

*Conservation in Tendring*



Listed Buildings

# Technical Advice on Extensions & Alterations

**Tendring**  
District Council





This advice is provided to guide those preparing applications for planning permission and/or Listed Building Consent. More general advice on both Listed Buildings and buildings in Conservation Areas can be found in the two advisory Leaflets which are related to this series of publications.

## 1 General Considerations

Proposals for extensions and alterations to Listed Buildings will be judged against the principles set out in the following documents:

### PPG 15 Planning & The Historic Environment Annex C which includes the following statement;

*“Modern extensions should not dominate the existing building in either scale, materials or situation. There will always be some historic buildings where any extensions would be damaging and should not be permitted. Successful extensions require the application of an intimate knowledge of the building type that is being extended together with a sensitive handling of scale and detail.”*

English Heritage : Conservation Principles: Policies and Guidance” which reinforces the above statement in PPG 15 that all proposals should reflect the need for a full understanding of the historic building.

Proposals must be submitted with a Design and Access Statement and all proposals for alterations and extensions must be fully justified by the applicant. It is also strongly recommended that the Design and Access Statement should fully reflect the above English Heritage guidance.

## 2 Tendring District Adopted Local Plan 2007

Proposals will also be judged against the local plan policy EN22 which states;

*“Extensions or Alterations to a Listed Building: Development involving proposals to extend or alter a Listed Building will only be permitted where :*

- (a) it would not result in the damage or loss of features of special architectural or historic interest; and*
- (b) the special character and appearance or setting of the building would be preserved or enhanced.”*

Conservation in Tendring Listed Buildings : General Advice for owners, prospective owners, and developers provides general advice on listed buildings.



Rear Extensions to Listed Buildings in Manningtree High Street



Listed Georgian house in Manningtree with small single storey extension



Rear Extensions to Listed Buildings in Manningtree High Street



Rear extensions of various forms including inappropriate flat roofed structure

**Please note**  
 Whilst PPG15 is to be replaced by a newer, revised PPS15 the Council will still expect applicants to be mindful of the need to provide full information including plans and drawings of sufficient detail to allow the Council to assess the proposals' impact on the Listed Building concerned.



Rear extensions of traditional form and scale

### 3 Submitting Plans and Drawings for Alterations and Extensions requiring Listed Building Consent and Planning Permission

When submitting proposals for extensions and/or alterations to a Listed Building it is most important that sufficiently detailed plans and drawings are submitted. This requirement is referred to in section 9 of the Council's related general advice leaflet on Listed Buildings but is also repeated here. The Government Guidance is very clear on this point.

PPG 15 (para 3.4) states

*"Applicants for Listed Building Consent must be able to justify their proposals. They will need to show why works which would affect the character of a Listed Building are desirable or necessary. They should provide the local planning authority with full information, to enable them to assess the likely impact of their proposals on the special architectural or historic interest of the building and on its setting."*

PPG 15 Annex B (para B.3) also states in relation to the submission of adequate plans:

*"Section 10(2) of the Act requires that they (applications) include sufficient particulars, including a plan, to identify the building in question and such other plans and drawings as are necessary to describe the works for which consent is sought. For all but the simplest work this should normally mean measured drawings of all floor plans and external or internal elevations affected by the work proposed. There should be two sets of drawings showing the structure before work and the altered structure or new development to replace it after the proposed work. The inclusion of photographs can be particularly helpful – of all elevations in the demolition cases, or of the part of the building affected (interior or exterior) in alteration and extension cases. The Act empowers an authority to seek such particulars as it requires and an authority should certainly seek any particulars necessary to ensure that it has a full understanding of the impact of a proposal on the character of the building in question. An authority should not accept an application for consideration until it has sufficient information to provide such understanding."*

The requirements for detailed plans and drawings are clearly set out in the notes which accompany the Application Forms for Listed Building Consent and Planning Permission for works to a Listed Building. Applications for Listed Building Consent do not attract a fee. This is in recognition that there is a cost involved in having professionally drawn plans prepared for such applications.



*Single, two and three storey rear extensions of varying form and quality*

## 4 Extensions

Adding an extension onto a listed building can often have a major impact on not only its character and appearance but also its architectural and historic interest. Indeed the opportunities for extensions generally will largely depend on its age, type, style and location and how much it has been altered previously.

The fact that a building is listed should not, in itself, be used as the reason for not allowing extensions or other alterations. Nevertheless there are some cases where the principle of such new work would be less supportable than others.

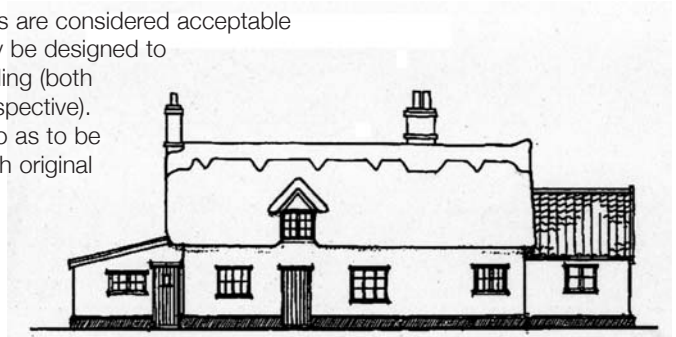
These would include buildings where:

- ◆ They have been so altered in the past that further change could compromise its inherent special interest
- ◆ Its style would necessitate extensions of considerable or excessive size in order to maintain existing character
- ◆ The size and nature of the plot would not permit an extension of an appropriate scale and design to be added
- ◆ Any changes would badly obscure interpretation of the building's original function (especially former farm buildings or industrial buildings converted to residential use).
- ◆ It has survived virtually intact in its original form ( older or more unusual buildings are difficult to justify change)



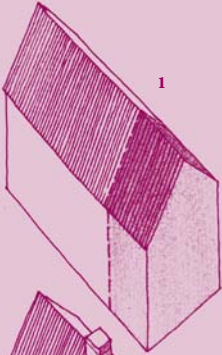
*Two storey rear extensions*

Where alterations and extensions are considered acceptable in principle, they should normally be designed to be subordinate to the main building (both from a physical and a visual perspective). They should also be designed so as to be sympathetic to its character, both original and as existing.



*Right: Extensions respecting the existing form and appearance of the Listed Building*

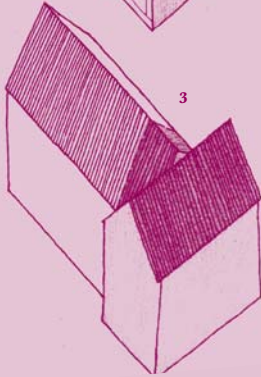
## Extension Types



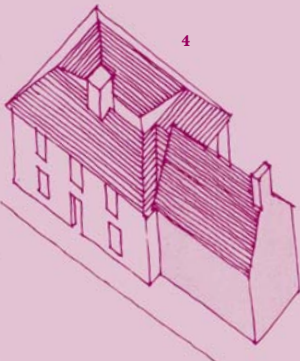
- ① The simplest form of two-storeyed extension is that provided by a lengthwise projection of the existing block



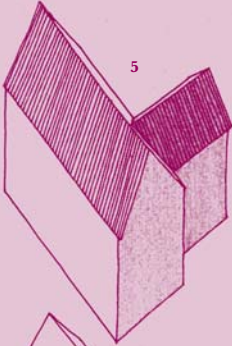
- ② This will not be visually very satisfactory if the existing building has a degree of symmetry or if the extension would undermine the balance of a façade. For this reason such extensions are sometimes set back slightly from the line of the existing block. However, if the roof is carried through this produces an awkwardly deep eaves soffit and if set back the roof then spans the 'wrong' way. A separate hipped roof for the set-back part extension can sometimes solve this difficulty.



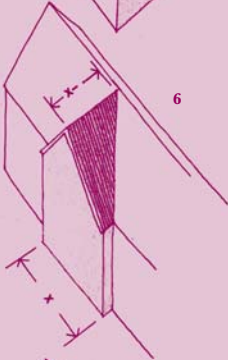
- ③ A new 'cross wing' at the end of the existing block can provide a useful and visually satisfactory extension, and this was the usual mediaeval method of providing a large extension of the living area. Again, problems can arise in disturbing the focal emphasis of an elevation, the cross-wing being a very powerful architectural device. With all forms of two-storey extension, greater floor-to-ceiling heights in the new work can make for difficulties in marrying with the old. Relaxation of the Building Regulations or an excavated ground floor are possible aids.



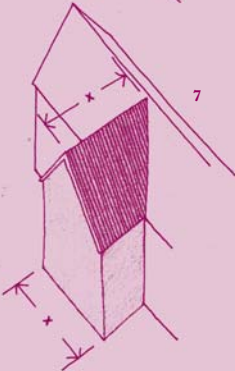
- ④ Houses with symmetrical façades  
Symmetrical façades can sometimes accept a single side extension so long as it is sufficiently differentiated.



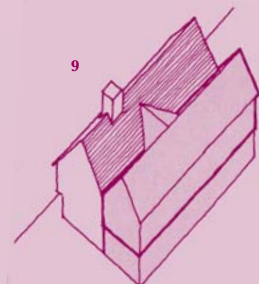
- ⑤ A gabled extension to the front or rear of the building can provide valuable additional accommodation. Such an extension should not be greater than 6m in width and the roof pitch should match that of the existing building. If the ridge height of the extension is greater than the existing, a small ridge gable, or hip, will have little effect on the over-all appearance unless the elevation has a particularly 'formal' character.



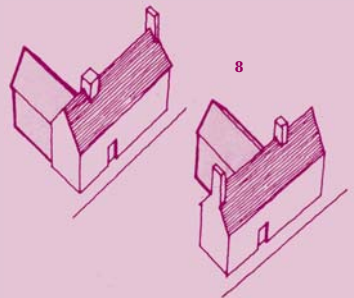
- ⑥ Gabled extensions tend to look unsatisfactory if the ridge line length is shorter than the gable width. This is because there is insufficient building volume beneath the roof area to produce a positive architectural statement.



- ⑦ Gabled extensions with an agreeable amount of forward projection.



- ⑨ The double pile or parallel two storey rear range solution  
The creation of a double-pile building is a traditional way of enlarging a house, but only practicable if problems of lighting and access can be overcome.



- ⑧ The rear wing forming an 'L' or 'T' shaped plan. A rear wing can often provide a satisfactory extension of a type for which there is good historical precedent.



*Extended Listed Building in Manningtree*



*Manningtree High Street*

*Below: Inappropriately designed two storey rear extension totally out of scale and character to the Listed Building*



### In general extensions need to:

- ◆ Respect the form and character of the listed building and its setting
- ◆ Be subordinate in nature to the existing building ( don't introduce dormers in an extension if the original house doesn't have them)
- ◆ Be as compact as possible, avoid elements likely to increase scale and massing without being demonstrably necessary for functionality
- ◆ Ensure that where a traditional approach is intended, proportions, detailing, methods and materials used are appropriate for their intended purpose in the selected location.
- ◆ Avoid removing, damaging or concealing historic, original features unless there are no alternatives, no matter whether they are less than ideal from the point-of-view of convenience.
- ◆ Have a roof form appropriate to its use, location, and relationship to the pre-existing building

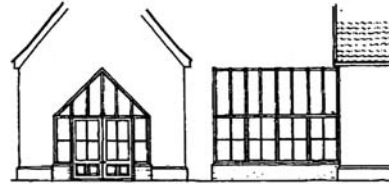
Consideration should also be given to the fact that alterations to the exterior of a building will also affect its relationship to those adjoining it and in the street scene generally. Many attractive neighbourhoods can be spoilt by undesirable or intrusive alterations and extensions being carried out on individual buildings which show little regard for the wider implications of such changes.

It is possible to alter and extend some listed buildings without harming their character and in some instances the right sort of extension in an appropriate location may even improve the appearance of the building. In such circumstances, success depends upon achieving the right sort of balance between introducing something new, whilst respecting both the original design concept and important characteristics of the existing building. Ideally, when completed, the finished building should retain all its architectural/historic significance and appear as a complete and harmonious whole, which does not look out of place with adjacent properties or its surroundings.

## 5 Glazed Structures

Where it is proposed to add a glazed structure to a Listed Building, the following points should be noted:

- ◆ With dwellings, the structure needs to be appropriate to the status of the listed building. Conservatories tending to be relatively large and ornate, would normally be expected to be found on larger detached houses whilst properties of lesser standing might have lean-to “vineries” of varying sizes.
- ◆ The application of glazed structures to agricultural, commercial or industrial buildings would be relatively rare, perhaps limited to those areas where light under cover, was essential. One of the earliest examples of such usage was to be found in early photographic studios where as much daylight as possible was needed to cut down on exposure time.
- ◆ The essentially utilitarian character of converted agricultural, commercial or industrial buildings means that “domestic” types of glazed structures are generally inappropriate for use on them.
- ◆ Polygonal terminations to glazed structures - particularly those of a small size - would rarely be found in traditional examples. Conservatories tended to be rectangular or incorporate semi-circular, semi-domed elements. Whilst vineries had simple monopitch roofs, often with very low eaves to assist the vines gaining purchase.
- ◆ In certain very specific instances, the construction of a formal “orangery” style of glazed extension may be an appropriate solution, but such occasions are fairly rare and require bespoke treatment.
- ◆ Traditional materials will need to be used throughout, either sustainable timber or narrow section metal, with glass
- ◆ Historically, the width of individual lights would have been around 18” (450mm) and this should be used as the basis for modern interpretations, unless a module more relevant to the specific building can be agreed ( ideally, the width of the glazed roof and wall modules should be identical and vertically aligned)



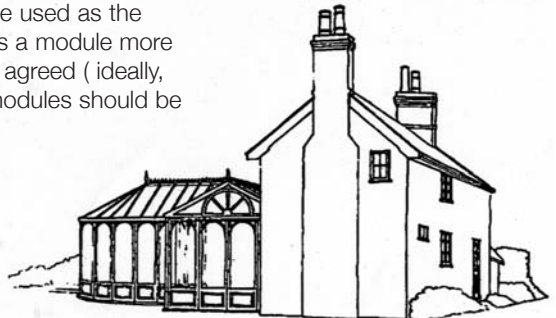
*Above: Simple rectangular white painted timber conservatory which is likely to be more appropriate for historic buildings*

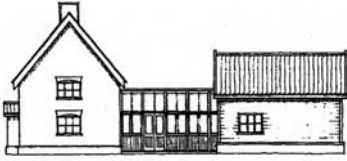
*Carefully designed, glazed extensions are far more appropriate on historic buildings than “off the shelf” conservatories chosen from manufacturers standard ranges*

*Below: A traditional tiled structure with glazing to the sides and a gable end.*



*Right: This conservatory is an inappropriate extension which is out of scale and character with this small building*





*Above: Single storey glazed link between extension and main house*

- ◆ Side-opening casements are normally inappropriate, particularly where they may be of two or more lights. Rooflights at the apex or top-hung lights - either full height or, in certain styles, as vertical fanlights - may be acceptable alternatives
- ◆ Doorways should not break the eaves- line of a glazed structure but where they have to, a simple leaded flat roof with side cheeks should be used. Pedimented insertions tend to be out of place in any but the most ornate designs for high status buildings

## 6 The Treatment of Roofs




*Harwich roofscape looking towards St. Nicholas Church*

The pitch, covering and detailing of roofs is normally a major element in the character of any building and this applies more so to an historic building where these aspects can provide considerable information about the property, its use, development and status.

Thoughtless alteration, such as the substitution of machine made clay plain tiles for hand made clay peg-tiles can result in a disproportionate - and detrimental - change in the building's essential character. Accordingly, when dealing with roofs, their construction and coverings should be borne in mind:

- ◆ Historic timbers should not be removed or replaced without prior consultation with the Council. Their treatment and retention, with inserted modern timbers taking the load as necessary, is preferred
- ◆ Where existing timbers retain signs of tar-ropes (from thatching), soot-staining and/or wattle and daub/lath and plaster infill panels, these elements must be safeguarded during the course of works and should not be removed without the explicit approval of the Council.
- ◆ As a matter of course, every effort should be made to retain and re-use the existing historic roof covering. Where sufficient survives to cover only one or two slopes, those most publicly prominent should be preferred, subject to their relative weathering conditions
- ◆ Roofing materials should be selected to match or complement historic traditional materials used elsewhere on the property. A colour match with the unweathered underside of existing original plain clay tiles is desirable to ensure that the long term appearance of the roof will be as uniform as possible.

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- ◆ Although the use of sound, second-hand tiles may appear to be the most appropriate way of getting new build to blend in with the pre-existing elements, care needs to be taken to ensure that such materials are all sourced from the same slopes of a roof. This should help to ensure that they will all weather in the same way
  - ◆ Replacement slate should be a good match to the original in terms of dimensions (including thickness), colour and finish/texture. Second-hand materials should be tested for soundness before being used
  - ◆ Re-covered roofs should not seek to unduly “straighten” any existing undulating character to its ridges, eaves and roof-pitches. To do so would be to risk harming its evolving character
  - ◆ The use of inappropriate roof types (such as “ crown flat”) or cosmetic ( such as tiling to excessively shallow pitches or low-ridged tiled mono-pitches concealing recessed flat roofs) will not normally receive officer support
  - ◆ Metal sheet roofing should be specified in accordance with the relevant Association’s standards and patination treatments may be sought to minimize the weathering period. The use of non-traditional materials (such as fibre-glass or felting) will normally be resisted unless there are justifiable reasons
  - ◆ It is essential to ensure that any additional “special” tiles (such as bonnets, valley and verge tiles) are of the correct dimensions for the proposed location.



*Various rear extensions, Manningtree town centre*

## 7 Roofing Details and Related Elements including Dormer Windows and Rooflights

Although the basic coverings to roofs are of considerable importance to the character of historic buildings, it is often the added elements - both functional and decorative - which help to define their importance, particularly when they are seen against the skyline.



Chimneys, in their time, were a major status symbol. Initially, a particular feature of the gentry's homes in Essex was the (often decorative) use of brickwork, when this material was very costly. Later on, the fact that hearths were taxed, in addition to windows, enabled wealth to be made visible to any passer-by.




*Above: Various chimney stacks in Manningtree*

Whilst the rich variety of chimneys gives vertical emphasis to buildings, more subtle additions - such as roof cresting, rainwater goods, bargeboards and finials - help to give them shape and character. Their importance needs to be recognised when considering alterations or extensions to an historic building and the following therefore needs to be taken into account:

- ◆ The removal of chimney stacks should be avoided, particularly where they may be contemporary with the earlier parts of a building
- ◆ Existing decorative roofing details - cresting, finials, bargeboards etc. - should be retained in situ, being repaired using appropriate techniques as necessary
- ◆ Historic rainwater goods should also be retained and used as the basis for those to be incorporated in any new-building ( all new metal rainwater goods will be expected to be cast unless otherwise agreed with the Council).

*Below: Well designed one and a half storey rear extension to modest cottage*



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- ◆ New rainwater goods should be of sufficient size and number to adequately deal with the expected discharge. They should be of a style and section in keeping with the character of the historic building.
  - ◆ The enlargement or remodelling of existing dormer windows will be considered on a case by case basis where it would not adversely affect the character of the elevations to which they relate
  - ◆ Where additional lighting is required for rooms within the roof space, dormer windows should only be considered for existing buildings where there is archaeological or documentary evidence for “lost” examples of such windows. Where this is demonstrated. It would be expected that the evidenced original detail would be duplicated in any reinstatement. (Dormer windows of an appropriate character may be acceptable for inclusion in any new-build where there is a precedent on the property, unless their design or location could be regarded as being unsympathetic to the character of the listed building)
  - ◆ The introduction of rooflights into an historic roofscape can have a significant - often detrimental - impact on the character of the listed building.( Where practicable these should be hidden, for instance behind eaves, chimney stacks or on the inner slopes of roof valleys)
  - ◆ Any rooflights proposed should fit flush with the roof pitch and be of a size and character appropriate to their location. By choice, rooflights should reuse former locations where these are evidenced (by cut roof timbers), otherwise they should be fitted on top of existing rafters unless intended for escape purposes. (The normal requirement is for traditional, “conservation” style rooflights, without visible external blindboxes, to be used).



*Traditional Conservation Rooflight sits flush with roof slope*

## 8 Conservation Rooflights

The insertion of rooflights can be appropriate in traditional tile or slate roofs so long as they are “Conservation” rooflights. Such products sit neatly flush with the roof plane. They are ultra low profile comprising a faithful reproduction of Victorian cast iron rooflights.

The insertion of rooflights should be kept to an absolute minimum and wherever possible be positioned on less visible roof slopes. Their insertion should not necessitate the removal or cutting of original timber.

As with dormer windows rooflights should be positioned to relate to the proportions of the main property and the windows below.

Further information on windows generally can be found in the related technical leaflet entitled “Windows and window details.”

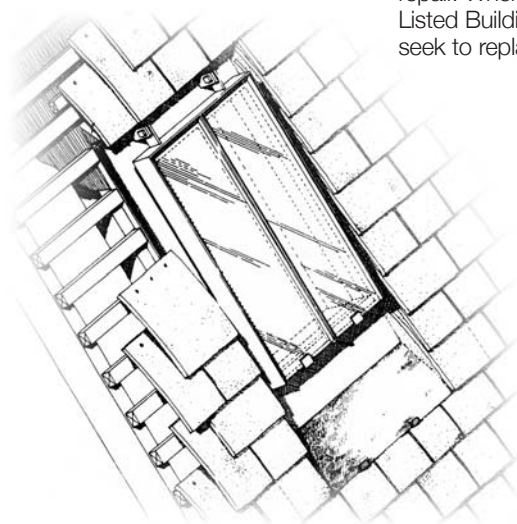
## 9 Listed Buildings - Technical Advice

Applications for Listed Building Consent do not attract a fee which is a recognition that there is a cost incurred in preparing the necessary quality of Plans required to accompany such applications. The Council strongly advises the owners of Listed Buildings to engage properly qualified and experienced professionals to prepare such applications.

Such professionals can also provide advice on methods of repair. Wherever possible the Council expects owners of Listed Buildings to explore repair of historic fabric rather than seek to replace it with modern materials.

This advice in this series of leaflets draws on a variety of specialist publications prepared by other organisations including Essex County Council, English Heritage, S.P.A.B. Links to these publications and/or the organisations’ websites are given at the end of each leaflet.

*Conservation rooflight - cut away view*



## 10 Further information

Planning Policy Guidance Note 15 Annex C

English Heritage

Essex County Council Leaflets:

Conservation in Essex No.4 Historic Buildings  
Conservation in Essex No. 7 Conservatories and Historic Buildings

Conservation Principles Policies and Guidance 2008

Our house isn't big enough! : Design guidance for extensions to Listed Buildings 1994

The Rooflight Company: Various brochures

## Other useful sources of information?

There are various national organisations providing design advice and guidance in relation to Extensions and Alterations. These include the following:

### English Heritage

[www.english-heritage.org.uk](http://www.english-heritage.org.uk)

### Historic Environment Local Management - HELM

[www.helm.org.uk](http://www.helm.org.uk)

### Society for the Protection of Ancient Buildings - SPAB

[www.spab.org.uk](http://www.spab.org.uk)

### The Victorian Society

[www.victorian-society.org.uk](http://www.victorian-society.org.uk)

### The Georgian Group

[www.georgiangroup.org.uk](http://www.georgiangroup.org.uk)

### The Twentieth Century Society

[www.c20society.demon.co.uk](http://www.c20society.demon.co.uk)

### Institute of Historic Building Conservation

[www.ihbc.org.uk](http://www.ihbc.org.uk)

### Historic Towns Forum

[www.historictownsforum.org.uk](http://www.historictownsforum.org.uk)

### Essex County Council

[www.essex.gov.uk](http://www.essex.gov.uk)

### Communities and Local Government

[www.communities.gov.uk](http://www.communities.gov.uk)

Note; Tendring District Council is not responsible for the content of any external websites.



## Extensions & Alterations

**For more information write to:**

**Planning Services**

Tendring District Council  
Council Offices  
Weeley  
Clacton-On-Sea  
Essex CO16 9AJ

