



South Gloucestershire Council

# Annexes & Residential Outbuildings:

## Guidance for new developments

### Supplementary Planning Document

2 October 2021

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## Key Points

- South Gloucestershire Council (SGC) has prepared this document to provide guidance to those interested in building annexes and outbuildings in the District.
- It helps to explain how planning legislation and SGC's policy framework apply to this kind of development.
- Applicants should consult this document prior to engaging with the Council to better understand the key issues that will be taken into account in assessing planning proposals for this form of development.

Disclaimer: The 3D sketches on pages 10,11,13,14,15,16 and 17 are typical examples of annexes and outbuildings for illustrative purposes, reflective of the type of applications the Council receives. They are in axonometric projection, which may make them appear larger than they are in reality. You should ensure that the dimensions of any proposal are in proportion to the type/ scale of buildings on and adjoining the site.

# 1. Introduction

Prior to the Covid-19 pandemic working from home had been increasingly popular as internet connections made this more achievable and many people looked to reduce their carbon footprint and improve their work/life balance by commuting less.

While the longer term and legacy impacts of the Covid-19 pandemic on our economy and society are not yet clear, we can expect to see an increase in people wanting to work from home. Families may also want to support older relatives who may need some additional support to live independently, as people consider this to be an alternative to residential social care and/or supporting younger family members get on the housing market. In addition, there is a benefit in helping ensure that our housing stock can be adapted to better support multi-generational living.

However, people may find it difficult to make sufficient space in their homes. Thinking about the garden as a potential new working or living environment is therefore growing in popularity. Examples include installing modular type structures such as a garden room

or converting outbuildings such as a detached garage.

As the Local Planning Authority, we want to support proposals to be well designed and built to a high standard, both for occupants and the wider community. We also want to show how features can be incorporated into the design of the project to make it more environmentally sustainable and encourage wildlife in your garden. By doing this it supports the council's commitment to tackle the impacts of climate change and support nature given our pledge to be net zero carbon by 2030.

That's why we have produced this Supplementary Planning Document (SPD) to provide advice and guidance to help:

- Explain what you can do without needing planning permission – using what's termed 'permitted development' rights.
- Explain when planning permission will be needed.
- The sort of things to consider when thinking about where to position an

outbuilding or annexe in your garden and design requirements for each.

- Some additional features you could incorporate to help support our commitment to tackle the impacts of climate change and support wildlife and nature.
- How where you live may affect what you can do.
- Good practice checklist to help support a successful project and other information that may be required.

## 2. Planning Policy

We would encourage anyone considering such a project whether they need planning permission or not, to ensure their proposals are well designed and built to a high standard.

Our Local Plan contains a number of planning policies that support this. Where planning permission is needed it is likely these will be the main policies used to determine an application.

Where planning permission isn't needed, as it's what is termed 'permitted development' these policies can still help to ensure proposals are well designed and built to a high standard.

**Policy CS1 of the South Gloucestershire Local Plan: Core Strategy (Adopted 2013)** requires the highest possible standards of design and site planning are achieved.

**Policy PSP38 "Development Within Existing Residential Curtilages, Including Extensions and New Dwellings" of the South Gloucestershire Local Plan: Policies, Sites and Places DPD (Adopted November 2017)** provides more detailed design guidance in how the requirements of the policy could be met

when applications for residential extensions and all development within residential curtilages are being considered.

**Policy PSP8 "Residential Amenity"** states that development would only be considered acceptable where it would not create unacceptable living conditions or have an unacceptable impact on the amenities of neighbouring properties.

The overall aim of this SPD is to provide further detail to policies contained within the South Gloucestershire Local Plan: Core Strategy (adopted 2006) and Policies, Sites and Places Plan (adopted 2017).

Development Plan Policies CS1, PSP8, and PSP39, should be taken together as the adopted local plan policy basis for this SPD.

Links to planning policy documents:

**South Gloucestershire Core Strategy (2013):** <http://www.southglos.gov.uk/documents/cleanversionforinterimpublishment2.pdf>

**South Gloucestershire Policies, Sites and Places DPD (2017):** <https://beta.southglos.gov.uk/wp-content/uploads/PSP-Plan-Nov2017.pdf>

**South Gloucestershire Council Householder Design Guide SPD (2021):** <https://beta.southglos.gov.uk/wp-content/uploads/1707-Planning-Household-design-guide-Supplementary-planning-document.pdf>

**South Gloucestershire Council Residential Parking Standards SPD (2013):** <https://beta.southglos.gov.uk/wp-content/uploads/Residential-Parking-Standards-SPD.pdf>

### 3. What is an Outbuilding or an Annexe and when is Planning Permission Needed?

#### 3.1 What is generally Considered to be an Outbuilding in Planning Terms?

An outbuilding is a separate building within the curtilage of the main dwelling house, accommodating a use that is ‘**incidental**’ to the main use as a home. This would not include bedrooms, kitchens, bathrooms or living rooms, but rather a use that cannot exist without the main building, such as a garage, swimming pool, bowling alley, gym, art studio or a small office. It could include an element of ‘**primary**’ living accommodation, such as a bathroom or toilet, as long as it is secondary to the main use of the outbuilding.

To be considered as an outbuilding, it should embody the following characteristics:

- Mainly comprise incidental use(s) that are reliant on the main building for primary living accommodation.
- The secondary nature of the proposed use would be reflected in its overall scale.

Outbuildings are unlikely to require planning permission provided they comply with the requirements of ‘permitted development’ (discussed further towards the end of this section).

#### 3.2 What is Generally Considered to be an Annexe in Planning Terms?

An annexe is an extension or building (either new-build or the conversion of an existing building) designed to provide accommodation that is ‘**ancillary**’ to the main dwelling house. ‘Ancillary’ means that the building is subordinate to the main house, but still provides some but not all of the following ‘primary living accommodation’; a bedroom(s), kitchen, bathroom and/or a living room.

Annexes generally require planning permission. The diagram on page 7 explains this further. They may also be considered as a separate ‘planning unit’ to the main house, if they do not embody certain characteristics.

To be considered ancillary and not a separate planning unit, it should generally embody the following characteristics:

- Be ‘subservient’ (or lesser) in scale to the main house.
- Not be of a scale that could constitute a new, independent dwelling.
- Share vehicular access and parking facilities.
- Share a garden.
- Be within the residential curtilage of the main house and share the same address.
- Have an element of functional connection to the main building, such as shared bathroom, kitchen or living room. This means it would still be reliant on the main building for some living functions.
- Be for use by the same family as the main dwelling house.
- How this might look is demonstrated further in Section 4.

Where an annexe does not follow these principles, there is a risk that this would be considered a separate planning unit and planning permission for a change of use would be required. For example, where a building has a separate access, parking facilities and garden, and contains all the primary living accommodation required to function as a separate dwelling, the Council are likely to treat this as one.

Where applicants do not apply for a change of use but go on to use the building as a separate planning unit, this will be considered unlawful and will potentially incur enforcement action. This could be costly as it may necessitate the reinstatement of the building back to its original use.

Where the annexe is for an identified user, the Council will seek to secure this through a legal agreement or Section 106 Agreement.

### 3.3 Permitted Development

As mentioned on page 5, some outbuildings or annexes can be built within the curtilage

of a dwellinghouse without planning permission, under what is known as ‘permitted development’. Permitted development is a national grant of planning permission, which allows certain types of development without the need to apply for planning permission. For more information please visit the Planning Portal here: [https://www.planningportal.co.uk/info/200125/do\\_you\\_need\\_permission](https://www.planningportal.co.uk/info/200125/do_you_need_permission). For more information on what the curtilage of a dwellinghouse comprises, please refer to the Planning Portal here: [https://www.planningportal.co.uk/directory\\_record/202/curtilage/category/7/glossary\\_of\\_planning\\_terms#:~:text=The%20area%20normally%20within%20the,used%20in%20connection%20with%20it](https://www.planningportal.co.uk/directory_record/202/curtilage/category/7/glossary_of_planning_terms#:~:text=The%20area%20normally%20within%20the,used%20in%20connection%20with%20it).

The diagram opposite provides a visual aid to help determine whether your proposal requires planning permission or not. However, this is a complex matter and we would advise contacting the Council to confirm the situation.

Please note, planning permission is required for development within the curtilage of a listed building. Planning permission is also

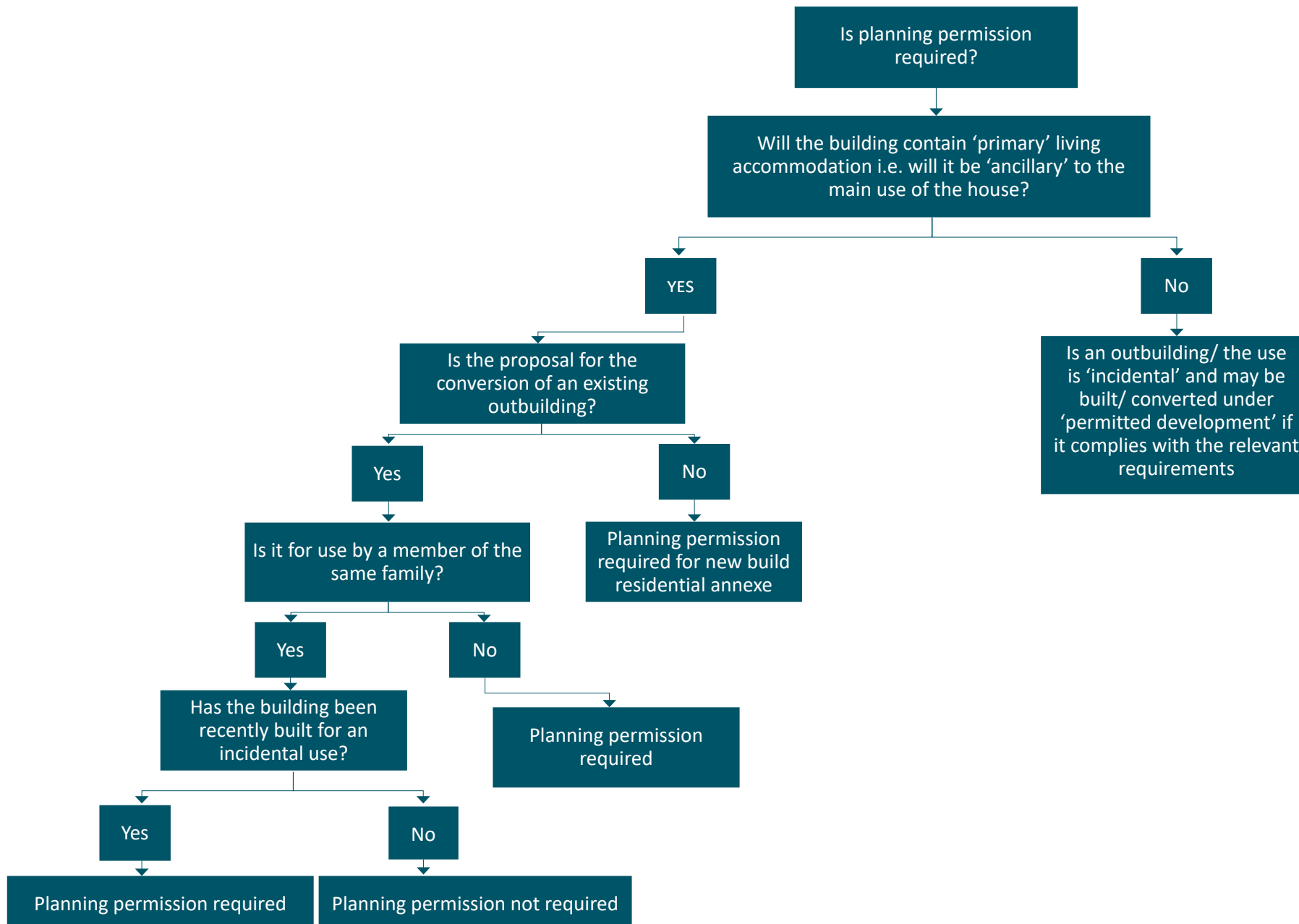
required for development between the side of a property and the side boundary, where the property is located within a conservation area.

For more information, please visit the Planning Portal here: [https://www.planningportal.co.uk/info/200130/common\\_projects](https://www.planningportal.co.uk/info/200130/common_projects). If your property is located within or near to a conservation area, please contact the Council to check if planning permission is required for your proposal.

### 3.4 Pre-Application Advice

Pre-application advice can be sought from the Council to help clarify:

- Whether a proposal falls into the category of an annex or outbuilding.
- Whether a proposal requires an application for planning permission.
- Whether a proposal is acceptable in planning terms.



## 4. Things to Consider when Preparing a Planning Application

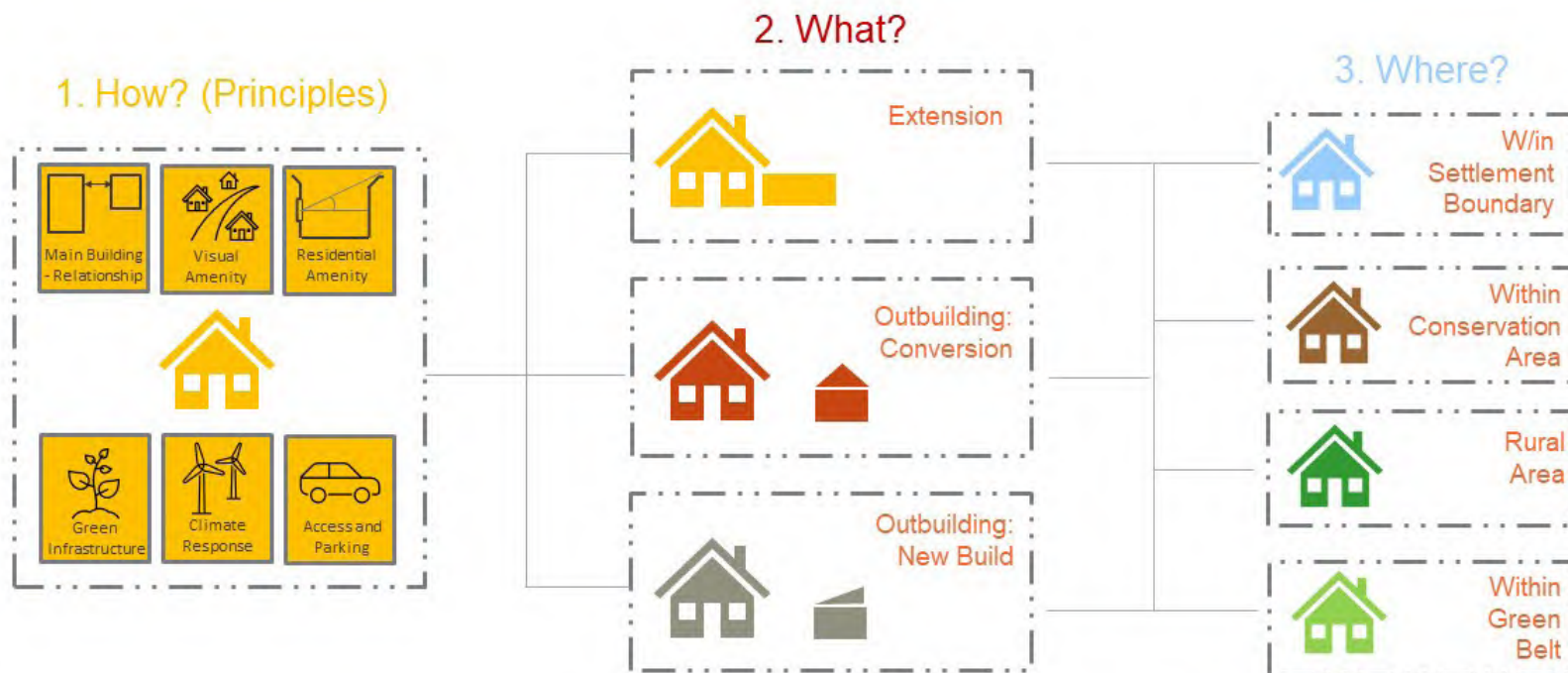
### 4.1 Things to Consider

We have structured this section around three key considerations when you are preparing an application for an annexe or an outbuilding:

- How you do it
- What you want to do
- Where you do it

The principles outlined under ‘how’, will generally apply to the three types of development – extensions, conversion of existing outbuildings and new-build annexes and outbuildings – and regardless of context. They embody good practice in designing new buildings of this type. For more guidance on ‘how’ you should build, go to page 9.

The ‘what’ reflects the three types of development the Council receives planning applications for, in relation to annexes and outbuildings. As the Council has already prepared a Householder Design Guide SPD, please refer to that document to find out how to adopt good design principles for extensions. For more guidance relating to ‘what’ you want to do, go to page 18.





The 'where' reflects a cross-section of the types of places in which people live in South Gloucestershire, which have a bearing on what is likely to be acceptable for this type of development. These are as follows:

- Within the 'settlement boundary' of cities, towns or smaller settlements.
- Within conservation areas, which are more sensitive due to their special architectural and historic interest.
- Outside settlement boundaries and therefore generally more 'rural' areas.
- Within the Green Belt.

How each of these elements should inform your development proposal are explained within the following sections. For more guidance relating to 'where' you want to build, go to page 19.

The key 'things to consider' are also illustrated in the diagram on the previous page.

## 4.2 How you Should Build - What you Need to Think About

Good design principles apply at all scales of development, from the design of a home extension to the creation of a new community. It considers a combination of contextual and technical matters to create development that is functional, durable and brings delight. South Gloucestershire Council's Householder Design Guide (adopted in March 2021) provides extensive guidance on good design in householder development.

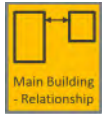
Taking this into account, regarding annexes and outbuildings, key issues you should think about include the following:

- Issue 1: Its relationship with the main building.
- Issue 2: How to ensure high standards of 'visual amenity'.
- Issue 3: How to ensure high standards of 'residential amenity'.
- Issue 4: Creating an ecologically responsive design considering the overall

impact on 'green infrastructure' (such as lawns, trees, and planting) and the impact this can have on other issues such as biodiversity (the richness of the wildlife and ecology within the area) and flood risk.

- Issue 5: Creating a climate responsive design, through improving energy performance and the 'liveability' of development, while reducing CO<sub>2</sub> emissions.
- Issue 6: Providing or retaining an appropriate amount of parking.

These are explained further within the following pages.



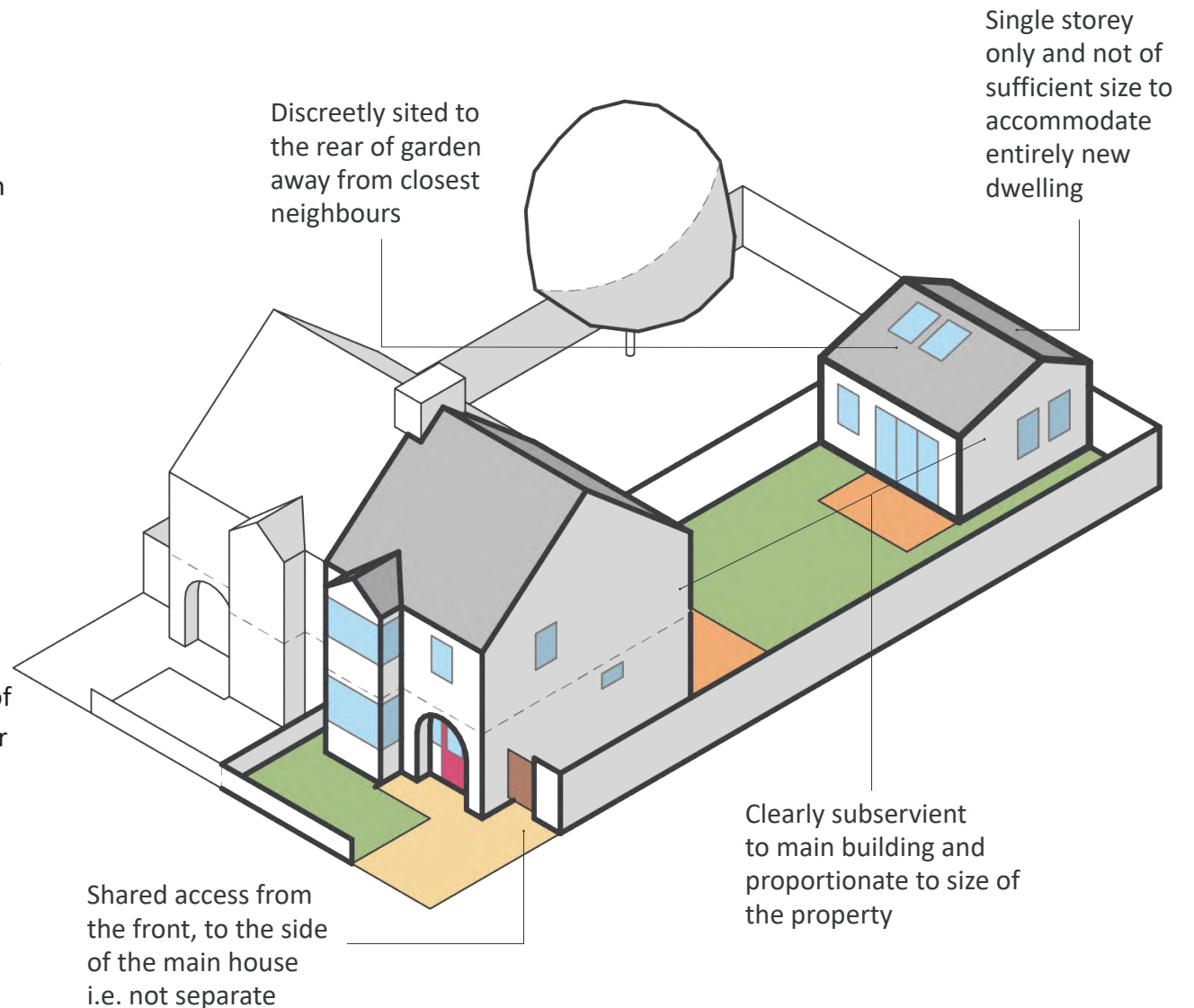
### Issue 1. Ensuring an Appropriate Relationship to the Main Building

#### Key issues to think about:

- Is the height clearly subservient to the main building?
- Is the scale proportionate to the size of the house and garden?
- Is the building in the residential curtilage of the main house and will it share the same address?
- Does it clearly share its access and facilities with the main house?

#### Other issues to think about:

- Where a residential annexe is proposed, have you considered the long-term future of the building once it is no longer required for that purpose?

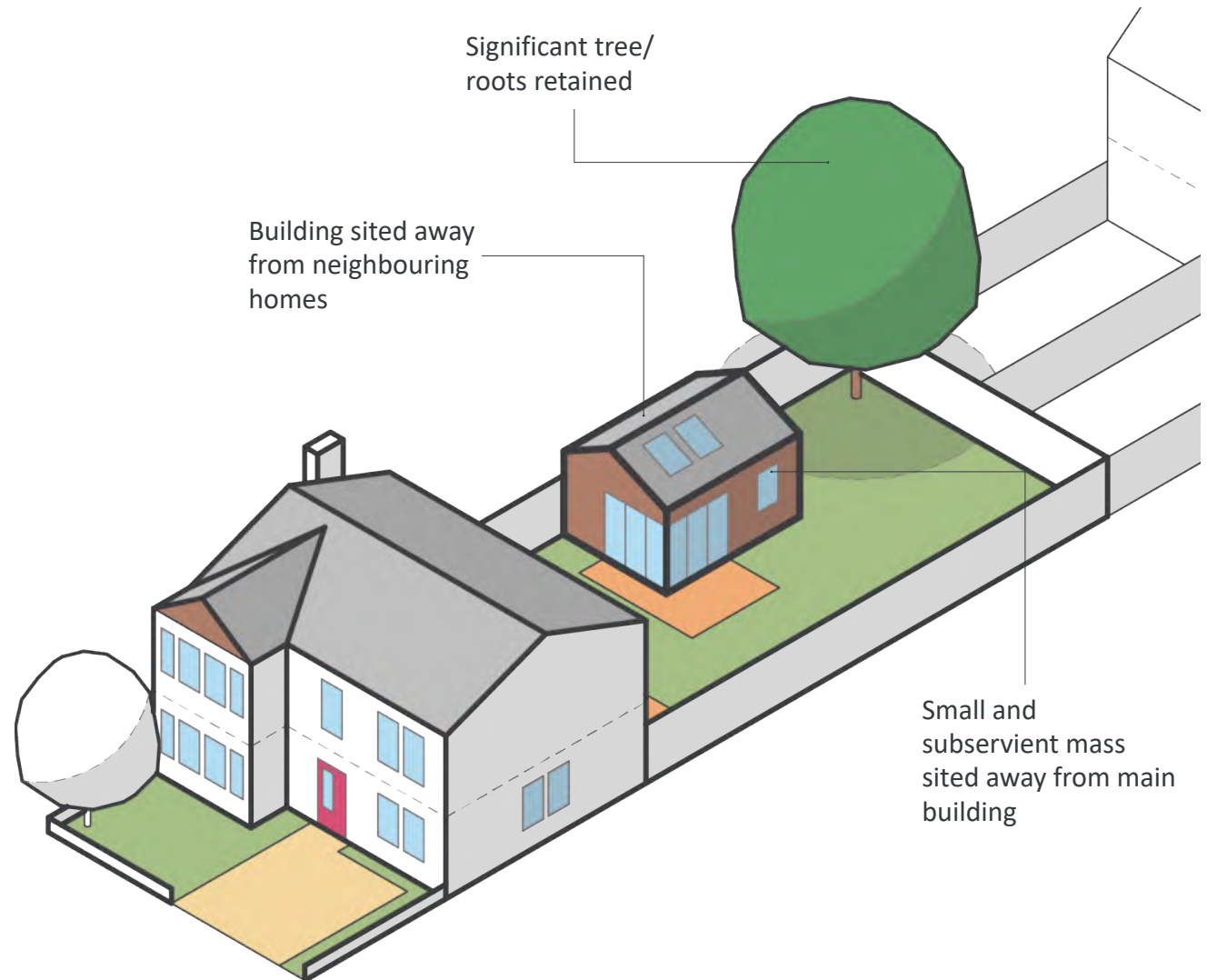




## Issue 2. How to Ensure High Standards of Visual Amenity

Key issues to think about:

- Would the scale of built development respect gaps between buildings and views?
- Would the new building respect the character of the site?
- Would the building respond positively to the character of the wider area?
- Would the development respect the key landscape features on site?





Examples of buildings using soft, natural materials (such as timber), which are contemporary yet sensitive to the landscape character of a rear garden and the natural features within it. This can help to blend the building into its setting.

Image Credits:

- 1 Nash Partnership
- 2 The Garden Room Guide
- 3 Strom Architects
- 4 Braid Construction
- 5 Rooms Outdoor





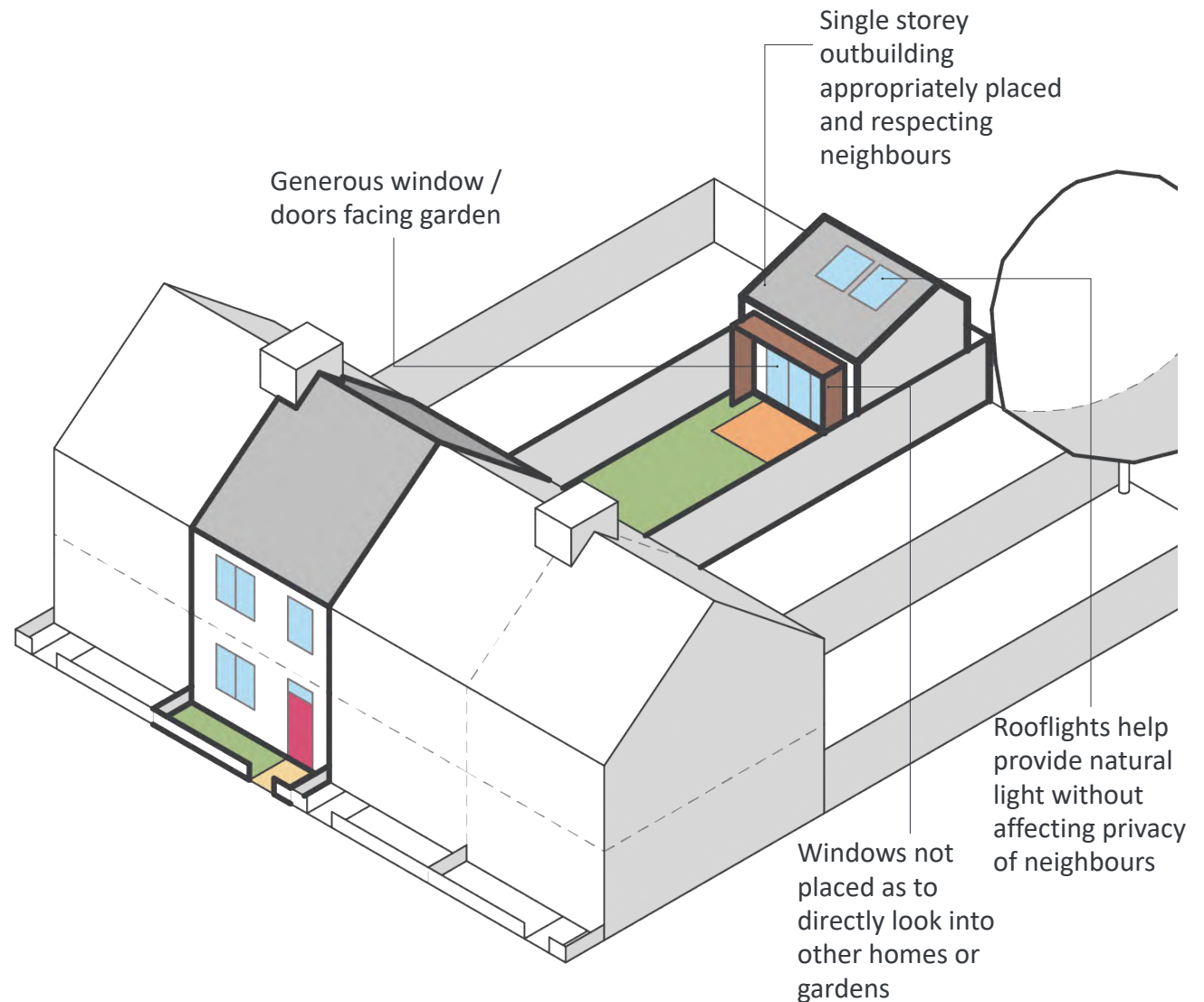
### Issue 3. How to Ensure High Standards of Residential Amenity

Key issues to think about:

- Would the new windows be positioned to prevent direct or perceived overlooking of the neighbouring properties?
- Would the building be a single storey in height?
- Is any plant or equipment proposed that would adversely affect your neighbours, for example through noise pollution?

Other issues to think about:

- Is the size of the building appropriate for the proposed use?
- Does it have windows on more than one elevation (including the roof)?
- Have you thought about whether it would overheat in warm weather?
- Has adequate waste provision been included, including for the recycling of waste?





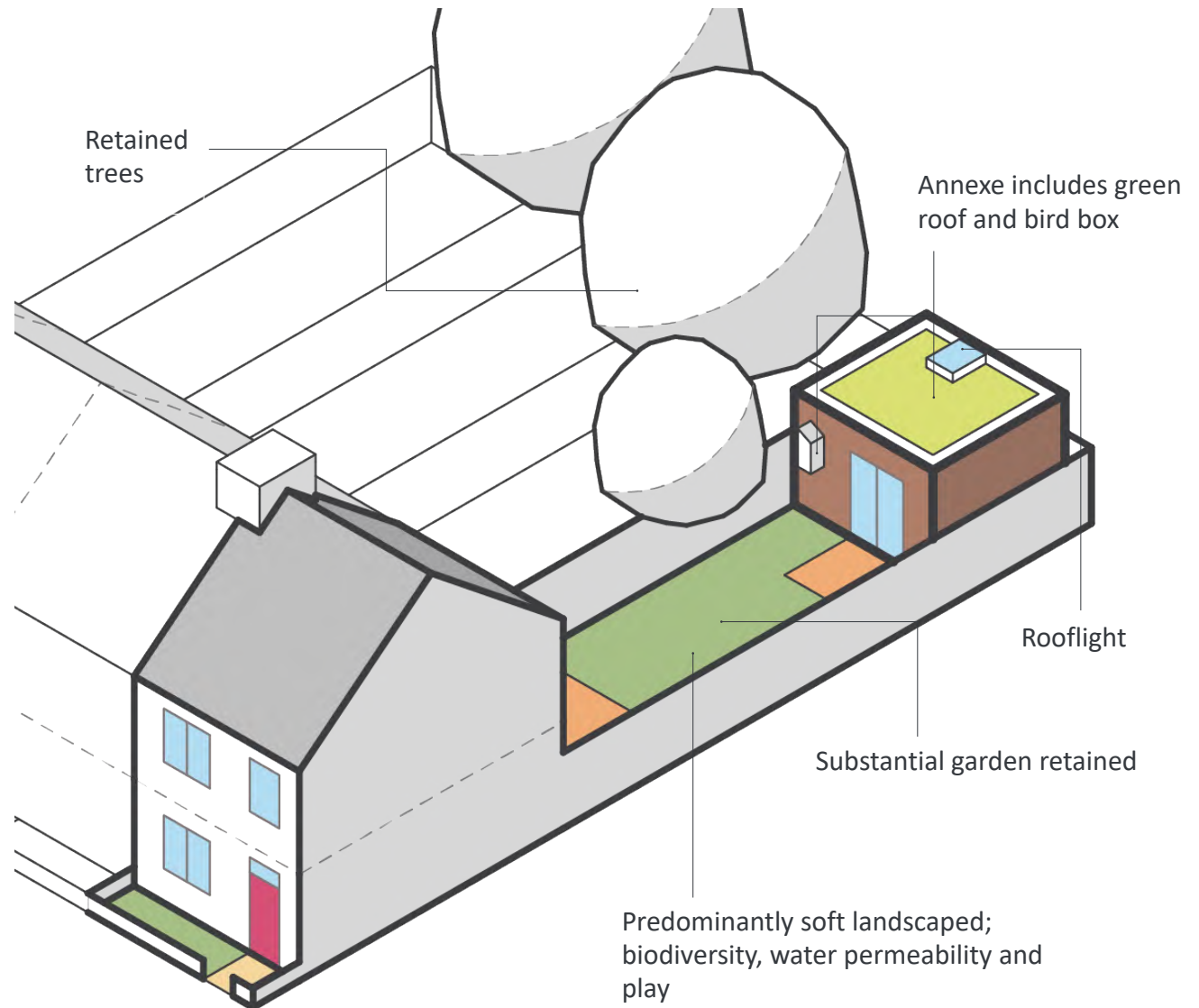
#### Issue 4. Reinforcing Green Infrastructure and Biodiversity

Key issues to think about:

- Will enough garden space remain for play, to provide space for plants to grow, to socialise, hang washing etc.?
- Would the development have a detrimental impact on trees on your property or neighbouring land?
- Would the development affect the amount and variety of vegetation cover and how could it help welcome nature into your garden?
- Are there any measures in place to prevent flood risk caused by the increase in hard landscaping and built up area of the site?

Other issues to think about:

- Is there an opportunity to include ecological design features such as a green or brown roof or to reduce or slow rainwater run-off through sustainable drainage solutions?





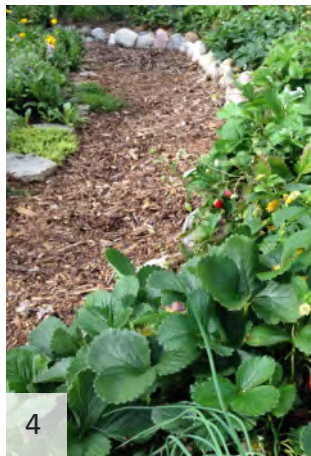
1



2



3



4



5



6



7

Features that improve ecological value and reduce run-off include green/brown roofs (2,5) bat and bird boxes (6,7), rainwater butts (1), ponds (3) and swales (4).

Image Credits:  
 1 Hall's Rainsaver  
 2 Whitesales  
 3 Woman with Waders  
 4 Tenth Acre Farm  
 5 Greenroofs Naturally  
 6 Gardennature.co.uk  
 7 Swift Conservation



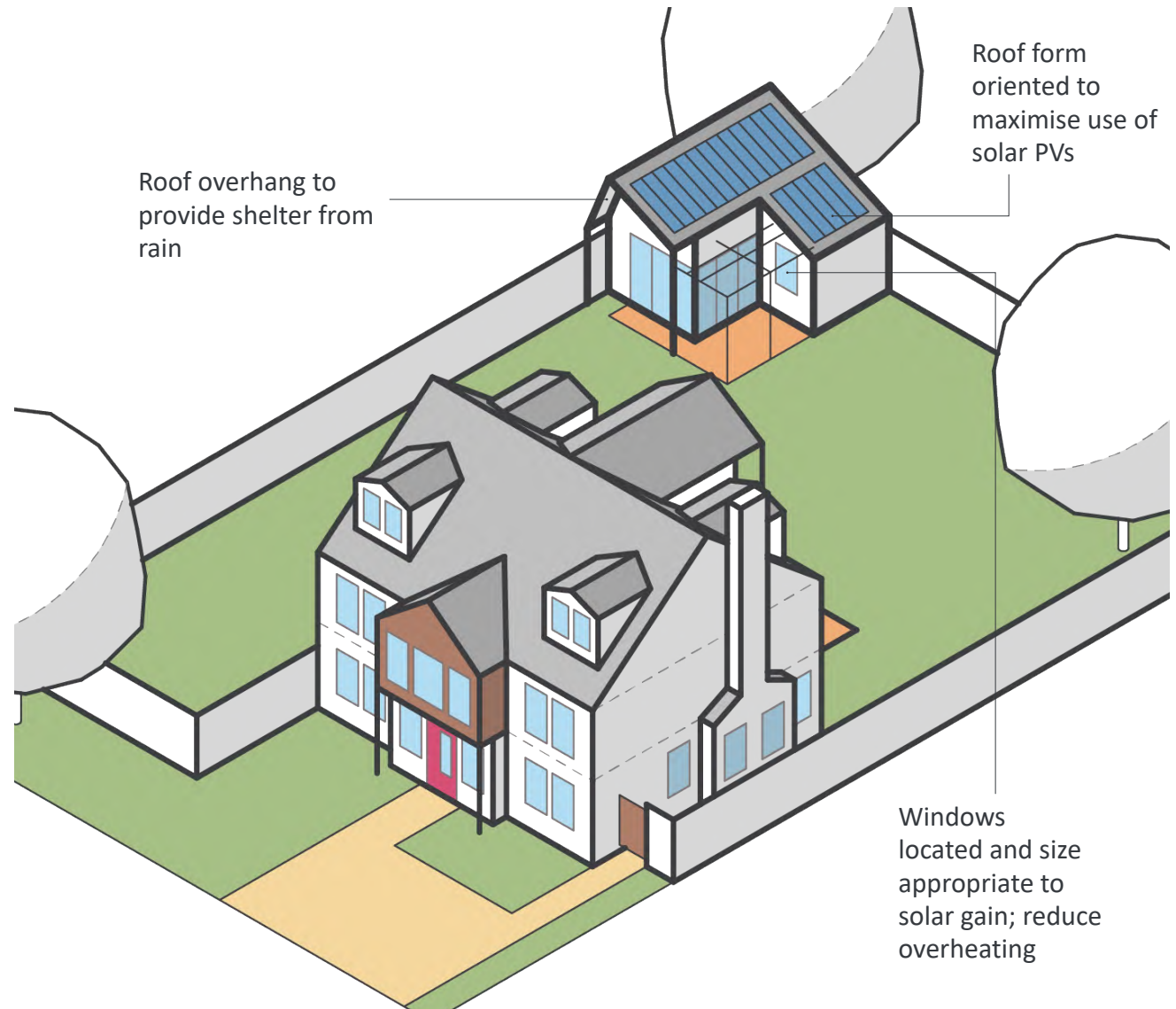
## Issue 5. Creating a Climate Responsive Design

### Key issues to think about:

- Will the location and orientation of the building minimise energy use in terms of heating (from excessive sunlight) and cooling (excessive shading) and maximise potential for renewable energy generation?

### Other issues to think about:

- Have you explored opportunities to incorporate renewable energy generation, such as photovoltaic panels (PVs), ground and air source heat pumps etc.?
- Have you considered other sustainable design features and fixtures and fittings to reduce energy demand and water use?
- Have you considered responsible sourcing of materials and the long-term adaptability of the building in your design?







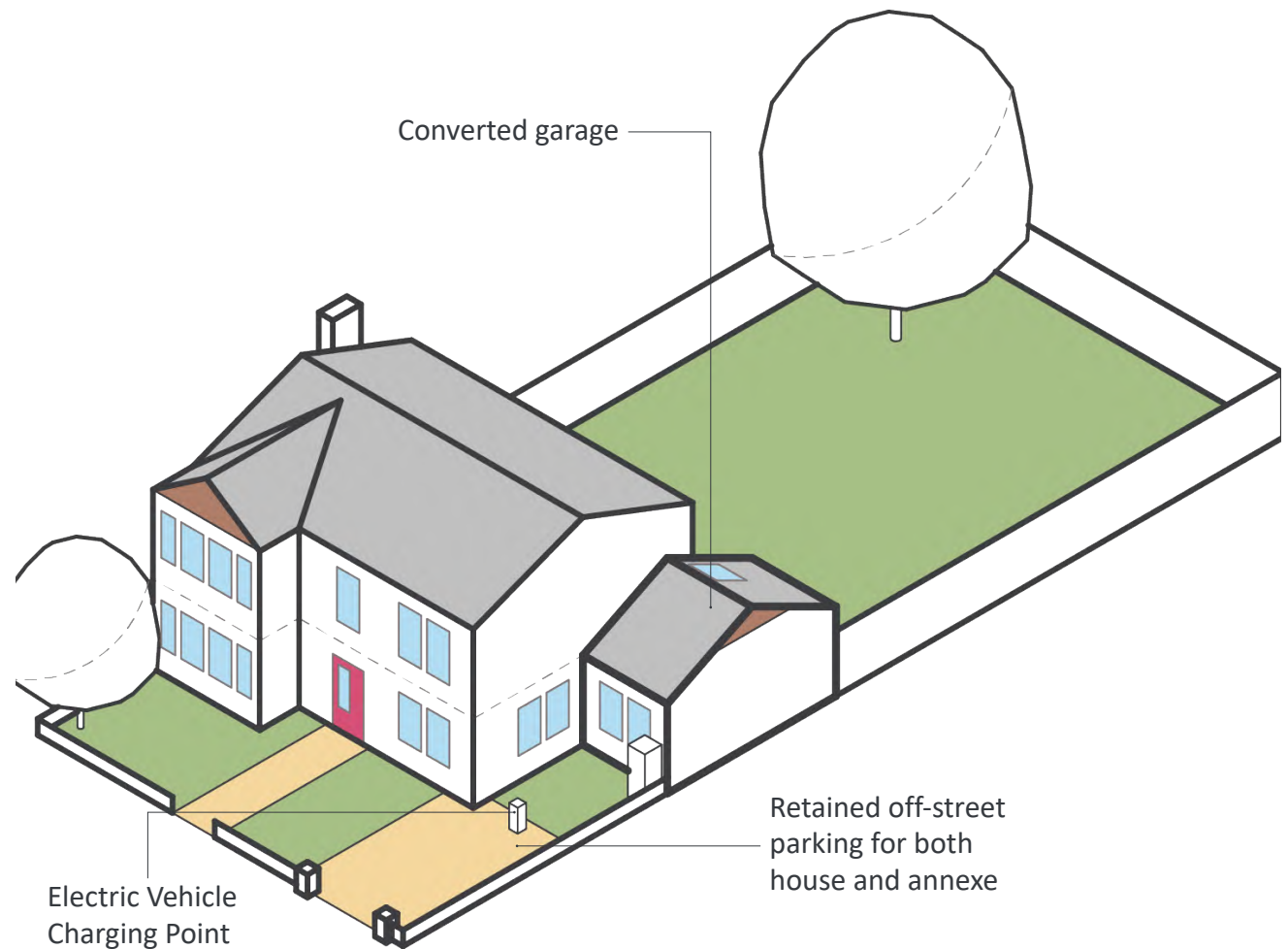
## Issue 6. Providing Adequate Parking

Key issues to think about:

- Would the existing parking facilities be retained on site?
- Will the amount that remains still meet the level expected by the Council's car parking standards and required dimensions? (See Policy PSP16 of the Council's Policies, Sites and Places Plan).
- If not, will this increase on-street parking in an area where on-street parking is already a problem?
- Will cycle parking/storage on site still meet the Council's parking standards?

Other issues to think about:

- If the annexe is for the mobility impaired, will parking for people with disabilities and/or space for mobility scooters be provided?









### 4.3 Considerations Arising from What you Want to Build

There are three broad categories of development:

- Extensions to existing properties.
- Conversions of existing outbuildings, potentially with an extension.
- New annexes or outbuildings.

Extensive guidance on good practice in designing extensions to existing properties is provided in the Council’s Householder Design Guide. This includes guidance on what constitutes good design in terms of visual (subservience, scale, proportions, etc.) and residential (privacy, daylight, sunlight, outlook etc.) amenity.

The table opposite highlights the aspects of issues 1-6 which are most relevant to the conversions and new build development.

Issue	Outbuilding/ Annexe: Conversion	Outbuilding/ Annexe: New Build
	<ul style="list-style-type: none"> <li>▪ Ensure building remains functionally connected to main house.</li> <li>▪ Ensure scale of extended building does not compete with main house.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Respect key features of existing structure and main building.</li> <li>▪ Ensure development respects character of surrounding development.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Consider suitability of building for conversion, including existing construction materials.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Place windows to avoid overlooking of neighbours.</li> <li>▪ Ensure the building/ conversion is designed with sufficient space, ventilation, daylight penetration, thermal comfort and waste and storage provision.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Retain sufficient garden space.</li> <li>▪ Consider ecological design features.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Potentially greater scope for ecological design features.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Re-use of buildings encouraged as embodied carbon is re-used.</li> <li>▪ Consider how ‘thermal mass’ of existing building can provide a more stable temperature.</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Building orientation, the number of windows and doors, insulation and air tightness can reduce energy use.</li> <li>▪ Integration of renewable energy generation, low-energy fixtures/ fittings (energy saving lighting etc.).</li> </ul>	
	<ul style="list-style-type: none"> <li>▪ Ensure sufficient parking is retained on site to minimise on-street parking congestion.</li> </ul>	

## 4.4 Where you Build - How Where you Live can Make a Difference for What you can do?

The extent and nature of the planning issues that will apply when erecting a residential outbuilding and or an annexe within the curtilage of your home will vary depending on where in South Gloucestershire you live. Within this section, we describe how these issues can be affected by the following different situations, all of which are found in South Gloucestershire.




These are:




- **Sites within settlement boundaries**, which will generally be more ‘urban’ i.e., built-up in nature. These will often (though not always) be characterised by:
  - A higher density of development and therefore population.
  - Smaller plot sizes and tighter relationships within and between properties.
  - More limited and localised views.
  - Greater levels of on-street parking stress.
- **Sites outside settlement boundaries (including in the Cotswold National Landscape)**, which will generally be more ‘rural’ in nature, are not generally promoted for new development by the Local Plan (Policy CS5). These will often (though not always) be characterised by:
  - A lower density of development and therefore population.
  - Larger plot sizes and bigger gaps within and between properties.
  - Wider and more distant views.
  - Lower levels of on-street parking stress if parking spaces are available on-street.
- **Sites within Conservation Areas**, places with a special architectural or historic value. In these areas, you need to think about:
  - How the size, form, position, scale, materials, design, colour and detailing of proposals respond to the character of their surroundings.
  - Whether you are affecting/ respecting valued buildings, building lines, views, boundary walls, and other features.
  - Retaining and protecting trees, hedges and green spaces or other natural features, which contribute the character or appearance of the conservation area

- **Sites within the Green Belt**, which is intended to preserve the openness of the countryside and steer development towards existing settlements. Here development should generally:

- Be within the confines of existing villages.
- Involve the re-use of and modest (i.e. not disproportionate) additions to existing buildings.

The table below highlights those aspects of Issues 1-6 most pertinent to new annexes and outbuildings in each of these locations.

Issue	Within Settlement Boundary	Within Conservation Area	Within Rural Area	Within Green Belt
	<ul style="list-style-type: none"> <li>▪ Tight building relationships and small gardens is likely to restrict size of development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extensions and/ or conversions of existing buildings most appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extensions and/ or conversions of existing buildings most appropriate.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Tight building relationships are likely to restrict size of development.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Respect scale and proportions of existing buildings; retain key features (e.g. boundary treatments, trees etc.); and respond to distinctive architecture of locality.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sensitivity of landscape and views is likely to mean that scale of development is restricted.</li> <li>▪ Demonstrate that new buildings are within curtilage of existing property</li> </ul>	<ul style="list-style-type: none"> <li>▪ Extensions and/ or conversions of existing buildings most appropriate.</li> <li>▪ Increases in the existing building volume of up to 30% are most likely to be acceptable<sup>[1]</sup>.</li> <li>▪ Demonstrate that new buildings are within curtilage of existing property</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Tight building relationships mean applicants need to be particularly mindful of affecting amenity of neighbours.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Likely to be less of an issue, as the density of development/ proximity to neighbouring development is likely to be reduced</li> </ul>	<ul style="list-style-type: none"> <li>▪ Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>

Issue	Within Settlement Boundary	Within Conservation Area	Within Rural Area	Within Green Belt
 <p>Green Infrastructure</p>	<ul style="list-style-type: none"> <li>Avoid over-development/excessive loss of garden space, while considering opportunities to maximise biodiversity (e.g. green/brown roofs, bat/ bird boxes, planting native species etc.)</li> <li>Consider sustainable drainage features, such as rainwater butts to reduce run-off.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>
 <p>Climate Response</p>	<ul style="list-style-type: none"> <li>Consider how to reduce risk of overheating and energy use through building, location, orientation, window placement/size and the building fabric.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>
 <p>Access and Parking</p>	<p>If on-street parking limited, configure development to avoid any loss of parking on-site</p>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to sections 4.1 and 4.2 for general guidance.</li> </ul>

## 5. Checklist for your Application

### Have you Thought about the Following?

#### 1. Will it have an appropriate relationship with the main building?

Key issues for consideration	Y/N
1. Is the height clearly subservient to the main building?	
2. Is the scale proportionate to the size of the house and garden?	
3. Is the building in the residential curtilage of the main house and will it share the same address?	
4. Does it clearly share its access and facilities with the main house?	

Other issues for consideration	Y/N
5. Where a residential annexe is proposed, have you considered the long-term future of the building once it is no longer required for that purpose?	

#### 2. Will it contribute to the visual amenity of the area?

Key issues for consideration	Y/N
6. Would the scale of built development respect gaps between buildings and views?	
7. Would the new building respect the character of the site?	
8. Would the building respond positively to the character of the wider area?	
9. Would the development respect the key landscape features on site?	

#### 3. Will it ensure a good standard of residential amenity is provided and maintained – both on site and for neighbouring properties?

Key issues for consideration	Y/N
10. Would the new windows be positioned to prevent from direct or perceived overlooking of the neighbouring properties?	

Key issues for consideration	Y/N
11. Would the building be a single storey in height?	
12. Is any plant or equipment proposed that would adversely affect your neighbours, for example through noise pollution?	

Other issues for consideration	Y/N
13. Is the size of the building appropriate for the proposed use?	
14. Does it have windows on more than one elevation (including the roof)?	
15. Have you thought about whether it would overheat in warm weather?	
16. Has adequate waste provision been provided, including for the recycling of waste?	

#### 4. Will it reinforce green infrastructure and biodiversity?

Key issues for consideration	Y/N
17. Will enough garden space remain for play, to provide space for plants to grow, to socialise, hang washing etc.?	
18. Would the development have a detrimental impact on trees on your property or neighbouring land?	
19. Would the development affect the amount and variety of vegetation cover and how could it help welcome nature into your garden?	
20. Are there any measures in place to prevent flood risk caused by the increase in hard landscaping and built up area of the site?	

Other issues for consideration	Y/N
21. Is there an opportunity to include ecological design features such as a green or brown roof or to reduce or slow rainwater run-off through sustainable drainage solutions?	

#### 5. Will it create a climate responsive design?

Key issues for consideration	Y/N
22. Will the location and orientation of the building minimise energy use in terms of heating (from excessive sunlight) and cooling (excessive shading) and maximise potential for renewable energy generation?	

Other issues for consideration	Y/N
23. Have you thought about the level of insulation and air tightness i.e. reducing draughts which increases the need to use energy to heat the building?	
24. Have you explored opportunities to incorporate renewable energy generation, such as photovoltaic panels (PVs), ground and air source heat pumps etc.?	
25. Have you considered other sustainable design features and fixtures and fittings to reduce energy demand and water use?	
26. Have you considered responsible sourcing of materials and the long-term adaptability of the building in your design?	

**6. Will it provide or retain adequate parking?**

Key issues for consideration	Y/N
27. Would the existing parking facilities be retained on site?	
28. Will the amount that remains still meet the level expected by the Council's car parking standards? (See Policy PSP16 of the Council's Policies, Sites and Places Plan).	
29. If not, will this increase on-street parking in an area where on-street parking is already a problem?	
30. Would the parking space(s) that remain(s) meet the Council's size requirements? (See Policy PSP16 of the Council's Policies, Sites and Places Plan).	
31. Will cycle parking/ storage on site still meet the Council's parking standards?	

Other issues for consideration	Y/N
32. If the annexe is for the mobility impaired, will parking for people with disabilities and/ or space for mobility scooters be provided?	



## 6. Information to be Submitted with a Planning Application

### 6.1 Preparing a Supporting Statement

A Design and Access Statement would be required if listed building consent is required. This is likely to apply where the annexe or outbuilding involves alterations, extensions to or the conversion of a listed building. It may also be required where a new building will be located within its curtilage, if it is attached to the boundary walls or affects another listed structure or feature.

Design and Access Statements should not otherwise be required for an annexe or outbuilding.

A Design and Access Statement is a short report accompanying and supporting a planning application. They provide a basis for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. It must explain:

- The design principles and concepts that have been applied to the development.
- How the proposed development's context has influenced the design.
- The applicant's approach to access (how **all** users (including the mobility impaired) will move to and through the building).
- How relevant Local Plan policies have been taken into account.
- Any consultation undertaken in relation to access issues, and how the outcome of this consultation has informed the proposed development. (In the case of an annexe or outbuilding this is likely to be limited).
- How any specific issues which might affect access to the proposed development have been addressed.

More information is available on the Planning Portal at: <https://www.planningportal.co.uk/faqs/faq/51/what-is-a-design-and-access-statement>.

Where an application affects a listed building or its setting, it should also be accompanied by a 'Statement of Significance'.

With regard to whether listed building consent is required, more information also available on the Planning Portal: [https://www.planningportal.co.uk/info/200126/applications/60/consent\\_types](https://www.planningportal.co.uk/info/200126/applications/60/consent_types).

### 6.2 Other Information Required

When submitting an application for planning permission, the following are likely to be required as a minimum:

- A covering letter. This should explain the ancillary or incidental nature of the proposed annexe or outbuilding.
- Planning application forms.
- Ownership and agricultural holdings certificates.
- Notice(s).
- Site location plan.
- Detailed site layout plan or block plan.

- Existing and proposed elevations.
- Existing and proposed floor plans.
- The relevant fee. See here: <https://beta.southglos.gov.uk/wp-content/uploads/PlanningFees.pdf>

Other information that may be required, depending on specific circumstances, is as follows:

- Existing and proposed site sections and finished floor and site levels.
- Street scene or context plans.
- Landscaping and survey plans.
- A Community Infrastructure Levy further information form.
- A flood risk assessment.
- An ecological survey and report.
- A design and access statement (see page 25).
- A statement of significance, potentially as part of a Heritage Statement (see page 25).

- A structural survey.
- A tree survey/arboricultural report, including arboricultural impact assessment, tree protection plan and method statement.
- A land contamination assessment.
- A coal mining assessment report.

### 6.3 Other Relevant Information

**Pre- application advice service:** <https://beta.southglos.gov.uk/pre-application-planning-advice/>

**How to apply for planning permission:** <https://beta.southglos.gov.uk/submit-a-planning-application/>

### 6.4 Other Information

#### Building Regulations

Every building project has its own unique requirements so always make sure you seek professional advice before getting started on the construction work.

Building Regulations do not normally apply to small detached single storey outbuildings, such as an outdoor office or summer house, if there is NO sleeping accommodation and:-

1. The floor area is less than 15 square metres
2. The floor area is less than 30 square metres, the building is at least one metre from any boundary or is made substantially of non-combustible materials.

If your outbuilding project doesn't fit the above descriptions then you will need to make a building regulations application.

Further guidance on applying for Building Regulations approval is available online at [https://www.planningportal.co.uk/info/200137/how\\_to\\_get\\_approval](https://www.planningportal.co.uk/info/200137/how_to_get_approval), or you may contact the Council's building control service directly on 01454 868004 or email [building.control@southglos.gov.uk](mailto:building.control@southglos.gov.uk).

## Waste

Each council tax property is entitled to 1 x 140L black bin and recycling containers free of charge, and can subscribe to the garden waste service. Unless you pay council tax on your annexe (for which it would have to be a separate dwelling), the Council do not supply additional black bins as standard.

Therefore, if you do not qualify to pay council tax for your annexe it will be classed as one household/property and will need to apply for the extra capacity bin service if you cannot manage your waste within the current provision. The extra capacity bin service is assessed on a case by case basis, and may not necessarily be approved. It also has an annual administration charge.

Running businesses from home: If a resident is running a business from home, they will have to arrange a separate commercial waste collection for their waste. SGC only collect household waste from homes.

## Contact Details

Development Management Team

Department for Environment and Community Services

PO Box 1954 Bristol

[planningapplications@southglos.gov.uk](mailto:planningapplications@southglos.gov.uk)

01454 868004