



**Extensions, conversions and renovations
A guide to altering a home in Newhall**

Extensions, conversions and renovations:

A guide to altering a home in Newhall

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Why this guide?

Newhall is an award-winning neighbourhood with a unique design quality and identity. People come to live in Newhall because of its spacious and well-designed green spaces, the variety of distinctive streets and spaces and the modern style, architect-designed homes.

Newhall's delivery is the result of several decades of careful planning, negotiation and collaboration between the landowner and master developer Newhall Projects, the local authorities Harlow Council and Essex County Council, and a selection of volume housebuilders and boutique developers. In Newhall, each building is considered not only on its individual merits, but also its contribution to the character and identity of the neighbourhood as a whole. Thus, houses are designed not only to form attractive and comfortable homes, but also to help create distinctive streets that make walking and driving through the neighbourhood a legible, calming and enjoyable experience for all.

The first homes in Newhall were occupied in 2002 and some residents have lived here ever since. In principle, Newhall Projects is supportive of residents seeking to alter or extend their property to make it better suited to their individual needs and changing circumstances. However, it also takes seriously its role as the custodian of Newhall's quality and identity on behalf of all residents which have chosen to live here. Thus, all proposals for alterations that affect the external appearance of a property requires approval by Newhall Projects.

This design guide serves to help homeowners in preparing their application for their home extension and alteration project and gain approval from Newhall Projects. As each project is unique, this guide is not intended as a blueprint for good design, Rather, it provides guidance on both the application process and the key design considerations that will inform Newhall Projects' decision, with all applications considered on their individual merit.

“In Newhall, houses are designed to not only provide attractive and comfortable homes, but also to create distinctive and legible streets”



How to apply for project approval

What alterations require approval from Newhall Projects?

All changes that affect the external appearance of the dwelling and / or plot, with exception of planting and landscaping of the rear garden, require approval from Newhall Projects.

The legal framework for this requirement is set out in the Deed of Covenant and Rent Charge that forms part of the sale of every home and is signed by every homeowner in Newhall.

Projects are categorised as either “major” or “minor”. They include, but are not limited to:

Major projects

- Extensions
- Loft conversions
- Garage conversions
- Conservatories
- Porches
- Balconies
- New, or changes to existing window openings

Minor projects

- Door and window frame replacements
- Sheds, gyms, offices, and other structures erected in the back garden
- Solar panels
- Air and ground source heat pumps
- Replacements and alterations to garden fences and boundary walls
- Any planting and hard landscaping in front and side gardens facing the street.

For any other alterations not listed above please contact Newhall Project office for further advice.

Please note that the installation of satellite dishes, aerials or any other communication apparatus is never permitted in Newhall.

What alternations do not require permission for Newhall?

Changes that only affect the interior of the house, such as new kitchens and bathrooms do not require permission from Newhall Projects. However, all structural work should be subject to advice from qualified professionals and may require building control approvals.

“Newhall Projects seeks to guard and protect Newhall’s unique quality and identity. Thus, all proposals that affect the external appearance of a property require Newhall Projects’ approval”

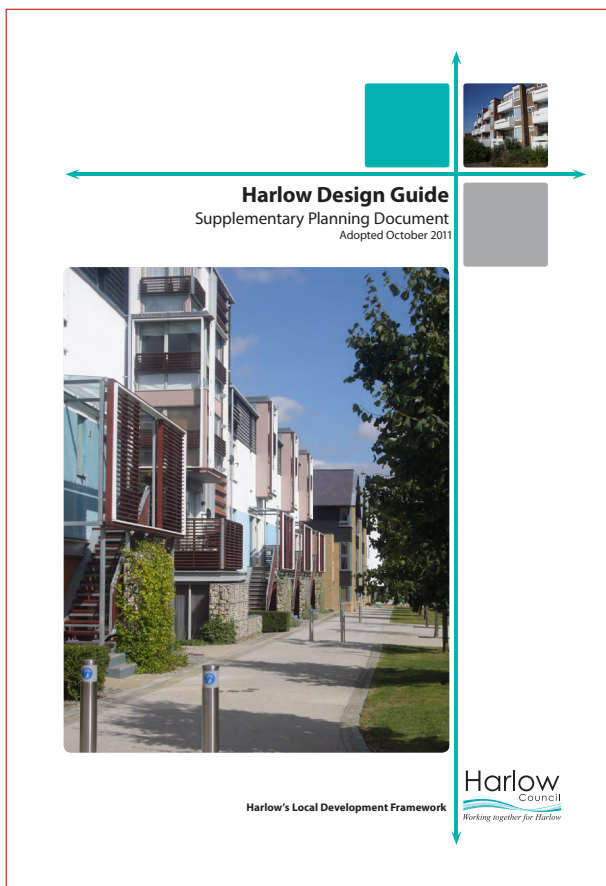


Figure 1 The Harlow Design Guide SPD. Section 4.12 of this document sets out the Local Planning Authority's guidance on the design of residential extensions

What other approvals are required?

In addition to approval from Newhall Projects, planning and building control approvals from Harlow Council may also be required. This will be subject to the type of alterations proposed.

The homeowner is responsible for liaising with Harlow Council to confirm if, and what kind of additional approvals are required and apply for these directly to Harlow Council.

Harlow Council has its own set of criteria by which it decides whether to grant or withhold planning consent. Guidance is set out in the Harlow Design Guide Supplementary Planning Document which can be downloaded from the council's website. Although the criteria by which Newhall assess an application largely align with those set out by Harlow Council, it is recommended that the property owner take due note of the design guidance provided by the local planning authority.

It is important to note that an approval from Newhall Projects does not automatically mean approval will also be granted by the local authority, or visa versa. As the design requirements of Newhall Projects are more place-specific than those set out by Harlow Council, it is recommended that approval is first sought from Newhall Projects. The recommended process to obtain approval is detailed in Figure 2.

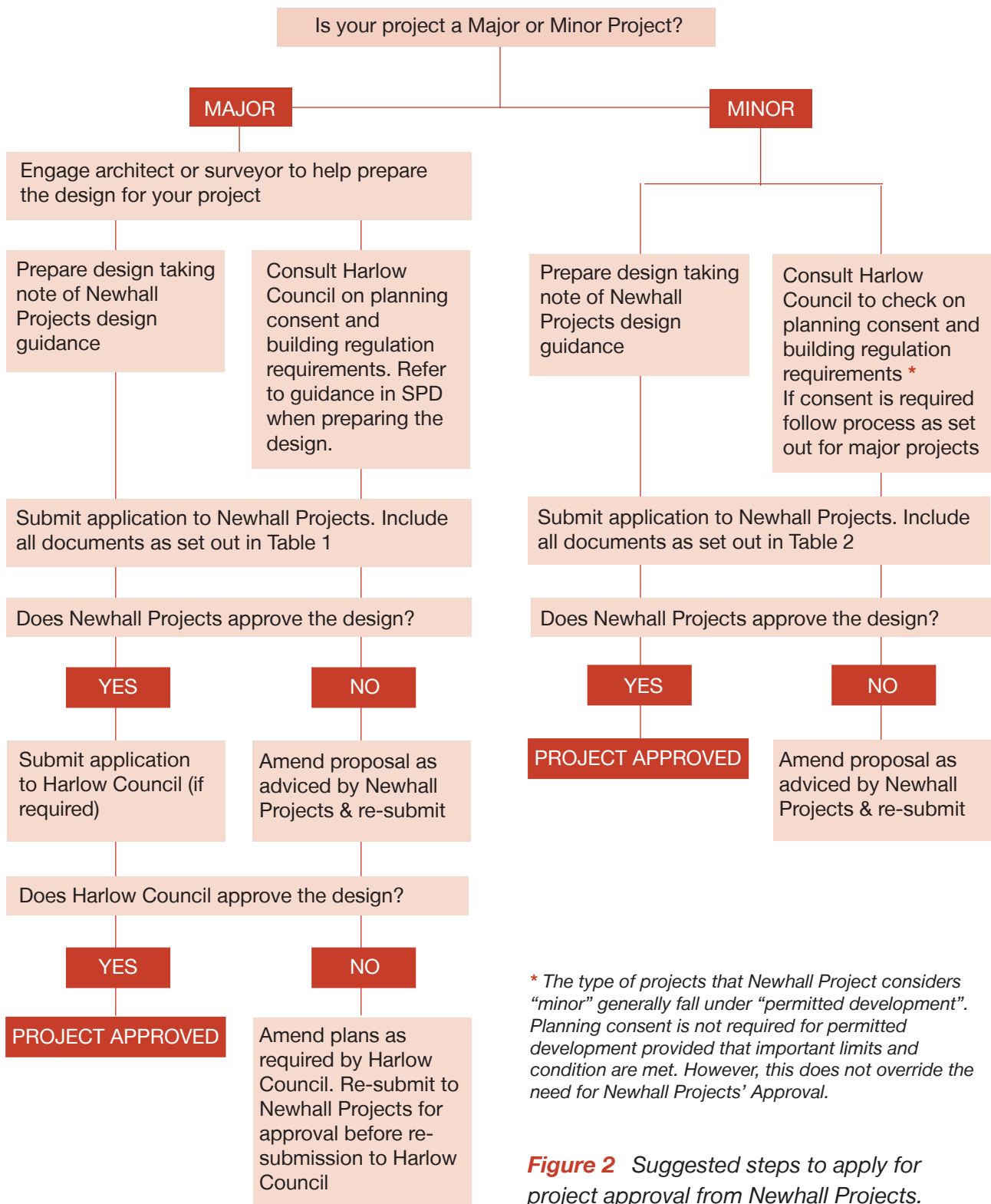


Figure 2 Suggested steps to apply for project approval from Newhall Projects.

What documents does Newhall Projects require?

The submission requirements for Newhall Projects' approval for a proposed alternations to a property are subject to the scale of the changes proposed.

Submission requirements for Major Projects are listed in Table 1.

Submission requirements for Minor Projects are listed in Table 2.

What are the cost of making an application?

Applications can be made free of charge. However, please note that submission will not be considered if there are any outstanding estate charge payments on the property.

NOTE!

Submissions for project approval made to Newhall Projects will not be considered if there are any outstanding estate charge payments on the property.

“Permitted Development Rights granted by Harlow Council do not override the need for approval from Newhall Projects for all alterations that affect the external appearance of a home”


DOCUMENT	DETAILS
Application form 	Please fill out the application form that can be found by scanning the QR Code or at https://bit.ly/NewhallInitialPlanningForm
Photos of the property	This should include shots from the front, back and side of the property as well as street views.
Location plan	An Ordnance Survey plan at a scale of 1:1250. The location of the property needs to be outlined in red. For some of the more recently developed parts of Newhall these plans may not be available. If so, these plans should be applied for directly from Newhall Projects.
Drawings - existing	These should be at 1:50 scale and include: Floor plans (ground floor, upper floors and roof if relevant) Front and rear elevations. Side elevations for detached, semi-detached and corner units.
Drawings - proposed	These should be at 1:50 scale and include: Floor plans (ground floor, upper floors and roof if relevant) Front and rear elevations. Side elevations for detached, semi-detached and corner units.
Colour and materials schedule	Intended list of materials and colours. These would be subject to final approval when sample materials are obtained.
3D render / illustrative material	This is not required upon first application, but may be requested to help assess the project if it is considered controversial.

Table 1 Application document list for major project

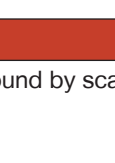
DOCUMENT	DETAILS
Application form 	Please fill out the application form that can be found by scanning the QR Code or at https://bit.ly/NewhallInitialPlanningForm
Photos of the property	This should include photos of the intended location of the proposed structure / item that approval is sought for, such as the roof garden car port etc.
Location plan	An Ordnance Survey plan at a scale of 1:1250. The location of the property needs to be outlined in red. For some of the more recently developed parts of Newhall these plans may not be available. If so, these plans should be applied for directly from Newhall Projects.
Details of the proposed structure	This should include images, drawings and technical details provided by the supplier / manufacturer. This must include dimensions.
Colour and materials schedule	Schedule of materials and colours.

Table 2 Application document list for minor project



Points to consider

Newhall Projects will consider all applications on their individual merit. However, proposals are more likely to be acceptable if they:

- Do not negatively impact on the look, feel and sense of cohesion of the street and the wider surroundings.
- Do not significantly affect surrounding properties in terms of overshadowing and loss of privacy.
- Do not result in any other unacceptable adverse impact i.e. such as loss of parking, landscape, biodiversity etc.

More detailed guidance relating to these key points is set out below.



Figure 3 *The design and positioning of homes in Newhall is carefully considered to create a co-ordinated streetscene to be enjoyed by all. Alterations to homes that have a negative impact on the streetscene will not be permitted.*

POINT #1

Alterations should not significantly change the character of the street

Why is this important?

In Newhall, the distinctive look and feel of streets is often achieved by the introduction of a run of the same, or complementary, house designs along its entire length. This results in a cohesive rhythm of building – gap – building – gap – etc and a coordinated approach to building silhouette and shape and position of door and window openings, as illustrated in Figure 3.

At street corners, buildings are usually detailed a little differently, to help “turn the corner” and bookend the run of houses in between. On long streets, such as The Chase and Bridge Street, house types may vary, but each section will still have its own distinctive rhythm.

Because the rhythm of the streets in Newhall is highly reliant on a repeating pattern of the same or complimentary house design, even minor changes to individual properties can have a significant detrimental impact on the look and feel of the street. Alterations to individual properties that interrupt the established rhythm of the street will therefore not be accepted.

Design tips and guidance for your project

Rear extensions

Extensions and alterations to the rear of a property that is flanked and backed onto by other properties are not usually seen from the street (Figure 4 and 5). Therefore, these are more likely to be acceptable (if other conditions are also met).

Special consideration needs to be given to properties on street corners. Here extensions and alterations even to the rear of properties are likely to be visible from the street (Figure 6). The extension may be acceptable, but careful consideration must be given to the way in which the extension presents itself to the street. For example, a large dormer as shown in Figure 4 and 5 would not be acceptable here due to its impact on the street as illustrated in Figure 6. A single storey rear extension is more likely to be acceptable if it incorporates the existing boundary wall. The introduction of an appropriately sized and shaped window or door that helps to animate the street will be looked upon favourably (Figure 7 and 8).

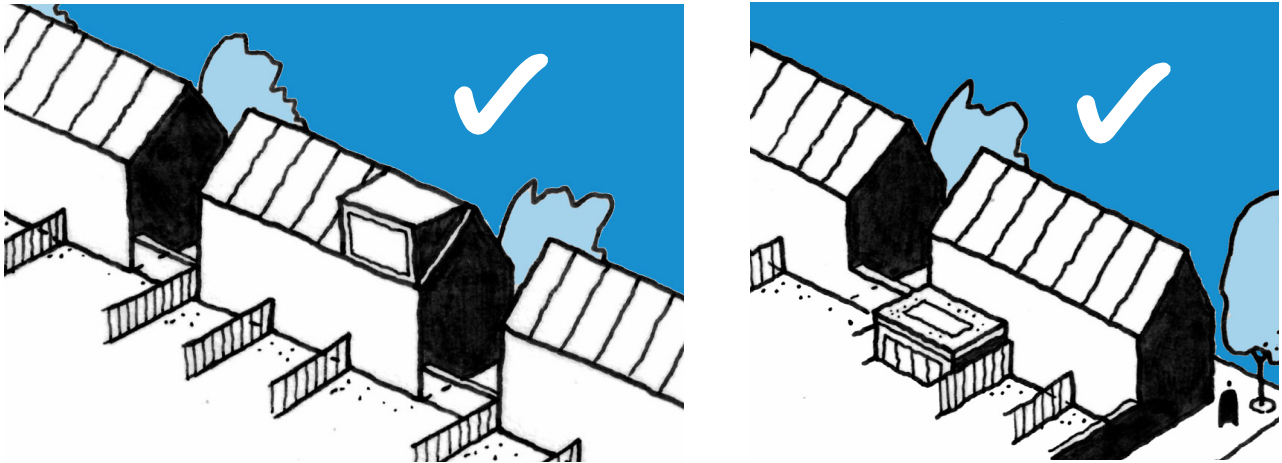


Figure 4 Extensions and alterations (such as dormer windows) to the rear of a property that is flanked and backed onto by other properties, or face a parking court, are not visible from the street. Therefore these are generally accepted.



Figure 5 The photo shows an example of an acceptable loft conversion in Newhall. The dormer is clearly visible from the rear, but as this is a (private) parking court, this is acceptable (left). Although the dormer can also be seen from the street, it has no significant impact on its established character which is varied and relatively informal (right)

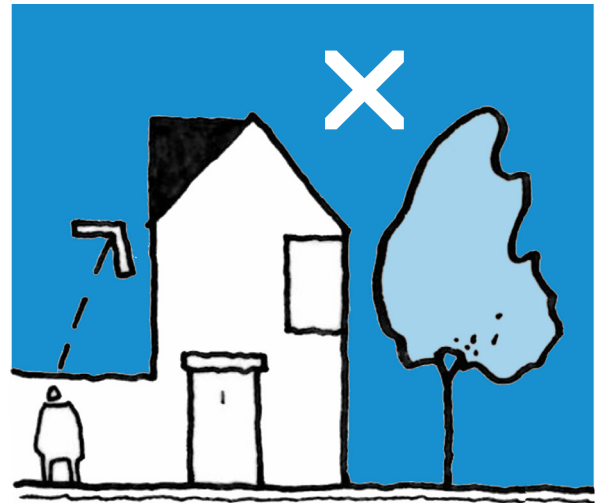
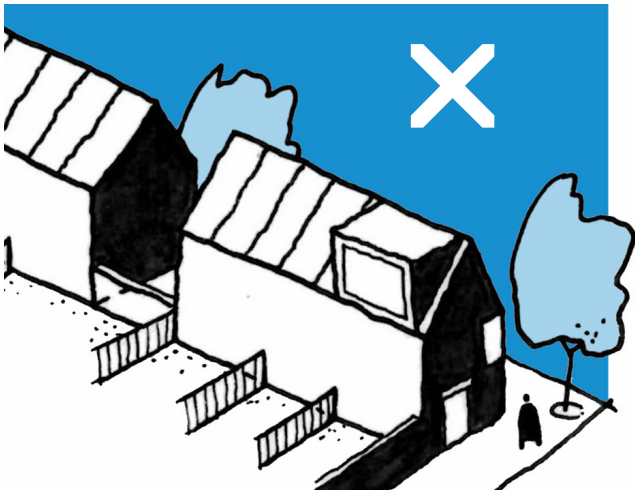


Figure 6 Large “box-style” dormers at the rear of the building will not be permitted on prominent street corners

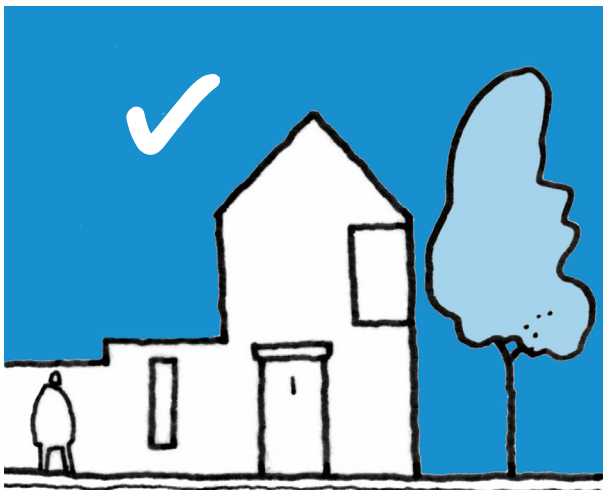


Figure 7 A single storey design that incorporates the existing boundary wall and introduces a window or door that helps to animate the street will be looked upon favourably.



Figure 8 Example where this has been done successfully in Newhall.

Side extensions

Extensions and alterations to the side of the dwelling, including dormer windows on gable-end properties (where the roof runs perpendicular to the street) will be seen from the street and will not generally be acceptable. Some exceptions may be made in situations where the extension or dormer are a minor addition, clearly subservient to the main building, and views up and down the street are not significantly affected (Figure 10, 11, and 12).

Front extensions

Extension and alterations to the front of the property that faces directly onto the street are not generally acceptable. This includes dormer windows, porches and changes to front doors and windows (Figure 13). An exception may be made for solar panels and air source heat pumps, but this will be subject to special circumstances. See Point 9.



Figure 9 *The form and rhythm of the roofs and elevations have been carefully considered to create a calming and cohesive streetscene. Side and front extension and other alterations would disrupt this carefully crafted design and are therefore not generally allowed at Newhall.*



Figure 10 *Dormer windows on gable-end properties that are prominent from the street and interrupt the rhythm of the streetscene will not generally be acceptable.*



Figure 11 *Exceptions may be made in situations where the extension or dormer are a minor addition, clearly subservient to the main building, and views up and down the street are not significantly affected.*

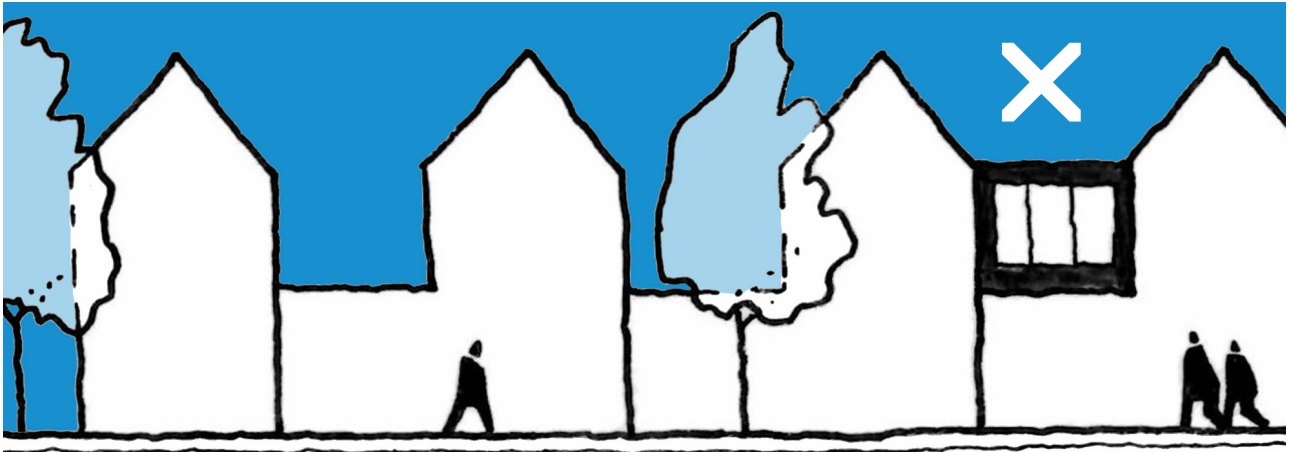


Figure 12 Side extensions will be seen from the street and will not generally be acceptable

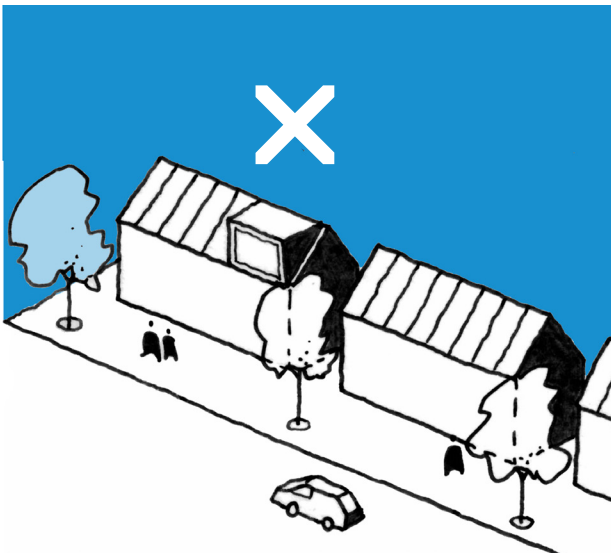


Figure 13 Dormer windows to the front of the building affect the streetscene and will not generally be acceptable



Figure 14 The guidance on side and front extensions seeks to safeguard the pleasing rhythm of the streetscene which is achieved by the use of a repeating house type.

POINT #2

An alteration must not negatively affect neighbouring properties

Why is this important?

Extensions and conversions could cause your property to overshadow or overlook your neighbours garden or home. It may also significantly change the outlook your neighbours are currently enjoying from their home. Newhall Projects will seek to ensure your neighbours will be able to continue to enjoy their home much as before, after the alteration project is completed.

Design tips and guidance for your project

A typical ground floor, single storey extension to the rear of the property does not generally rise significantly beyond the garden fence / boundary. Therefore it is unlikely to cause significant issues relating to overshadowing, overlooking or outlook of neighbouring homes as seen in Figure 15, and would generally be acceptable (subject to design).

Special consideration is required for properties located on sloping terrain, as the impact of development on higher ground on the lower-level neighbour may be significant, even if it is just a single storey extension.

Loft conversions introducing dormer windows are likely to cause some additional overlooking of neighbouring properties. If the design of the existing dwelling already features windows of habitable rooms with the same orientation on upper floors (i.e. a bedroom window) this is unlikely to be considered an issue. If the

proposed dormer window faces in a direction that was previously not overlooked, evidence needs to be provided to demonstrate that neighbouring properties are not unduly affected.

Two storey rear extensions in dense and compact streets typically found in Newhall are often problematic and are generally not acceptable, (Figure 16 and 17). If a two-storey extension is proposed, evidence needs to be provided to demonstrate that neighbouring properties are not unduly affected. This includes sun and shadow studies and plans and cross-sections at 1:50 illustrating viewing angles to neighbouring properties.

As noted above side extensions are only acceptable in exceptional circumstances where they do not impact on the look and feel of the street. In these cases, it also needs to be demonstrated that the extension does not cause adverse overlooking and overshadowing of neighbouring properties. Single storey extensions are less likely to be problematic than two-storey extensions (or the development of a space above a garage) in this regard.

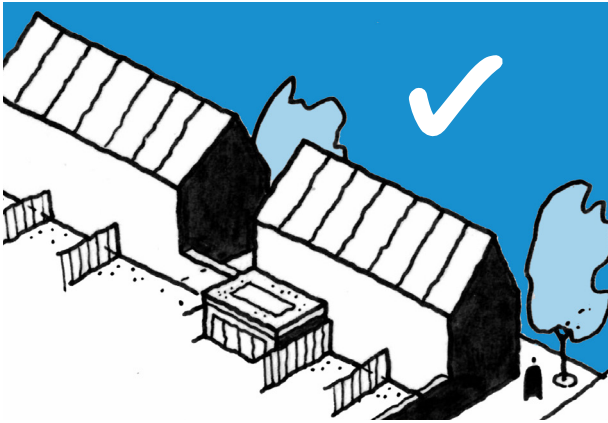


Figure 15 A typical ground floor single storey extension to the rear of the property would not cause any significant overshadowing and would generally be acceptable.

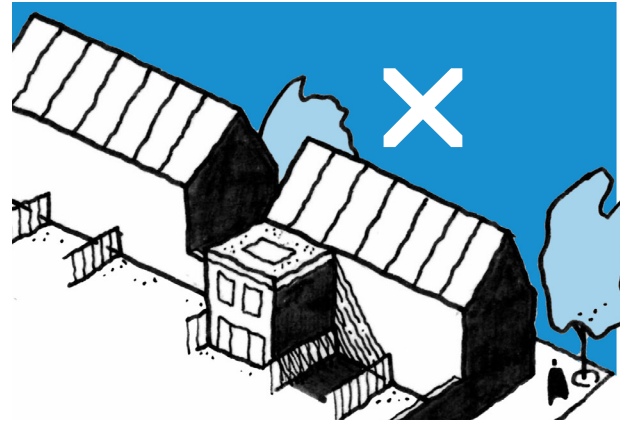


Figure 16 Two storey rear extensions in dense and compact neighbourhoods typically found in Newhall can cause overshadowing, and are generally not accepted.

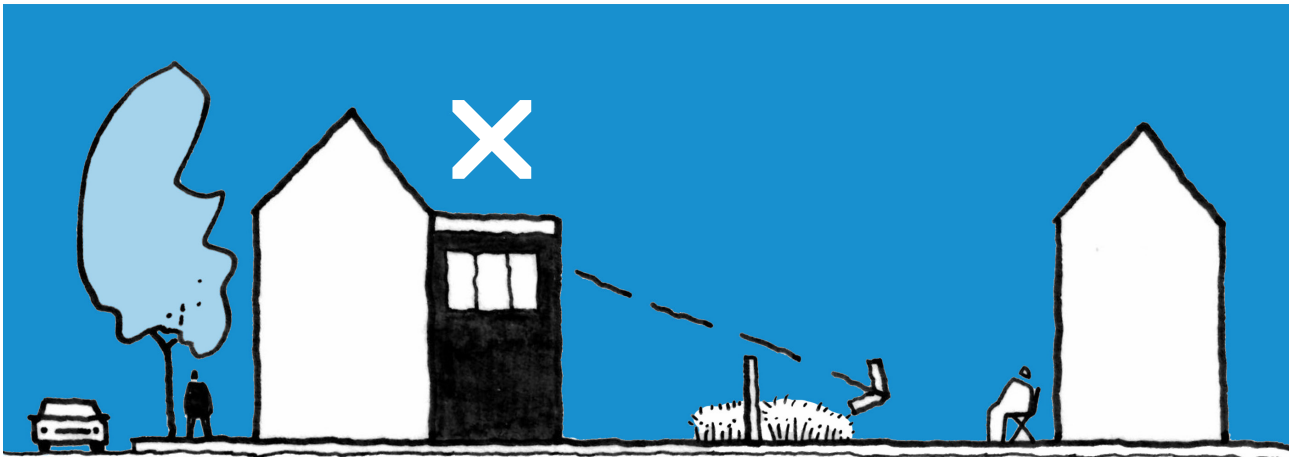


Figure 17 Two storey rear extensions in dense and compact neighbourhoods typically found in Newhall can cause overlooking over neighbouring properties, and so are generally not accepted.

POINT # 3

Each property must retain a minimum of two parking spaces

Why is this important?

Harlow Council typically requires a minimum of 2 parking spaces to be allocated to each homes with 2 bedrooms or more. This is to protect streets from too much on-street parking that could hinder traffic or lead to cars parking on pavements and obstructing pedestrians.

Design tips and guidance

An extension or conversion that result in the (partial) loss of a garage, car port or space on the driveway allocated to parking is only acceptable if two on-plot parking spaces can be retained. These need to meet the minimum Essex County Council size standards. These vary across the development:

- **Phase 1** (west of Newpond Spring Woodland and south of Milestone Road): **2.4m x 5.5m**
- **Phase 2** (everywhere else): **2.9m x 5.5m.**

(Note that the size standards for Phase 1 relate to retained car parking spaces of older developments only. If new homes, garages or car parking spaces are created within Phase 1, these will need to meet the new standards).

POINT # 4

Alternation must complement existing building design

Why is it important?

Newhall is known and loved for its distinctive and modern architectural design style. Design features commonly associated with period properties will be at odds with the Newhall style and detract from the quality of the home and the view from surrounding properties. Newhall Projects recommends engaging an architect with experience of modern building design to help develop proposals.

Design tips and guidance for your project

Rear extensions should be modern in design to complement existing building styles. Flat roofed extensions are preferred (Figure 18). Window openings (unless floor to ceiling glazing) should reference the position, proportions and style of existing windows.

Dormer windows are not a common feature in Newhall. However, they are more likely to be acceptable if they are visually subservient to the roof structure, and are modern in character (Figure 19).

Velux windows do not impact on the shape and outline of the buildings and would generally be acceptable. Heritage style Velux windows have a lower profile are preferred (Figure 20).

Where sky lights are proposed on flat roofs, these should be flat and level with the roof. Lantern-style lights are not permitted (see Figure 21).



Figure 18 *Examples of single storey extensions to the rear of properties. Contemporary styles such as these would complement buildings in Newhall.*



Figure 19 *Examples of dormer window extensions to the rear of properties. Contemporary styles such as these would complement buildings in Newhall.*



Figure 20 *If dormer windows are not acceptable to Newhall Projects, roof windows can provide a possible alternative. Windows with a low profile that lays flush with the roof tiles are preferred.*

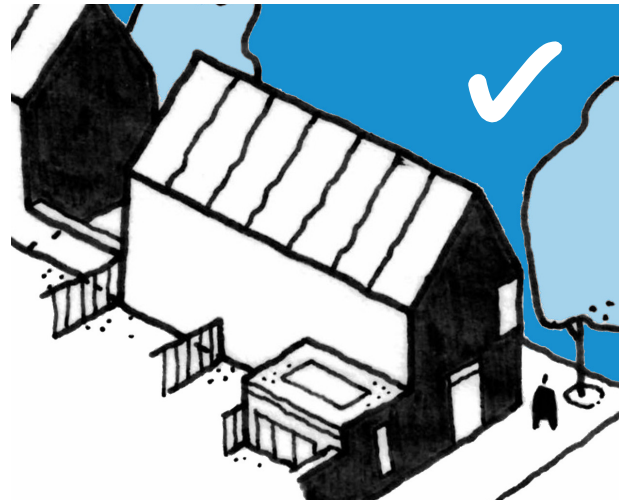
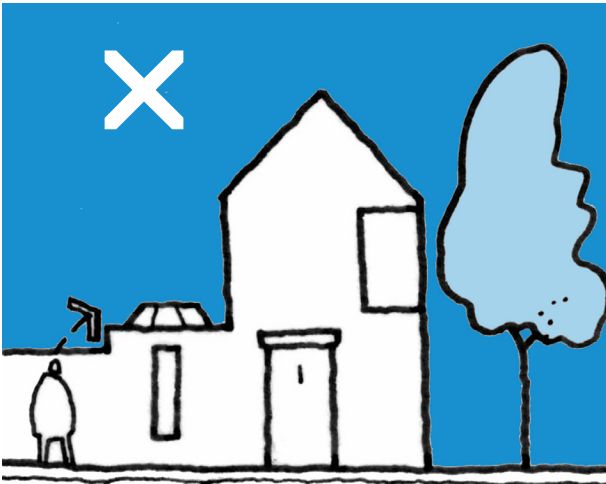


Figure 21 In most cases, flat roofed rear extensions are preferable to pitched roofs. Where sky lights are proposed on flat roofs, these should be flat and level with the roof. Lantern-style sky lights are not permitted.

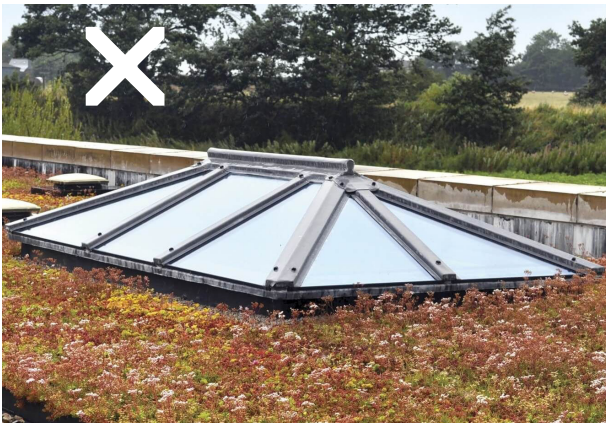


Figure 22 A Lantern-style sky light. These will not be permitted.



Figure 23 Flat and level sky lights such as this will generally be permitted.

Point # 5

Materials and colours must be from the Newhall palette

Why is this important?

The colours and materials used for buildings in Newhall have been carefully selected from the Newhall Colour and Materials Palette. This has been derived from colours and materials found on and near to the original New Hall Farm and form an important part of Newhall's identity.

Design tips and guidance

Materials for extensions, alterations and renovation projects, including replacement doors and windows, should match the (window and door) style, (brick) pattern, colour and materiality of the original dwelling. This applies to bricks, tiles, cladding, mortar joints, doors, window frames and rainwater goods. Newhall Projects can help identify the specification of the materials and colours used on the original property.

The use of alternative materials are unlikely to be acceptable but if in the opinion of Newhall Projects they complement the existing materials palette and do not adversely affect the look and feel of the street they will be considered. If alternative materials are proposed this must be discussed with Newhall Projects in first instance and samples should be provided upon request.

Note that UPVC or similar products are never permissible and will be not be given approval.

POINT # 6

Extensions and garden structures should include green roofs where feasible

Why is this important?

Ground floor extensions and garden offices, gyms and sheds occupy land originally allocated for lawn and planting beds. The cumulative loss of soft landscaping in the neighbourhood by development in back gardens is a concern, as it reduces the area available for sustainable drainage and natural habitat. Green roofs are a means to compensate for this loss. Furthermore, they provide additional insulation, thus helping to conserve on energy that would be required for cooling and heating a space, are more durable than typical felt roofs and are visually attractive (Figure 24)

Design tips and guidance

Green roofs come in different forms with some requiring less upfront costs and maintenance than others.

Newhall Projects acknowledges that green roofs may not be suitable for every project. However proposals that include green roofs will be looked upon more favourably.



Figure 24 *Green roofs provide sustainable drainage, additional insulation and natural habitat. They are also attractive to look down upon from surrounding homes.*

POINT # 7

Garden offices, gyms and sheds must not significantly overshadow neighbouring gardens or adversely affect the outlook of adjoining properties

Why is this important?

To ensure your neighbours will be able to continue to enjoy their home much as before following completion of your project.

Design tips and guidance

Single storey structures that are not significantly taller than the boundary fence (i.e. up to 2.2 metres) will generally be acceptable.

However, particular care needs to be taken on sloping sites where the siting of a structure on higher ground may have significant impact. Views from higher ground towards lower gardens may also be more significantly impacted. This could be mitigated by digging down the garden structure.

POINT # 8

Garden offices, gyms and sheds must be contemporary style.

Why is this important?

This will protect and complement the modern look and feel of Newhall

Design tips and guidance

Garden structures of the type illustrated in Figure 25, or similar will generally be approved by Newhall Project.

Garden sheds and structures must be timber-clad. Newhall Projects may require structures to be painted black, subject to the quality / tone of the wood. Alternative colours from the Newhall's approved colour palette may also be acceptable subject to discussion with Newhall Projects.



Figure 25 *Examples of single storey garden structures that are in a contemporary style. These are viewed favourably by Newhall. Sedum roofs should be considered. Structures of lesser-quality wood should be stained black.*

POINT # 9

Solar panels and air source heat pumps must be sited to minimise visibility from the street

The installation of solar panels and air source heat pumps to the rear of the property is generally acceptable.

If installation of solar panels to the rear of the property is not feasible (i.e. due to the orientation of the house), alternative locations may be considered. Locations that minimise impact on the streetscape, for example on garage roofs or parts of the building that are set back from the edge of the street will be preferred.

Whichever surface the panels are installed on they must be symmetrically and uniformly set out and centrally aligned.

The installation of air source heat pumps to the side of the building may be acceptable if visibility from the street is limited, the pump is effectively screened from view or of an aesthetically pleasing design (Figure 27).

Installation of air source heat pumps to the front of the building is not acceptable.



Figure 26 *Solar panels on the roof of single storey extensions to the rear of the property are encouraged. This can be in combination with a green roof.*



Figure 27 *An unobtrusive design for an air source heatpump that would complement Newhall's modern architecture.*

POINT # 10.

Erection of satellite dishes, antenna and other communication apparatus is not permitted

Why is this important?

These type of installations detract from the quality of the streetscape. Therefore they are banned from Newhall as stated in the Deed of Covenant and Rent Charge document. Newhall has been provided with a cable network which all residents are invited to join while living at Newhall.

