

# Merthyr Tydfil

## Local Development Plan 2006-2021

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### Supplementary Planning Guidance Note No. 6

### A Design Guide for Householder Development

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## 1.0 Introduction

The Council is committed to improving the design quality of householder developments within Merthyr Tydfil. Through good design, alterations and extensions to dwellings can help to enhance the quality of the local area, whilst meeting the changing needs of the home owner.

This Supplementary Planning Guidance (SPG) is intended to encourage a higher standard of design in householder development proposals, by setting out the expectations of anyone who wishes to extend or carry out improvements to their property.

This SPG is a material consideration to be used by the Town Planning Division when assessing the design of householder developments to ensure the proposed alterations and extensions have a positive contribution to the appearance of the dwelling, the character of the surrounding area and do not adversely impact on the living conditions of neighbours.

If alterations and extensions to dwellings are well designed, they can not only add value to the property but also provide opportunities to reduce energy bills and avoid wasting natural resources.

To support well designed proposals, that have due regard to their context and to give applicants some clarity of the design objectives they should be working towards, this SPG sets out the principles against which householder applications will be assessed.

Planning permission sought for alterations and extensions to dwellings that are of an appropriate design are more likely to be successful during the planning process, without the need to make amendments to the scheme. This can help reduce the costs of preparing amended drawings and avoid unnecessary delays in the determination of the application. Conversely proposals that are poorly designed and inappropriate to its context will likely result in the refusal of planning permission.



New residential development  
Land off Gelligaer Road



Clos Pwll Glo, Penyard



Brewery Mews, Vulcan Road



Urban Street, Penydarren

## 1.1 Permitted Development

Planning permission is required for development that materially alters the appearance of a building. The majority of planning applications that the local planning authority determine relate to extensions or alterations to dwellings.

There are some minor improvements, alterations and extensions that can be carried out to your house or within the garden area, without the need for planning permission. These are referred to as '**Permitted Development Rights**' and may include the construction of a porch, dormer windows or rear extensions under a certain size. These rights do not apply to flats or maisonettes.

If your property is located within a conservation area and/or is a listed building there will be further restrictions. In some instances permitted development rights may have also been withdrawn from an individual property or housing estate, by means of a condition attached to an earlier permission.

Further advice about permitted development rights can be obtained by visiting the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk) or by visiting the Welsh Government website and downloading the information booklet 'Planning: a guide for householders' from [www.wales.gov.uk](http://www.wales.gov.uk)

If building works commence without the necessary permissions in place, there will be a breach in planning control and enforcement action may be taken. Such action may have significant cost implications, particularly if amendments are required retrospectively to make the development acceptable or if the development has to be removed/demolished.

Written (legal) confirmation as to whether a particular alteration or extension to your house needs planning permission can only be provided by submitting an application for a '**Certificate of Lawful Proposed Development**'. This may be required if you are looking to sell your property in the future. For further advice, contact the Planning Division on 01685 726280.

## 1.2 Further Requirements

In certain circumstances, there may be a need to seek more than one type of permission before works commence on site.

**Listed Building Consent** may be required for any internal or external works that affect the special historical character or architectural importance of a listed building.

Some trees which are considered to be important to the character and amenity of the local area, including those within a **Conservation Area**, may be protected by **Tree Preservation Orders (TPO)**. If your proposed works affect a protected tree, advice should be sought from the Local Planning Authority.

Most new building works to your house will require approval under **Building Regulations**. For further advice, contact the Building Control section on 01685 726263.

Some properties have the potential to host **protected species** such as bats, which are protected by law. If the proposed works to your property has the potential to disturb bats or their roost, Natural Resources Wales must be notified to obtain their advice on how to proceed. Birds are also protected during the bird nesting season and should not be disturbed during this period.



Example of old building and overgrowth with potential for bat roosts and other protected species.

### 1.3 Getting the Right Design Advice

A professional advisor, such as a qualified architect or planning consultant, can help you prepare the necessary plans and documents required to be submitted as part of a planning application.

Further advice is provided by the Royal Town Planning Institute (RTPI), The Royal Institute of Chartered Surveyors (RICS), the Chartered Institute of Architectural Technologists (CIAT) and The Royal Society of Architects Wales (RSAW). Contact details are provided in Appendix 2.

Alternatively, a weekly list of applications with local agent details is published on the Council's website, which provides useful contacts. You may also know someone who has carried out similar work to their property and is able to recommend someone to assist you.

### 1.4 Pre-application Advice

Early engagement with the local planning authority, in the form of pre-application discussions, is encouraged and can help to improve the quality of your proposal, by identifying any potential design issues before you submit an application. This process can assist in providing a smooth and speedy determination of your application. For further advice on the pre-application process, contact the Planning Division on 01685 726280 or by email at [planning@merthyr.gov.uk](mailto:planning@merthyr.gov.uk)

### 1.5 Respect Your Neighbours

The local planning authority encourages you to discuss your proposal with your neighbours to explain what you would like to do before finalising your plans. This can help to prevent any misunderstandings and avoid an objection being raised when the local planning authority consult them on your application. It does not necessarily mean that your application will be permitted if your neighbours have no objection.

If your proposal affects a party wall you will need to check your rights and responsibilities under the Party Wall Act 1996. Information explaining the Act is available on the Planning Portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### 1.6 Follow this Householder Design Guide

The design principles set out in this guidance document are applicable to all householder developments and will be used in the assessment of your planning application. By following the advice within this document, it will help you achieve a good design and improve the likelihood of your planning application being approved.

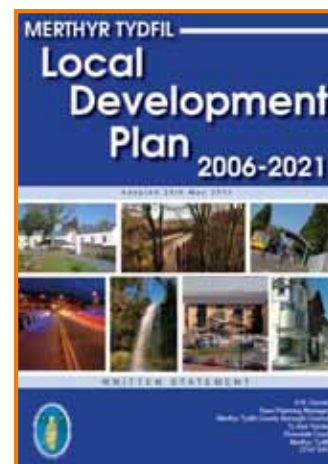
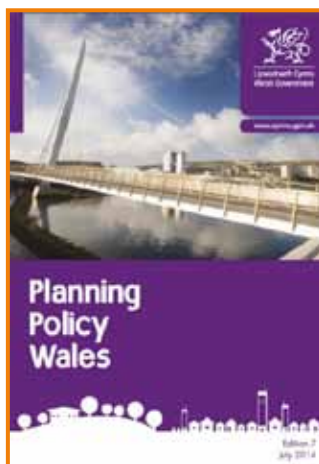
In cases where your proposal may be permitted development', you are advised to consider the guidance contained within this SPG in order to ensure you achieve a high standard of design.



## 2.0 Planning Policy Context

**Planning Policy Wales** (PPW) sets out the Welsh Government's policy framework for development management in Wales and is supplemented by **Technical Advice Note (TAN) 12: Design**. The importance of good design to enhance the environment and promote sustainable and inclusive development is recognised at all scales of development, from alterations to individual properties to larger development proposals.

The **Merthyr Tydfil Local Development Plan** sets out the policies that will be considered in the determination of planning applications. The majority of householder developments will be assessed against the criteria set out in the following policy:



### Policy BW7: Sustainable design and place making

The Council will support good quality sustainable design and require new development to:-

- **Be appropriate to its local context** in terms of scale, height, massing, elevational treatment, materials and detailing, layout, form, mix and density;
- **Integrate effectively** with adjacent spaces and the public realm to enhance the general street scene and create good quality townscape;
- Not result in unacceptable **impact on local amenity** in terms of visual impact, loss of light or privacy, disturbance and traffic movements;
- Incorporate a good standard of **landscape design**;
- Sensitively relate to **existing settlement patterns** and take account of **natural heritage** and the **historic environment** on site and in terms of potential impact on neighbouring areas of importance;
- Foster **'inclusive design'** by ensuring the development allows access for the widest range of people possible;
- Contribute to the provision of usable open and outdoor **play space**, ensuring its accessibility and connectivity to other green infrastructure, footpaths and cycleways;
- Incorporate resource efficient/ adaptable buildings and layouts using **sustainable design** and construction techniques, including the re-use and recycling of construction and demolition waste on site, and energy and water conservation/efficiency measures;
- Minimise the **demand for energy** and, where appropriate, utilise the renewable energy resource through appropriate layout, orientation, mix of uses, density of development, landscaping, optimal use of local topography and incorporation of renewable energy technologies;
- Incorporate facilities for the segregation, recovery and **recycling of waste**; and
- Provide a safe environment by addressing issues of security, **crime prevention**, and the fear of crime in the design of buildings and the space and routes around them.

### 3.0 Design Principles

Each planning application will be considered on its own merits, having particular regard to the context of the site and the design of your proposal. What may be considered acceptable in one location may not necessarily be appropriate in another area. As such, the following sections provide guidance on the design principles that would be applicable to most householder development proposals.

#### 3.1 Appraising the Character of your Property and the Surrounding Area

When considering how you may like to improve or extend your property, it is important to first appraise the character of your property and how it relates to the surrounding area. The potential to extend your house can vary significantly and will depend on the particular circumstances and characteristics of your home.

Any extension or alteration to your property should be sympathetic to its surroundings in terms of its scale, siting and appearance to ensure it complements neighbouring properties and the wider street scene.

**In general, the character of a house is defined by its proportions, material finishes, roof shape and architectural detailing. The street scene of an area is formed by the style of houses within it, the spaces between them, boundary treatments and any landscape features.**

The character of some areas may also be recognised for their historical and architectural importance, such as in conservation areas, and may be more sensitive to the design of any extension or alteration of your property.

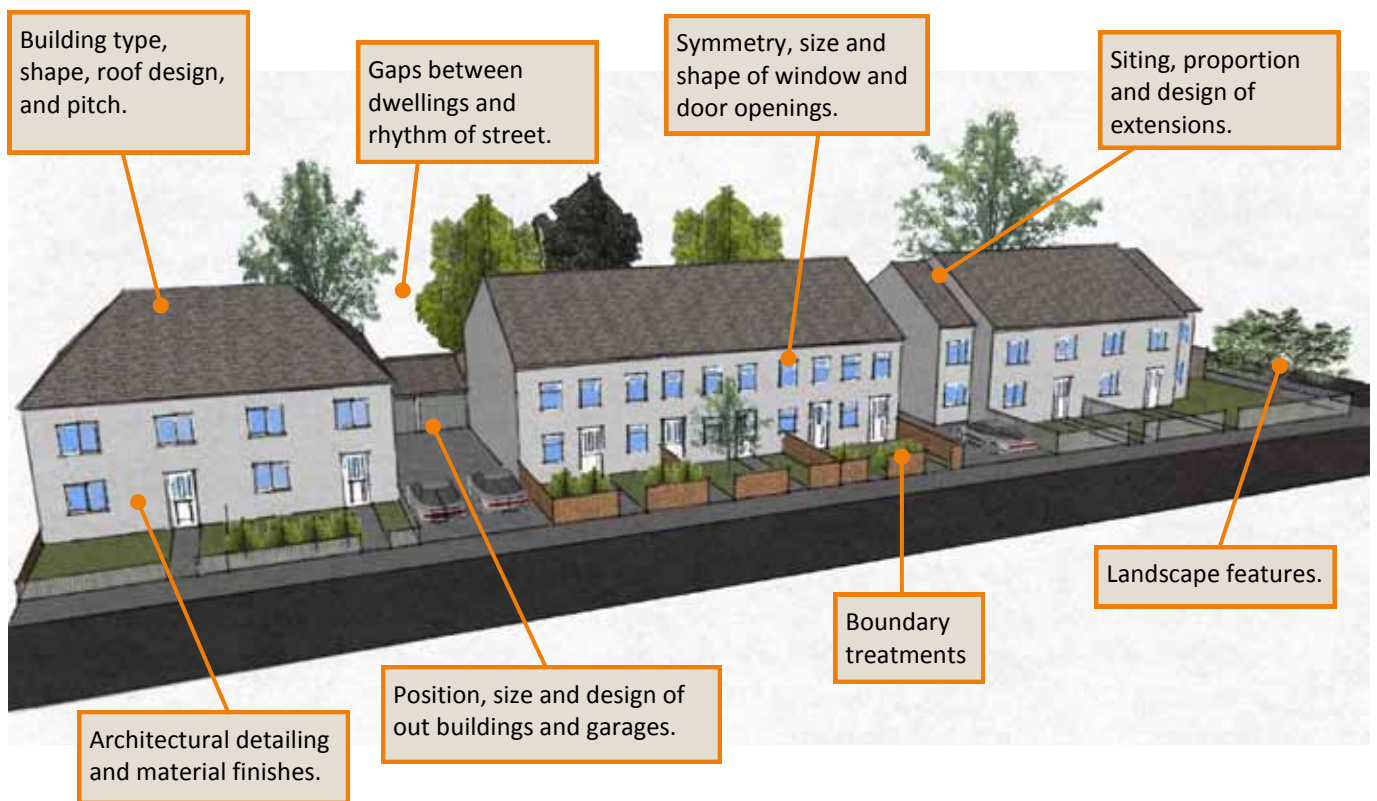


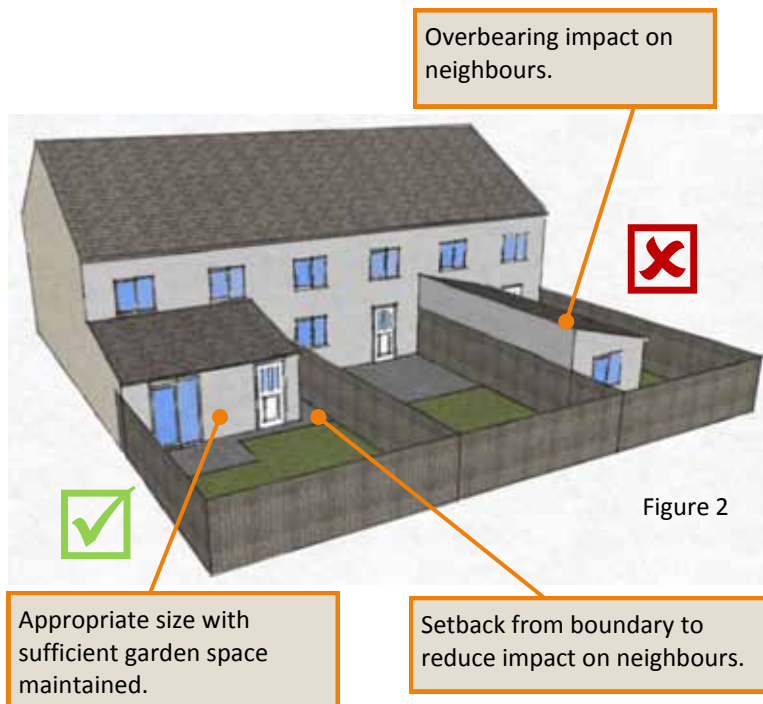
Figure 1

### 3.2 Extending your Property

Extensions to your property are a good way of providing additional living space and, if well designed, can be an attractive addition to your property.

The size, shape and siting of an extension to your house must be of an appropriate height and form that is in keeping with and subservient to, the existing building and its setting.

When considering the best location for an extension (including conservatories) there are likely to be a number of factors to consider, such as the space available around your property, the potential impacts on neighbours, as well as its prominence and appearance of the extension within the street scene.

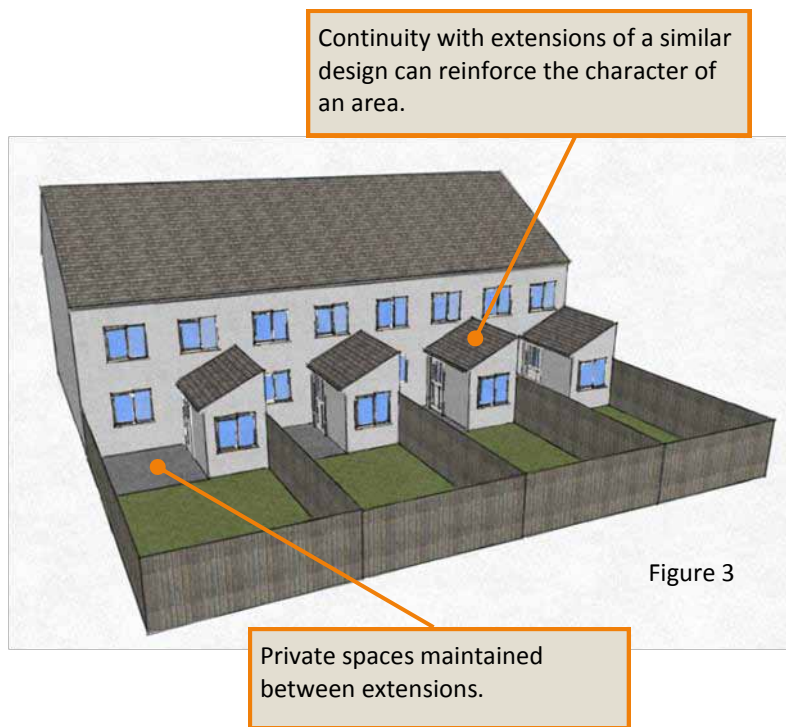


### 3.3 Rear Extensions

A rear extension is most likely to be less prominent within the street scene and will often have a reduced visual impact on the existing building. However its design is still an important consideration to ensure that it complements the scale and form of the dwelling, does not adversely impinge on the amenities of neighbouring occupiers and maintains an adequate amount of usable garden space.

Single storey rear extensions can often be easily accommodated without significantly impacting on neighbours. However, care needs to be taken in terms of their height and length to avoid an unacceptable loss of light or overbearing impacts on neighbours. The appropriate size of the extension will likely vary depending on the size of the garden area, the depth of the extension and whether the extension is stepped away from the existing boundaries (See figures 2 and 3).

Due to the more substantial scale of two storey rear extensions, greater care in their design is required to ensure that they have a satisfactory relationship to the existing dwelling and their context.



Two storey rear extensions should be of an appropriate size that is proportionate to the existing building. Overly dominant extensions may lead to over-bearing impacts on adjoining houses and their garden areas, which would likely impinge on natural light, the outlook and the amenities of neighbouring occupiers (see figures 4 and 5).



Extension of an appropriate scale with a lowered ridge level that is subservient to the dwelling



Figure 4

Matching roof design and materials helps maintain the character of the dwelling.

Over-dominant extension that is out of proportion with the dwelling with inappropriate roof design and materials.

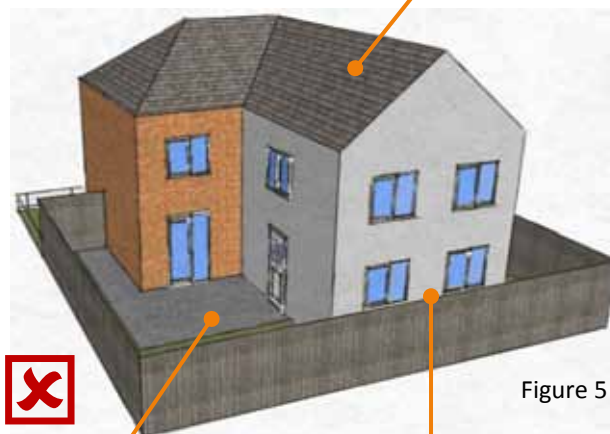


Figure 5

Significant loss of garden space.

Close proximity to boundaries may lead to overbearing and overlooking impacts on neighbours.

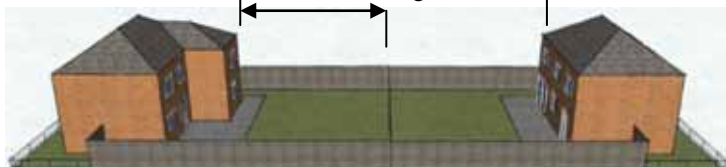
The design of the extension may also be influenced by an established development pattern and the presence of existing extensions. As such, the character of the site and surrounding area will inform the extent of development that can be accommodated within the site.

Particularly in the case of two storey extensions, a sufficient separation distance should be achieved between the windows of habitable rooms at first floor level, where they face directly towards neighbouring homes. Housing in dense urban areas, the topography of the site and the orientation of the dwelling in relation to neighbouring properties are also important factors, which may alter the appropriate separation distances required (see figure 6).

#### Design Principles - Rear Extensions:

- In proportion and subservient to the house.
- Matching roof design in terms of its style, form and pitch.
- External finishes on the elevations and roof to match the dwelling.
- Avoid overbearing or overlooking impacts on the amenities of neighbouring properties.
- Ensure the footprint of the extension is of a suitable size that maintains a reasonable area of garden space.

21m separation between rear elevations  
10.5m between gardens



A distance of 21m between habitable rooms is normally acceptable to avoid excessive overlooking and may vary depending on specific site circumstances.

Figure 6

### 3.4 Side Extensions

Side extensions are often visually prominent and have the potential to greatly impact on the character of the building and the wider street scene. Therefore a side extension requires a sensitive approach to its design to ensure it integrates well with the surrounding area and respects the character and appearance of the house.

Single storey side extensions, if well designed, can often be introduced with a minimal impact on the dwelling. However, two storey side extensions will often have a greater impact on the building by the very nature of their increased height and the affect it would have on the roof of the dwelling.

The appropriate width of a side extension will largely depend on the size of the house. In most cases, where a side extension is greater than 50% of the total width of the front elevation of the house, it will increasingly appear less subservient (see figure 7).

Semi-detached properties, in particular, are often designed to be symmetrical. By introducing an extension to one side, the appearance of the houses can become visually unbalanced from the front.

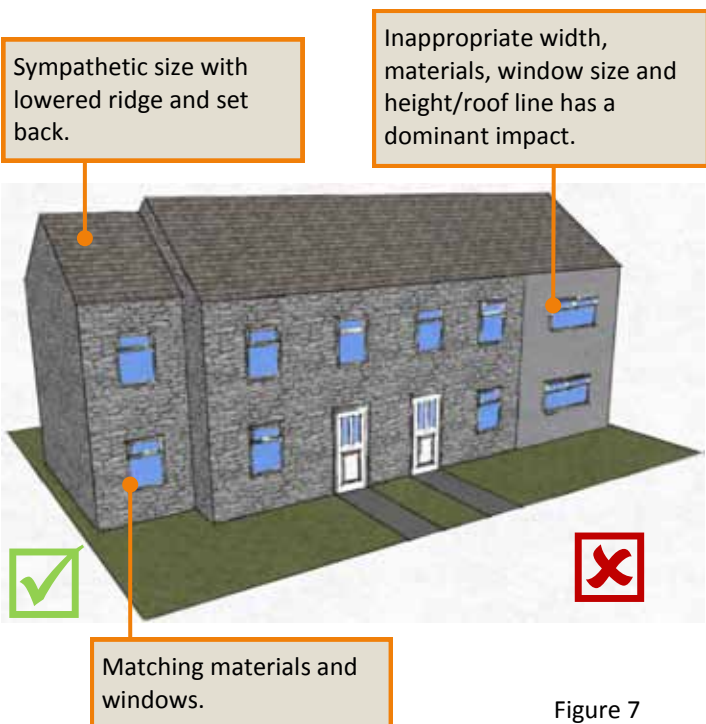


Figure 7

The spaces between buildings, particularly where there is a uniform layout, can be an important element that contributes to the quality of the street and the sense of spaciousness. Side extensions that substantially fill in the gap between buildings can result in an effect that erodes the character of the street with the impression of larger buildings of a greater mass.

Where a property is located on a corner plot or at a junction, the building line of the side street should be respected. In such cases, a side extension has the potential to project forward of houses along the side street resulting in a prominent and incongruous feature within the street scene (see figure 8).

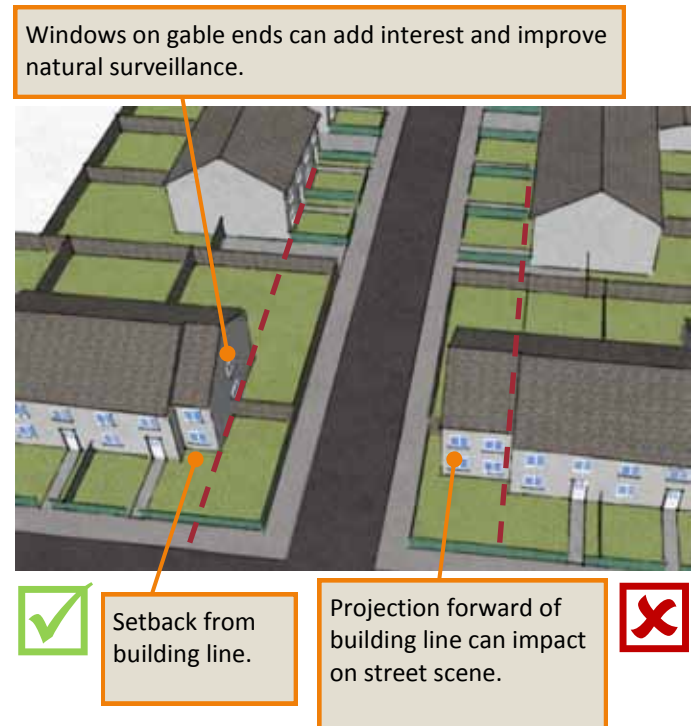


Figure 8

The roof design of a side extension should match the dwelling in terms of its style, pitch and materials incorporating a lowered ridge line. This will ensure that it relates well to the building and does not present an inconsistent feature within the street scene. In most cases a single pitched, hipped or gabled roof will be more appropriate than a flat roof.

Regard should be given to the effect on the fenestration pattern of the building to ensure the extension is of a sympathetic design. The arrangement of windows and doors on the extension should match the house (in terms of their size, style and materials), while maintaining a similar solid wall to opening ratio to achieve a balanced and consistent appearance.

### Design Principles – Side Extensions:

- Be of an appropriate width that is proportional to the dwelling.
- Incorporate setbacks from the front elevation and lowered ridge lines.
- Avoid blank elevations particularly on corner plots.
- External finishes on the elevations and roof to match the dwelling.
- Appropriate fenestration pattern to reflect the dwelling.
- Consider the building line of neighbouring properties.

### 3.5 Front Extensions

Extensions that project forward of the dwelling tend to have a significant impact on its appearance and will not integrate well with the wider street scene. Front extensions often conflict with existing building lines, can detract from the appearance of the house and appear unduly prominent or overbearing in relation to neighbouring properties (see figure 9).

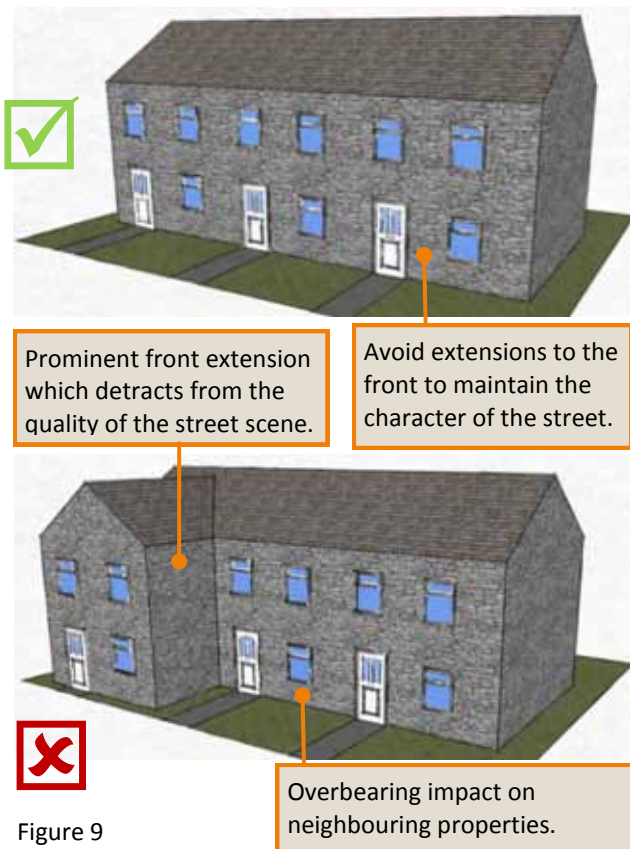


Figure 9

There may be some unique circumstances where a front extension is acceptable i.e. to a detached property where there is a limited relationship to the surrounding area. However, the majority of single or two storey extensions to the front of a property are rarely considered to be acceptable.

### 3.6 Porches

Porches can sometimes be built under permitted development rights, if they are of an appropriate size and distance away from the highway.

The type and style of porch can vary from a simple canopy to an enclosed structure. Porches have the potential to significantly alter the principal elevation of the house and if poorly designed, their prominence can detract from the character and appearance of the area.

Care should be taken to ensure that the form and scale of the porch respects the proportions of the house and complements rather than competes with existing features. The porch should also incorporate materials that match or are complementary to the dwelling (see figure 10).

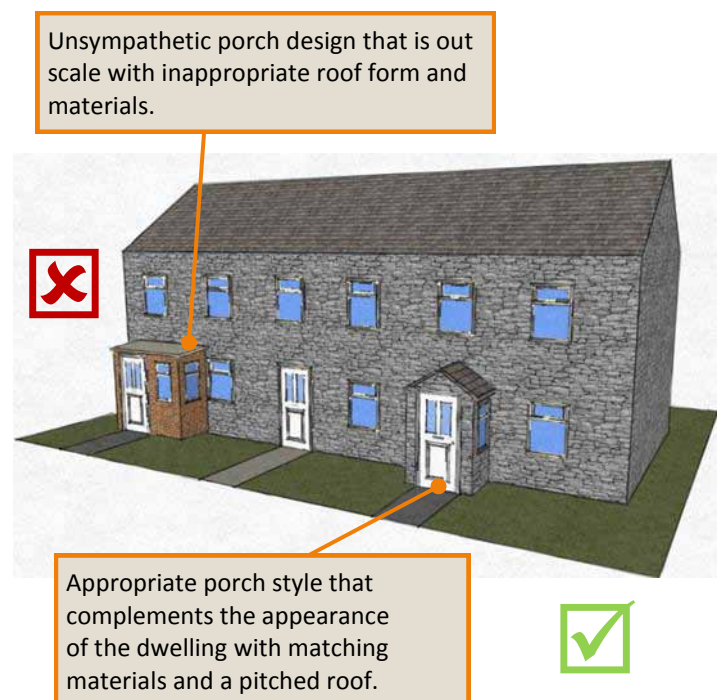


Figure 10

Where appropriate the porch should also be consistent with the design of other porches in the vicinity to harmonise with the street scene. Particularly in the case of terraced properties, which often depend on conformity with a unified design and rhythm, the introduction of a porch can have a detrimental impact on the character and appearance of the whole terrace.

**Design Principles – Porches:**

- **Appropriate type and style that is sympathetic to the appearance of the dwelling.**
- **A suitable scale that is not unduly prominent and respects the proportions of the dwelling.**
- **External finishes on the elevations and roof to match the dwelling.**
- **A consistent design that reflects similar features in the immediate vicinity.**

the locality. Ideally, dormer windows should be small, incorporating a pitched roof that reflects the style of the dwelling and be discreetly located either to the side or the rear of the dwelling. Flat roof dormer windows will often appear too bulky, out of proportion and can make the dwelling appear top-heavy (see figure 11).

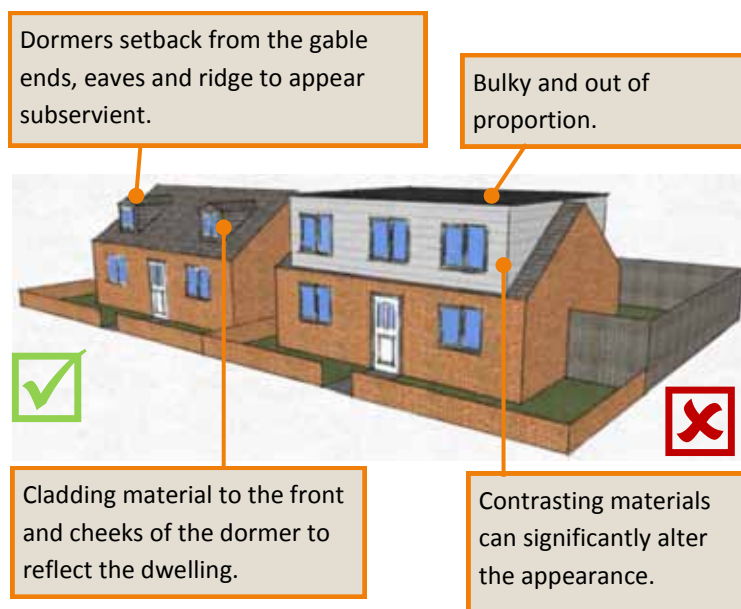


Figure 11

### 3.7 Roof Alterations and Loft Conversions

The roof of a dwelling forms an important element of the building design. Unsympathetic alterations can adversely affect the character, proportions and appearance of the dwelling within the street scene.

Dormer windows can be used as an effective way of introducing light and increasing the amount of useable space within the roof. However, their prominence can often have a significant impact on the character and appearance of a dwelling and the street scene.

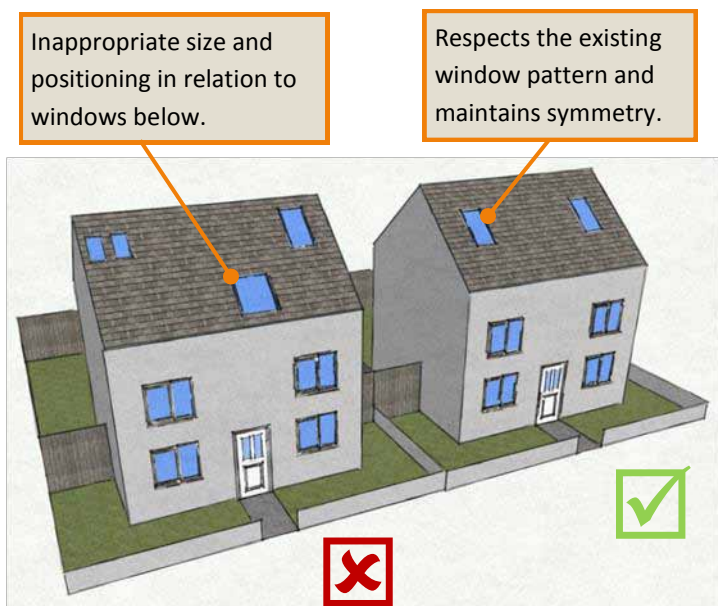
Careful consideration should be given to the siting and design of the dormer window to ensure that it is a sympathetic addition to the dwelling, having particular regard to its size, the roof style, fenestration and material finishes.

Due to their prominence, dormer windows will not normally be permitted to the front of the dwelling unless they are a prevailing feature in

Dormer windows may also increase the extent that neighbouring properties are overlooked. In some cases this may be overcome with the installation of obscured glazing.

The use of roof lights is the simplest way of introducing natural light into the roof, which if located to the side or rear roof planes, will help minimise any impact on the character of the dwelling.

The size and positioning of any roof lights should be carefully considered to ensure they relate well to the existing windows below and complement the symmetry and appearance of the dwelling. The use of flush fitting 'conservation style' roof lights can help further reduce their prominence in sensitive locations, such as Conservation Areas, to help maintain the quality of those areas (see figure 12).



Roof lights are less prominent than dormers and can help minimise overlooking concerns.

Figure 12

Where it is necessary to increase the height of the roof to accommodate sufficient headroom within the roof space, this can often disrupt the common roof pattern and ridge lines within the street. Furthermore, by altering the eaves level, ridge height and/or the roof pitch, this can significantly affect the character and proportions of the dwelling, as well as its rhythm and form in relation to neighbouring properties (see figure 13).

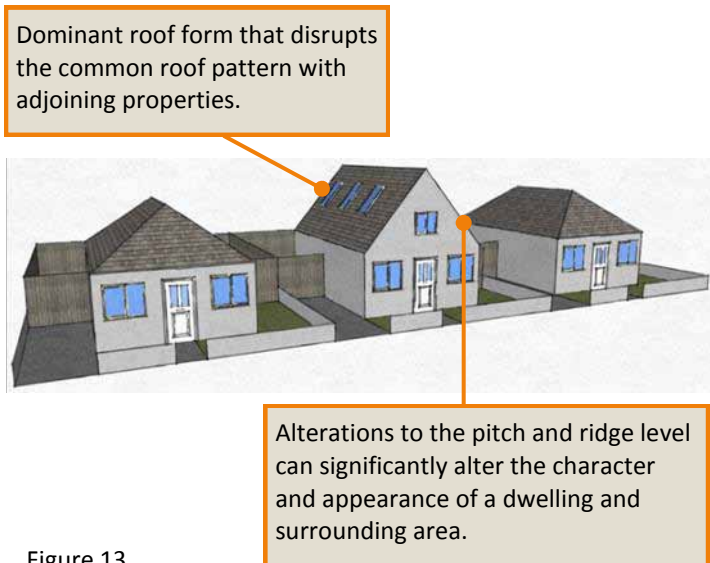


Figure 13

### Design Principles – Roof Alterations and Loft Conversions:

- Locate dormers and roof lights discreetly to minimise visual impacts.
- Dormers should be in proportion and subservient to the dwelling.
- External finishes should complement the existing roofing materials.
- Respect the existing fenestration and symmetry of the dwelling.
- Avoid potential overlooking impacts on neighbouring properties.
- Respect the roof pitch, proportions and ridge level of the dwelling in relation to neighbouring properties.

### 3.8 Material Finishes and Architectural Detailing

It is important that the detailing and materials used on an extension reflect the dwelling. Where there are inconsistencies that do not complement the building, the extension can appear visually obtrusive.

As a general rule the materials used in the construction of an extension or out-building should match the finishes of the house. In some circumstances alternative but complementary materials may be used where it enhances the dwelling or helps make the extension appear more subservient.

The architectural details on a dwelling can form an important element of its overall design. Where appropriate these details should be repeated on the extension, which may include features such as decorative brickwork, stone quoins, stone cills, plinths or contrasting ridge tiles.

The arrangement of new windows and doors on extensions should reflect the size, positioning and style of the existing features on the dwelling to maintain symmetry and achieve a consistent appearance. This is particularly important on elevations that form part of the street scene (see figure 14).

Similar window style and size that follow the existing fenestration pattern.



Incorporate existing architectural details i.e. Window headers, stone cills, quoins and decorative bands.

Figure 14

In conservation areas the detailing and materials used should have particular regard to the traditional character and appearance of the dwelling to ensure the quality of those areas are either maintained or enhanced.

**Design Principles – Materials and Detailing:**

- Repeat existing architectural features.
- Use materials that match the finishes of the dwelling.
- The size, position and style of windows and doors should achieve a consistent appearance and maintain symmetry.

### 3.9 Garages and Out-buildings

Garages and out-buildings should be located either to the side or to the rear of a dwelling. If they project forward of the front elevation, they are likely to be situated in a prominent position that will often adversely impact on the character of the dwelling and the street scene.

Whether attached to the dwelling or not, garages and out-buildings should be set back from the front elevation to ensure they do not form a dominant feature within the street scene. Furthermore, by setting back a garage, this can sometimes maintain or provide additional parking to the front (see figure 15).

When considering the appropriate size, position and design of a garage or out-building, regard should be given to the character, appearance and proportions of the dwelling. In general, the garage or out-building should be subservient to the dwelling, utilising the same materials, roof style and incorporate similar detailing.

The roof style and materials used should match the dwelling.



Inappropriate siting results in a prominent feature that detracts from the character of the street.

Garage set back from front elevation minimises impact on street scene and creates additional parking.

Figure 15

Where there are a number of existing out-buildings within the garden, regard should be given to the potential cumulative effects, which can lead to a significant loss of amenity space and an overbearing impact on the dwelling and/or on the amenities of neighbouring occupiers.

The conversion of integral garages can provide an opportunity to create additional living accommodation. The replacement of the garage door with a window should respect the fenestration and character of the dwelling. Garage conversions will also lead to a loss of parking provision, which may need to be replaced within the garden area to avoid highway safety issues associated with increased levels of on-street parking.

Where a new vehicular access is required to serve a proposed garage, regard should be given to the driver visibility and any highway constraints to ensure vehicles can enter and exit the site without compromising highway safety.

Where garages may be accessed via a narrow rear lane, it may be appropriate to set the garage back with splayed boundaries to improve driver visibility, improve vehicle turning manoeuvres and avoid the opening of garage doors from projecting into the highway (see figure 16).

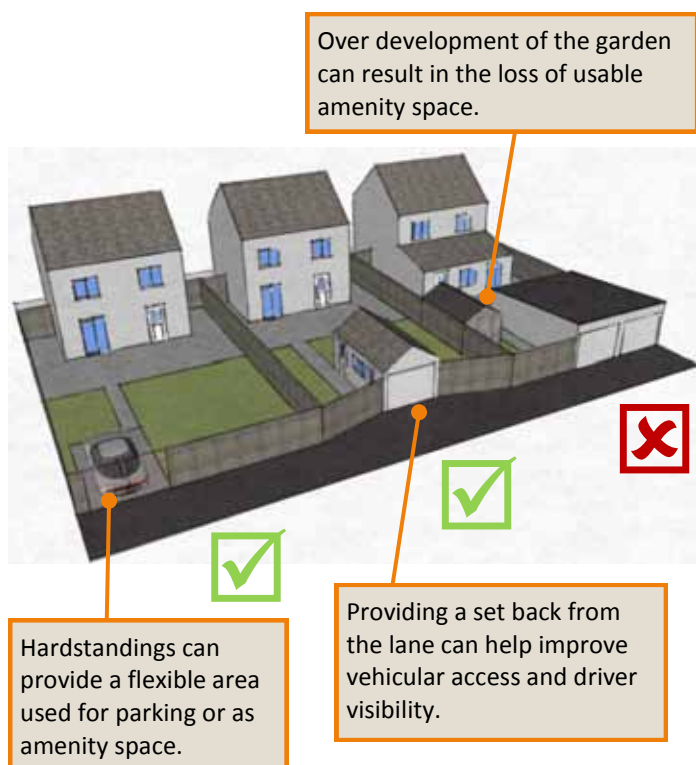


Figure 16

**Design Principles – Garages & Outbuildings:**

- Consider the siting of garages and outbuildings.
- Avoid the over development of the garden to maintain a usable amenity space.
- Siting and scale should be subservient to the dwelling.
- Appropriate style, materials and detailing to match the dwelling.
- Consider the parking requirements
- Ensure a safe means of access.

### 3.10 Boundary Treatments

Care should be taken in the siting, design, height and materials of garden boundary treatments to minimise any intrusive or overshadowing impacts on neighbouring land.

Particularly to the front of houses, the boundary treatment can be an attractive feature of the locality that has a positive contribution to the character of the area. Conversely, in some modern housing estates, which have been designed to be more open plan, the lack of any front boundary enclosure may be a characteristic of those places.

Front boundary enclosures should generally be of a suitable height to maintain a visual relationship between the house and the street, while retaining a reasonable level of natural surveillance between the front garden and the public areas.

The materials, style and siting of any new or replacement boundary treatment should have regard to the existing enclosures within the street to avoid any harm to the street scene (see figure 17).

The design of boundary walls, fencing and railings can provide security for residents by clearly defining the private and public areas. Consistent boundaries can also improve the quality of the street scene for pedestrians.

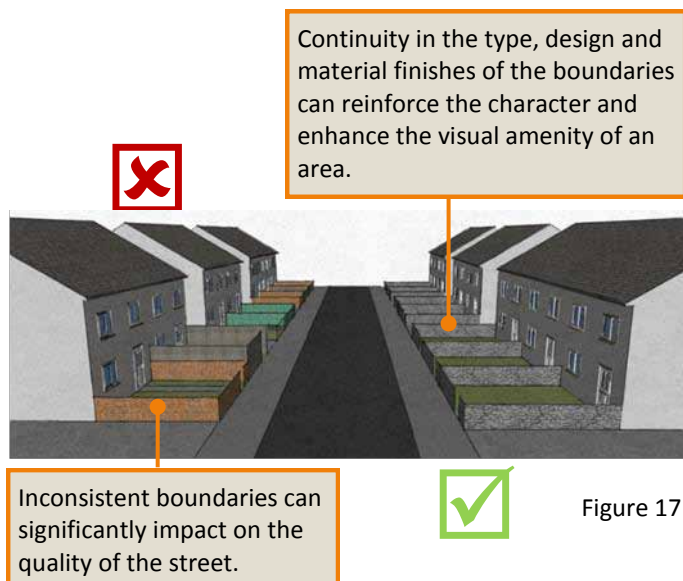


Figure 17

The use of landscaping can help to soften the potential overbearing effects of long sections of walls or fencing, which may be situated in prominent locations. The type of plants used should be carefully selected to help improve security and enhance the attractiveness of an area.

**Design Principles – Boundary Treatments:**

- **Siting, style and materials should reflect the character of the dwelling and improve the quality of the street.**
- **Maintain the visual relationship between the dwelling and the street.**
- **Be consistent with existing boundary enclosures.**
- **Avoid overbearing impacts on neighbouring properties.**
- **Consider the use of landscaping to add visual interest.**
- **Consider improvements to security and natural surveillance.**

**3.11 Balconies and Raised Platforms**

Balconies are often more appropriately located to the side or rear of an existing property, to reduce any visual impact. This normally requires alterations to existing windows or the creation of new openings.

Overlooking concerns tend to be the main issue, particular where a platform is created (unlike Juliet balconies) which can give rise to wider and extended views into neighbouring gardens resulting in a loss of privacy (see figure 18).

Raised platforms and decking are often used to extend the main living areas of the dwelling into the garden. As they are raised above ground level, there is a need to consider the potential overlooking impacts into the neighbouring properties. In some instances, there may be opportunities to introduce additional screening to minimise any concerns.

The position, scale, style and material finishes of a balcony or raised platform should sensitively integrate and not dominate the character and appearance of the dwelling.

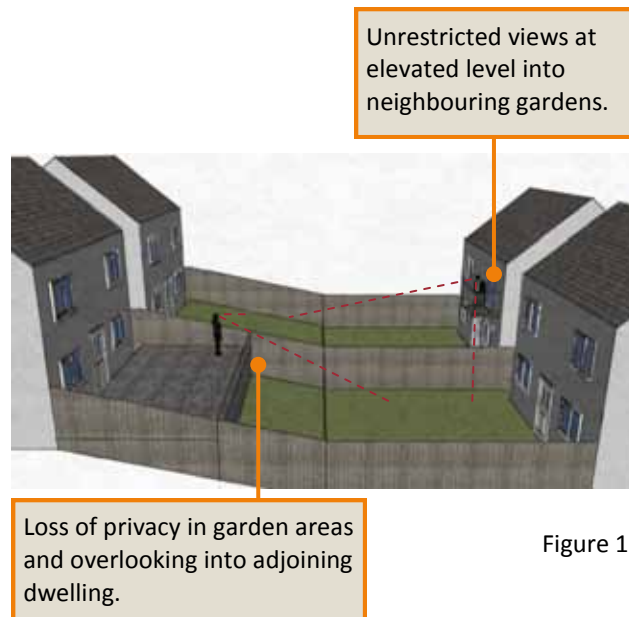


Figure 18

**Design Principles – Balconies and Raised Platforms:**

- **Maintain the privacy of neighbouring gardens.**
- **Avoid overlooking into adjoining dwellings.**
- **The position, scale and design should integrate with the character of the area.**
- **Appropriate use of screening to minimise the potential for overlooking.**

**3.12 Resource Efficiency**

There are a number of ways that you can minimise the demand for energy or resources and where appropriate incorporate renewable energy technologies.

Typically in householder developments this may include the application of external insulation to the building elevations, the erection of solar panels on the roof, along with other measures, which may be a requirement through Building Regulation in new construction.



The siting and orientation of an extension together with the careful positioning of windows can help maximise passive solar heating and improve the level of natural light into the house.

The Merthyr Tydfil Local Development Plan Supplementary Planning Guidance Note No.4: Sustainable Design provides further information on this topic and is available on the Council's website [www.merthyr.gov.uk](http://www.merthyr.gov.uk)



**Design Principles – Resource Efficiency**


- Consider the siting, orientation and fenestration of your design to take advantage of passive solar gain.
- Solar panels should be discreetly located to minimise the impact on the street scene.
- Consider the benefits of external insulation and alternative ways to improve resource efficiency without adversely affecting the appearance of the dwelling.

## Appendix 1: Householder Planning Application Checklist

Planning applications can be submitted electronically via the Planning Portal or in hard copy x2 to the Planning Office at Unit 5, Triangle Business Park, Pentrebach, CF48 4TQ.

To ensure your planning application can be validated, the following documents are required to be submitted:

- **Householder Application form** – ensure that the relevant sections have been completed and signed.
- **Ordinance Survey Plan** – the plan should be to a scale of 1:1250 with a red outline around your property and a north arrow.
- **Detailed plans** – which should include a block plan, elevations and sections through the site drawn to an appropriate scale, typically 1:100 or 1:200
- **Design statement** - may be useful to understand any particular issues with the site and how you have addressed any points raised through the pre-application process.
- **Planning fee** – which is £166 for all householder applications. Payment can be made by cash, cheque, credit/debit card or electronically via the planning portal.



**Merthyr Tydfil County Borough Council**  
New Planning (Development Control) Unit 5  
Triangle Business Park  
Pentrebach  
Merthyr Tydfil  
CF48 4TQ  
Tel No. 01443 728213  
www.merthyr.gov.uk

Householder Application for Planning Permission for works or extension to a dwelling.  
Town and Country Planning Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting [www.planningportal.gov.uk/apply](http://www.planningportal.gov.uk/apply)

Publication of applications on planning authority websites  
Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.  
It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text"/> First name: <input type="text"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text"/>	Last name: <input type="text"/>
Company (optional): <input type="text"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text"/>	House name: <input type="text"/>
Address 1: <input type="text"/>	Address 1: <input type="text"/>
Address 2: <input type="text"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text"/>	Town: <input type="text"/>
County: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text"/>	Postcode: <input type="text"/>

**3. Description of Proposed Works**  
Please describe the proposed works:

## Appendix 2: Useful Contact Details

- **Town Planning Division:**  
<http://www.merthyr.gov.uk/english/environmentandplanning/planning>

### Development Control

Tel: 01685 726213

Email: [planning@merthyr.gov.uk](mailto:planning@merthyr.gov.uk)

### Building Control

Tel: 01685 726263

Email: [building.control@merthyr.gov.uk](mailto:building.control@merthyr.gov.uk)

### Planning Policy

Tel: 01685 727053

Email: [devplanning@merthyr.gov.uk](mailto:devplanning@merthyr.gov.uk)

### Countryside Officer

Tel: 01685 725278

### Heritage, Conservation and Design Officer

Tel: 01685 726268

Email: [heritage&conservation@merthyr.gov.uk](mailto:heritage&conservation@merthyr.gov.uk)

- **Planning Portal:**  
<http://www.planningportal.gov.uk>

- **Other institutions:**

Royal Town Planning Institute (RTPI)

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

The Royal Institute of Chartered Surveyors (RICS)

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

Chartered Institute of Architectural Technologists (CIAT)

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

The Royal Society of Architects Wales (RSAW)

<http://www.architecture.com>

### Appendix 3: Summary of Comments Received to Draft SPG Consultation with Council's Response in Each Case

**Representor:** Mr A Rees

**Issue:** Indicated that the guidance document was of detailed interest. No specific comments were raised.

**Council Response:** The Council welcomes the consideration of the SPG.

**Recommended Changes:** None.

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**Representor:** Glamorgan Gwent Archaeological Trust (GGAT)

**Issue:** Consideration should be given to the potential impact that householder developments may have on the archaeological resource, which may necessitate the need for archaeological investigations and mitigation measures, to manage the impacts on the archaeological resource and cultural heritage. Regard should also be given to the potential harm to Listed Buildings, Scheduled Ancient Monuments and Registered Historic Landscapes, Parks and Garden.

**Council Response:** Whilst it is acknowledged that some small developments and extensions have the potential to affect archaeological resources and the cultural heritage, it is not deemed necessary to amend the SPG to reflect this specific topic area. Such matters would more appropriately be addressed in an SPG relating to archaeology and the historic environment, which would provide guidance on the way in which local development plan policy *BW6: Townscape and built heritage* would be applied. It should be noted that the presence of archaeological sensitive areas or listed buildings would be identified during the application process and the appropriate measures taken.

**Recommended Changes:** None.

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**Representor:** Councillor Tony Chaplin

**Issue:** The advice contained in the document is presented in an easily readable manner. The use of illustrations enhances the understanding of development/alterations which will be permitted. Once adopted it will be an invaluable source of advice to applicants/householders and their agents.

**Council Response:** The Council welcomes the positive response to the content of the SPG.

**Recommended Changes:** None

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**Representor:** The Coal Authority

**Issue:** No specific comments to make on the document.

**Council Response:** The Council welcomes the consideration of the SPG.

**Recommended Changes:** None

**Representor:** Natural Resources Wales (NRW)

**Issue:** In areas at risk of flooding, it is recommended that consideration be given to the incorporation of flood resistance/resilience measures into the design and construction of the development. The SPG should include reference to appropriate flood defence measures.

**Council Response:** The flooding implications of a site and the need for any particular flood defence mitigation will be assessed on case by case basis during the planning application process. It is not considered necessary to include specific advice on this issue within the document. The aim of this SPG is to provide guidance on the design principles expected in householder developments, in order to meet the requirements of local development plan policy *BW7: Sustainable design and place making*. Further advice in relation to flooding matters can be obtained from Planning Policy Wales and Technical Advice Note 15: Development and Flood Risk.

**Recommended Changes:** None.

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