Monday-Friday), Bury Town Hall between the hours of 8.45am and 5.00pm (Monday-Friday) and at local libraries and the Tottington Centre during their normal opening hours (see www.bury.gov.uk/libraries for details).
- 3.5 Comments were invited by email should be sent to planning.policy@bury.gov.uk or by post to the following address:

**Development Plans Unit
Strategic Planning and Economic Development
Department for Resources and Regulation
3 Knowsley Place, Duke Street
Bury
BL9 0EJ**

4 Consultation Responses

- 4.1 The table below shows that the consultation generated a total of nine responses, although three of these responded simply to say that they had no comments. The other six respondents generated a total of eighteen individual comments and these and the Council's response to these comments are set out in the following table.

Comment	Response	Change Required (Y/N)
<p>The SPD should be amended to include a requirement for the provision of electric vehicle charging points.</p>	<p>UDP Policy H2/3 is largely concerned with the scale and design of extensions or alterations to a house, ensuring that this does not adversely affect the character of the property or surrounding area, local amenity and safety. Introducing a requirement for electric car charging through this SPD would effectively be adding a requirement that is not currently covered by Policy H2/3, contrary to national guidance.</p> <p>Going forward, the Council is currently working on replacing the UDP with a new two-tiered development plan comprising the Greater Manchester Spatial Framework and the Bury Local Plan. It is proposed that both documents will include a requirement for electric vehicle charging points to be provided to meet likely long-term demands, including a need for provision to be incorporated into new residential developments.</p> <p>In the meantime, however, it is considered reasonable to</p>	<p>Y</p>

Comment	Response	Change Required (Y/N)
	amend the SPD to highlight that undertaking alterations and extensions to a residential property might, depending on the nature of the development, provide an opportunity to incorporate electric vehicle charging.	
There is currently no mention of watercourses/streams as ecological corridors and ecological receptors. Proximity to watercourses can at times be an issue, which sometimes doesn't get picked up if planning permission is not required.	SPD6 sets out additional detail in relation to UDP Policy H2/3. Other policies within the UDP cover issues such as ecological constraints, flood risk and invasive species and these will be considered in relation to householder extensions, if necessary.	N
The SPD could include a link to flood risk assessment for minor extensions in order to give applicants an idea of what they need to cover in a basic FRA.	It is agreed that the SPD would benefit from the inclusion of a link to FRA guidance within section 10.	Y
Built encroachment, garden waste tipping and inappropriate grey water plumbing to surface waters are some environmental issues associated with residential properties.	These issues would be controlled by other UDP Policies and other forms of regulation, such as environmental health and building control, if necessary.	N
The SPD includes no mention of invasive species.	SPD6 sets out additional detail in relation to UDP Policy H2/3. Other policies within the UDP cover issues such as invasive species and these will be considered in relation to householder extensions, if necessary.	N

Comment	Response	Change Required (Y/N)
Permitted Development (PD) rights (Page 12) - Rather than just saying they are a material consideration in terms of the assessment of applications, should the PD size limits be quoted and an explanation as to why there may be issues with an extension that is compliant?	Permitted Development rights change and to avoid the risk of the SPD becoming quickly out-of-date it is considered to be more appropriate for the SPD to acknowledge that PD rights will be a material consideration, where appropriate.	N
Appendix 2 - Why do you need 2 paper copies of applications? One should be fine as it's scanned in for processing. Shouldn't this section push the benefit of electronic applications and discourage paper?	Appendix 2 is intended as guidance and validation check lists should be used in the first instance to see what is required for applications. The vast majority of applications are electronic in any case.	N
On page 9, should the drawing of the balcony have a privacy screen to prevent overlooking?	Sites are assessed on a case by case basis – not all balconies need screens.	N
In paragraph 10.5, why quote the fee? It's likely to change so just give a link to where it can be checked.	The inclusion of the fee within paragraph 10.5 was intended to be for reference only. However, it is agreed that can be removed in order to avoid the risk of the SPD getting out-of-date as fees are updated.	Y
In terms of contacts, the SPD shouldn't include a named person. What happens if the contact is off sick or leaves?	Prior to publication of the draft SPD, all contact details were agreed with the respective organisations/departments as being the most appropriate.	N
If an extension is built with brickwork up to the boundary, how do you install guttering if the roof slope is on the neighbour's side? The	Extensions built under permitted development can go close up to the boundary. A planning consent does not remove the need for securing	N

Comment	Response	Change Required (Y/N)
<p>guttering etc. would have to overhang.</p> <p>This would be impossible to maintain or service safely without trespassing on neighbours land.</p>	<p>agreement with a neighbour if their land is required. If consent is not forthcoming the applicant should look to amend the proposals accordingly so as to avoid encroachment. However, this is a private concern.</p> <p>Boundary disputes, and problems arising from the construction period are non-material planning considerations and are not relevant to the decision making process.</p>	
<p>Currently have a customer where the neighbour's gutter is leaking and flooding the property. Suggests a minimum 1 metre separation between any pitched roof wall and the boundary line.</p>	<p>The problems arising in this case are private concerns not public matters.</p>	<p>N</p>
<p>Biodiversity enhancement - The SPD could consider incorporating features which are beneficial to wildlife within development, in line with paragraph 118 of the National Planning Policy Framework. You may wish to consider providing guidance on, for example, the level of bat roost or bird box provision within the built structure, or other measures to enhance biodiversity in the urban environment. An example of good practice includes the Exeter Residential Design Guide SPD, which advises (amongst other matters) a</p>	<p>Section 3 of the SPD recognises the impact that all building works, however small, may have on these protected species and states that where ever possible they should provide new habitats to support this diversity.</p> <p>However, the level of development that would be subject to requirements for biodiversity net gain will need to be mandated via the Environment Bill before potentially including this within an SPD for householder extensions.</p>	<p>N</p>

Comment	Response	Change Required (Y/N)
ratio of one nest/roost box per residential unit.		
<p>Landscape enhancement - The SPD may provide opportunities to enhance the character and local distinctiveness of the surrounding natural and built environment; use natural resources more sustainably; and bring benefits for the local community, for example through green infrastructure provision and access to and contact with nature. Landscape characterisation and townscape assessments, and associated sensitivity and capacity assessments provide tools for planners and developers to consider how new development might make a positive contribution to the character and functions of the landscape through sensitive siting and good design and avoid unacceptable impacts.</p>	<p>Section 3 of the SPD sets out general guidance for all domestic extensions including a need for such development to avoid having a detrimental impact on the character and appearance of neighbouring properties and general street-scene through poor design, siting or excessive bulk. It also requires such development to respect significant or prominent trees or other natural landscape features.</p> <p>In addition, other policies within the UDP cover issues such as townscape and built design and landscape which could be applied to proposals for extensions and alterations to residential properties, if necessary.</p>	N
<p>Protected species - Natural England has produced Standing Advice to help local planning authorities assess the impact of particular developments on protected or priority species.</p>	<p>Section 3 of the SPD recognises the impact that all building works, however small, may have on these protected species and states that where ever possible they should provide new habitats to support this diversity.</p> <p>It also acknowledges that the Council have specific statutory obligations placed on them to ensure that habitats are protected and it is a valid reason for refusing any</p>	N

Comment	Response	Change Required (Y/N)
	<p>householder application if they fail to show that habitats will be protected.</p> <p>It states that proposals for extensions and works within the garden areas of homes should have regard to the need to have special provision for protected species.</p>	
<p>Strategic Environmental Assessment/Habitats Regulations Assessment - A SPD requires a Strategic Environmental Assessment only in exceptional circumstances as set out in the Planning Practice Guidance. While SPDs are unlikely to give rise to likely significant effects on European Sites, they should be considered as a plan under the Habitats Regulations in the same way as any other plan or project. If your SPD requires a Strategic Environmental Assessment or Habitats Regulation Assessment, you are required to consult us at certain stages as set out in the Planning Practice Guidance.</p>	<p>The SPD has been subject to an SEA Screening which determined that a Strategic Environmental Assessment was not necessary for the SPD.</p> <p>Greater Manchester Ecology Unit (GMEU) have also been consulted to obtain their views as to whether they would need to undertake a HRA Screening in conjunction with the SPD. GMEU concluded that it was not necessary to undertake a HRA screening as the SPD would not lead to any effects on European protected sites.</p>	N
<p>Paragraph 3.12 should refer to a principal window.</p>	<p>SPD will be amended accordingly.</p>	Y
<p>Paragraph 4.2 only encourages single storey rear extensions no more than 3 metres. The SPD should at least acknowledge existence of procedure for prior approval of larger home extensions.</p>	<p>The need to consider Permitted Development rights is included within the SPD.</p>	N

- 4.2 The consideration of these comments has led to the conclusion that the SPD would benefit from a small number of minor changes prior to it being formally adopted. In particular:
- In advance of updated policies to require the inclusion of electric vehicle charging points within new development, amend the SPD to highlight that undertaking alterations and extensions to a residential property might, depending on the nature of the development, provide an opportunity to incorporate facilities for electric vehicle charging.
 - The inclusion of a link to guidance on Flood Risk Assessments within section 10 of the SPD.
 - The removal of the current fee level for the discharge of conditions in paragraph 10.5 in order to avoid the risk of the SPD getting out-of-date as fees are updated.
 - Amend typographical error in paragraph 3.13 to refer to a 'principal window'.

Further changes made post-consultation

- 4.3 In addition to the above, a further minor amendment to the document was made following consultation. This involved amending paragraph 3.14 by replacing 'dining area' with 'dining room' in order to provide increased clarity.

Appendix 1 – Press Notice

BURY COUNCIL



**NOTIFICATION UNDER THE TOWN AND COUNTRY
PLANNING (LOCAL PLANNING) (ENGLAND) REGULATIONS
2012**

Bury Council hereby gives notice of consultation on Draft Revised Supplementary Planning Document 6 (SPD6) – Alterations and Extensions to Residential Properties. It has been issued for a six-week period of public consultation running from 9th September 2019 up to and including 21st October 2019.

The Draft Revised SPD6 will be available to view online at www.bury.gov.uk/spd, at the Planning Division reception (Ground Floor, 3 Knowsley Place, Duke Street, Bury), Bury Town Hall reception, at local libraries and at the Tottington Centre during their normal opening hours.

You can send any comments you may have on the document:

- By email to: planning.policy@bury.gov.uk; or
- By post to Strategic Planning and Economic Development, 3 Knowsley Place, Duke Street, Bury, BL9 0EJ.

If responding by post or email, please include your name and contact details.

Bury Council must comply with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018. You can view Bury Council's Privacy Notice on its website www.bury.gov.uk

September 2019.

Appendix 2 – Web site details

Consultation on revised Supplementary Planning Document 6: Alterations and Extensions to Residential Properties

<https://www.bury.gov.uk/index.aspx?articleid=11120>

A draft revised Supplementary Planning Document 6 (SPD6) was approved for consultation by the Council's Cabinet on 24 July 2019.

The document sets out more detailed guidance for those involved in various types and sizes of alterations and extensions to residential properties, highlighting the key aspects of design and layout that the Council will consider in dealing with this type of planning application.

Following Cabinet approval, we are now seeking your views on the draft revised SPD6 over a six-week period running from **Monday 9th September to 5pm on Monday 21st October 2019**.

For further details on the draft revised SPD6, how to view the document and to respond to the consultation, please go to our [supplementary planning advice page](#)

Supplementary planning advice

<https://www.bury.gov.uk/index.aspx?articleid=10740>

Supplementary Planning Guidance or Supplementary Planning Documents provide additional information on how the Council will implement various saved policies in Bury's Unitary Development Plan.

Supplementary Planning Guidance (SPG) was prepared under the previous development plan system. However, since the introduction of the Planning and Compulsory Purchase Act 2004, advice produced since then is referred to as Supplementary Planning Documents (SPD).

Supplementary Planning guidance and documents have been prepared and are available to download:

- SPD 1 - Open space, sport and recreation provision in new housing development
- SPG 2 - Wildlife links and corridors.
- SPG 3 - Planning out crime in new development.
- SPG 4 - Percent for public art.
- SPG 5 - Affordable housing provision in new residential developments.
- SPD 6 - Alterations and extensions to residential properties.
- SPD 7 - Managing the supply of housing land in Bury.
- SPD 8 - New buildings and associated development in the Green Belt.
- SPD 9 - Conversion and re-use of buildings in the Green Belt.
- SPD 10 - Planning for equestrian development.

- SPD 11 - Parking standards in Bury.
- SPD 12 - Travel plans in Bury.
- SPD 13 - Conversion of buildings to Houses in Multiple Occupation.
- SPD 14 - Employment land and premises.
- SPD 15 - Residential conversions.
- SPD 16 - Design and layout of new development.

Consultation on revised SPD6

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You can download the draft revised SPD6 and other relevant documents below and also view paper copies at the Planning Division reception (Ground Floor, 3 Knowsley Place, Duke Street, Bury) between the hours of 8.45am and 4.00pm (Monday-Friday), Bury Town Hall between the hours of 8.45am and 5.00pm (Monday-Friday) and at local libraries and the Tottington Centre during their normal opening hours (see www.bury.gov.uk/libraries for details).

[Draft Revised SPD6](#)

[Draft Revised SPD6 – Consultation Statement](#)

[Draft Revised SPD6 – Strategic Environmental Assessment Screening Statement](#)

[Draft Revised SPD6 – Habitat Regulations Assessment Screening Statement](#)

We are keen to promote the submission of comments electronically and would encourage anyone with access to email to make their responses in this way. Responses by email should be sent to planning.policy@bury.gov.uk. Alternatively, responses can be returned by post to the following address:

Development Plans Unit
Strategic Planning and Economic Development
Department for Resources and Regulation
3 Knowsley Place, Duke Street
Bury
BL9 0EJ

Please do not hesitate to contact a member of the Development Plans team on 0161 253 5550 or email planning.policy@bury.gov.uk if you require further information on the draft revised SPD6.

Following the consultation period, we will give thorough consideration to all comments raised and, where necessary, make amendments to the document before it goes back to the Council's Cabinet for formal approval and adoption.

Section 106 Proforma

In order to validate planning applications that will require a Section 106 Agreement under the adopted SPDs (in particular SPD1, SPG4, SPG5 or SPD14), we will require the S106 proforma to be completed and submitted with your application. The proforma is available to download.

Other non-Council advice

Transport for Greater Manchester have also produced non-statutory guidance on Transport for Sustainable Communities: A guide for developers which is intended to supplement the statutory policies set out in the National Planning Policy Framework and local planning policies.

Ainsworth Village Design Statement was produced in partnership with the Ainsworth Community Association, Radcliffe Area Board and Bury Council. Although the AVDS has no formal standing as a Supplementary Planning Document, it is a useful document for the users of Bury's planning services and planning officers of the Council.

Downloads

[SPD 1 - Open Space, Sport and Recreation Provision in New Housing Development \(June 2015\) \[464kb\]](#)

[SPD 1 - Matters February 2015 \[35kb\]](#)

[SPD 1 - Spreadsheet Calculator \[45kb\]](#)

[SPG 2 - Wildlife Links and Corridors \[310kb\]](#)

[SPG 3 - Planning out crime in new development \[1Mb\]](#)

[SPG 4 - Per cent for Public Art \[705kb\]](#)

[SPG 5 - Affordable Housing Provision in New Residential Developments \[477kb\]](#)

[SPD 6 - Alterations and extensions to residential properties \(January 2010\) \[698kb\]](#)

[SPD 7 - Managing the supply of housing land in Bury \(January 2009\) \[299kb\]](#)

[SPD 8 - New Buildings and Associated Development in the Green Belt - Adopted Version \[234kb\]](#)

[SPD 9 - Conversion and Re-use of Buildings in the Green Belt - Adopted Version \[231kb\]](#)

[SPD 10 - Planning for Equestrian Development - Adopted Version \[240kb\]](#)

[SPD 11 - Parking Standards in Bury - Adopted Version \[867kb\]](#)

[SPD 12 - Travel Plans - Adopted Version \[309kb\]](#)

[SPD 13 - Conversion of Buildings to Houses in Multiple Occupation - Adopted Version \[219kb\]](#)

[SPD 14 - Employment Land and Premises \(October 2011\) \[281kb\]](#)

[SPD 15 - Residential Conversions - Adopted Version \[177kb\]](#)

[SPD 16 - Design and layout of New Development - Adopted Version \[1Mb\]](#)

[Section 106 proforma \[93kb\]](#)

[Section 106 proforma \(rich text format\) \[133kb\]](#)

[Ainsworth Village Design Statement: Planning for the Future \[1Mb\]](#)

Related pages

- [Adopted Bury Unitary Development Plan](#)
- [Bury Local Plan](#)
- [Greater Manchester Minerals and Waste Plans](#)
- [Evidence and monitoring](#)
- [Local Development Scheme](#)
- [Statement of Community Involvement](#)
- [Neighbourhood planning](#)