



Hertsmere Borough Council

Draft Appendix to Planning and Design Guide: Part E -  
Guidelines for Residential Extensions and Alterations

Consultation Statement

October 2014

## **1. Introduction**

1.1 A draft appendix to Part E of the Planning and Design Guide SPD, which relates to design standards for residential extensions and alterations, has been produced. Part E of the Planning and Design Guide series was originally adopted in 2006. The appendix to the existing SPD sets out additional, more detailed guidance for garage conversions where planning permission is required.

1.2 The main elements within the additional guidance are:

- Guidance on parking requirements if integral garages are converted, and this will only be routinely permitted where garages are less than 3m wide.
- Provision of some basic design criteria around acceptable window design, positioning and size and the materials to be used.
- Guidance on bin storage, driveways and landscaping.

1.3 This statement has been produced in accordance with Regulation 12 (a) (i) of The Town and Country Planning (Local Planning) (England) Regulations 2012 and sets out those persons that have been consulted in the preparation of the draft revised SPD and how those persons have been consulted.

1.4 Once the formal consultation period has been completed, this statement will be updated to include a summary of the main issues raised by those persons and how those issues have been addressed in the draft SPD, pursuant to Regulation 12 (a) (ii) and (iii) of the afore mentioned Regulations.

1.5 The consultation has been undertaken in accordance with Regulation 12 (b) and 13 of The Town and Country Planning (Local Planning) (England) Regulations 2012.

## **2. Informal Consultation**

2.1 Officers have undertaken a collaborative approach whilst preparing the Draft Appendix to Part E of the Planning and Design Guide SPD before the period of public consultation commenced.

*Officers:*

2.2 Planning Policy Officers have undertaken an informal consultation with the Traffic Engineer and Conservation and Design Officer in order to assess the implications of the proposed guidance for on-street parking in areas where garage conversions may take place, and the impact on the character and appearance of the streetscene in those areas.

*Members:*

2.3 The Appendix has been agreed by the Portfolio Holder for Planning and Localism, to be used in the determination of planning applications with effect from 30 October 2014 and for public consultation.

### 3. Formal Consultation

3.1 The formal consultation period will run from Thursday 30 October 2014 to 5pm on Thursday 11 December 2014.

3.2 All of the Council's Members and Planning Officers will be notified as well as all specific statutory consultees, government departments and neighbouring authorities and 223 general consultation organisations and interested parties, identified from Hertsmere's development plans database.

3.3 The Draft document will be published on Hertsmere's website.

3.4 Appendix 1 outlines the specific groups that have been consulted, in-line with Hertsmere's Statement of Community Involvement.

#### *Website*

3.5 Pursuant to Regulation 12 (b) and 35 (1) a and b, a copy of the following will be made available a copy of the following had been be made available on Hertsmere's website at the following location [www.hertsmere.gov.uk/garages](http://www.hertsmere.gov.uk/garages) with a link from the planning consultations page.

- A pre-formal consultation statement.
- The draft version of the Appendix to Part E of the Planning and Design Guide: Guidelines for Development (October 2014, for public consultation).
- A copy of the covering letter that will be circulated to consultees.

#### • **Appendix 1: A List of statutory consultees.**

##### **Specific statutory consultation organisations (in line with the Planning and Compulsory Purchase Act and Regulations)**

- Natural England
- The Environment Agency

- Highways Agency
- The Historic Buildings and Monument Commission for England (English Heritage)
- Natural England – Essex, Hertfordshire and London Team
- Local clinical commissioning groups and the National Health Service Commissioning Board
- Network Rail Infrastructure Limited
- Homes and Communities Agency
- Relevant Electricity Undertakers
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- British Waterways Board
- The Coal Authority
- Marine Management Organisations

#### **Government Departments**

- Department for Environment, Food and Rural Affairs
- Department for Transport
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry
- Ministry of Defence
- Department of Work and Pensions
- Department for Culture, Media and Sport

#### **Neighbouring and other local authorities**

- St Albans City and District Council
- Three Rivers District Council
- Watford Borough Council
- Welwyn Hatfield Borough Council
- London Borough of Barnet
- London Borough of Enfield
- London Borough of Harrow
- Broxbourne Borough Council
- Dacorum Borough Council
- East Hertfordshire District Council

- Hertfordshire County Council
- Mayor of London (GLA)
- North Hertfordshire District Council
- Stevenage Borough Council
- Luton Borough Council
- Central Bedfordshire Council
- Colney Heath Parish Council
- North Mymms Parish Council
- London Colney Parish Council
- Greater London Authority (Mayor of London)

**Parish and town councils of Hertsmere**

- Aldenham Parish Council
- Elstree and Borehamwood Town Council
- Shenley Parish Council
- South Mimms Parish Council