



**House Extension  
Supplementary Planning  
Document  
Scoping Report  
June 2025**

# Introduction

## What is this document?

This Scoping report has been prepared to provide the first step in creating a new Supplementary Planning Document (SPD) for House Extensions. The SPD will provide detailed guidance on the interpretation and implementation of policies within Halton's Local Plan period (2022-2037).

The purpose of the document is to engage key stakeholders in considering the scope and content of the SPD. This may include anyone involved in the house extension or alteration process, e.g. individual house owners, architects, builders or developers.

Once consulted, the responses on this scoping report will contribute to the preparation of the draft SPD. This will then be open to consultation before it is adopted. When determining planning applications, the SPD will carry full weight as a material planning consideration.

## The Borough of Halton

Halton is a Unitary Authority located in the North West of England which straddles the upper estuary of the River Mersey. It is located to the east of Liverpool City with St Helens to the north, Warrington to the east and rural north Cheshire lying to the south, Manchester to the East. Home to 128,432 people, Halton lies within the Liverpool City Region with excellent transport linkages to the rest of the country. Halton is well located to accommodate the growth of both new and existing businesses. Whilst Halton still has an industrial footprint, there are a number of internationally recognised science, technology and research areas, and a significant number of logistical hubs located in the Borough, providing a wide range of employment opportunities for residents.

## Why do we need a House Extension SPD?

Some house extensions fall under permitted development rights. This allows householders to improve and extend their homes without the need to apply for planning permission, as the Council does not retain control on the impact of works carried out. Some single storey rear extensions can be determined under the larger home extension scheme and these **are** subject to neighbour consultation.

A significant number of planning applications received by the council relate to house extensions, and therefore the cumulative impact on an area can be considerable. The house extension SPD will provide guidance relating to house extensions, alterations or residential conversions to reduce the impact on the local area, even if the applications are only small-scale. It will also explain when householders are required to conduct a neighbour consultation.

The current SPD was adopted in 2006. Since then, there have been significant updates to the NPPF, the Introduction of the National Design Guide? and a new Local Plan.

### SPD links with National Policy

The House Extension SPD will be produced so it is consistent with the National Planning Policy Framework (NPPF), The Town and Country Planning (Local Planning) (England) Regulations 2012 and the National Design Guide. Regard will also be held to the Planning Practice Guidance (PPG).

### SPD links with Halton Delivery and Allocations Local plan

The Delivery and Allocations Local Plan provides a range of policies covering the area of Halton. The SPD will be prepared to provide further guidance to the interpretation of the policies in the Local Plan. The House Extension SPD will support the following DALP policy(s):

In particular, Policy **RD3: Dwelling Alterations, Extensions, Conversions and Replacement Dwellings**.

#### **Policy RD3: Dwelling Alterations, Extensions, Conversions and Replacement Dwellings**

1. Proposals for dwelling alterations, extensions, conversion and replacement dwellings outside the Green Belt will be supported where they:
  - a. Retain the character of the existing property, its setting and the surrounding residential area;
    - i. This will include consideration of the siting, scale, design, and materials to be used;
  - b. Will not have a significant adverse impact on the amenity and living conditions of occupants of neighbouring properties; this will include consideration of
    - i. The potential for overlooking and the preservation of appropriate privacy distances; and
    - ii. The loss of sunlight or daylight to neighbouring properties; and
    - iii. The dominance or overbearing nature of the extension.
  - c. Enhance, provide or maintain safe highway conditions for pedestrians, cyclists and motor vehicles;
  - d. Will not result in isolated residential development;
  - e. Provide, or retain, sufficient parking within the curtilage of the property, where applicable;
  - f. Provide, or retain, adequate storage for recycling, refuse and cycles;

- g. Retain outside access to the rear of the property; and they
- h. Provide, or retain, a reasonable amenity space.

#### **Conversion**

- 2. Residential conversions of existing buildings will be permitted where they meet all of the above criteria (1. a-h) and where it is demonstrated that the building to be converted is of a permanent and substantial construction; capable of being converted; and in the case of sub-division or intensification of the existing residential use:
  - i. they would not create or contribute to a harmful concentration of such uses with regards to amenity and highways; and
  - ii. it would not result in a loss of character.

#### **Replacement Dwellings**

- 3. Replacement dwellings will be supported where they meet all of the above criteria (1. a-h) and they will not result in over-development of the site, or the curtilage.

#### **Change of Use**

- 4. The conversion of buildings from non-residential to residential use will be supported where they meet all of the above criteria (1. a-h) and where it is demonstrated that:
  - a. The building is of a permanent and substantial construction capable of being converted; and that
  - b. It will provide a satisfactory residential environment.

In addition to Policy RD3, the Delivery and Allocations Local Plan contains other policies that are relevant to this SPD which, amongst others, include:

- CS(R)18 – High Quality Design
- CS(R)19 – Sustainable development and climate change
- RD3 – Dwelling alterations, Extensions, Conversions and Replacement Dwellings
- RD5 – Primarily Residential Areas
- GR1 - Design of development
- GR2 – Amenity
- C2 – Parking Standards

## **Scope of the House Extensions SPD**

### **Proposed SPD Contents**

The goal of the House Extension SPD is to encourage and raise high quality design, which has consideration for the local character, residential amenity, and safe

highways. This ensures the enhancement and retainment of quality and character of the local area.

The SPD will aim to:

- Explain how the Council will use the 'Comply or Justify' Principle to support applications which meet the criteria within the SPD. ([Kirklees Extensions & Alterations Supplementary Planning Document](#))
- Preserve and enhance local character with consideration of designs which relate closely to and harmonise with the existing housing in its scale, proportions and appearance.
- Help protect people's privacy and protect residential amenity of neighbouring properties.
- Create high quality design which encourages people to live in Halton
- Avoid the creation of unsafe highway conditions for pedestrians, cyclists and motor vehicles.
- Provide guidelines for sustainable development, ensuring that developments are acceptable to changing climatic conditions.
- Contribute to the development within existing primarily residential areas without harming the residential character or living conditions of residents in those areas.
- Use 'secured by design' principles to engage with crime prevention through development design of homes.
- Explain where Permitted Development applies, where householders can apply for a Lawful Development Certificate, information regarding Larger House Extensions or any general Pre-application advice.
- This SPD will also help applicants understand and use the standards set out in the BRE's Home Quality Mark.

The broad context and coverage of the House extension SPD will be as outlined:

1. Purpose – aims and objectives
2. Policy context
  - a. National
  - b. Local
3. The Planning Application
4. Guiding principles
5. General design principles
  - a. Local context and character
  - b. Impact on the original/existing house
  - c. Impact on residential amenity
  - d. Outdoor space
  - e. Energy efficiency
  - f. Construction materials
6. Specific guidelines

- a. Porches and front extensions
  - b. Side extensions and rear extensions
  - c. Roofs / dormers/ Chimneys/ Log burners
  - d. Balconies and terraces
  - e. Garages/ parking and garage conversions
  - f. New openings
  - g. Outbuildings
  - h. Refuse, Storage and Collection
  - i. Trees
  - j. Impact on adjoining garden areas
7. Other considerations
- a. Greenbelt
  - b. Conservation Areas/Listed Buildings
  - c. SPA
  - d. SSSI

## Timescale for SPD preparation and Next Steps

### Timescale for SPD Preparation and Adoption



## Next Steps

This consultation will run for a minimum of four weeks. Following the consultation, Council Officers will review comments received, which will inform the drafting of the SPD. A public consultation will then be carried out on the draft SPD.

Following the consultation on the draft SPD, comments received will be reviewed with appropriate amendments made to the SPD before it is adopted at a Halton Borough Council Executive Board meeting. A Consultation Statement will be produced containing details of all those consulted when preparing the SPD, a summary of the main issues raised and how those issues have been addressed within the SPD.

## How to get involved?

This document has been prepared to identify the scope of the emerging House Extension SPD and raise awareness of, and interest in, the document. Comments are sought on the scope that has been set out through this document and the questions in Section 5 below.

A response form has been created which allows for comments and responses on the questions contained within this document, along with any additional comments if required. This can be found at <https://forms.microsoft.com/e/8jHAwWNScV>

Answering the questions in Section 5 is optional and the Council will also accept other forms of written response.

You can complete and return any comments by email or post to:

**Email:** [forwardplanning@halton.gov.uk](mailto:forwardplanning@halton.gov.uk)

**Post:** Planning Policy Team, Municipal Building, Kingsway, Widnes, WA8 7QF

All comments on this scoping report should be submitted by Friday 25<sup>th</sup> July 2025.

## Consultation Questions

Q1: Do you support the proposal to prepare a revised House Extension SPD for Halton Borough Council?

Q2: If not, what are the reasons as to why the Council should not prepare a House Extension SPD?

Q2: Do you agree with the broad context and coverage of House Extension SPD, as set out in this document?

Q3: Are there any other matters relating to the House Extension SPD that should be addressed through the SPD, beyond those set out in this document? If so, what?

Q4: Do you consider that further information could be included in the SPD to enable applicants submitting a planning application. If so, what?

Q5: Are there any specific reports, documents, or guidance that you think we should be considering to inform the SPD?

Q6: What level of detail should the House Extension SPD go into, for example general advice or specific guidance (including case studies)?

Q7: Do you think it would be helpful for the SPD to include a list of plans, documents and information which would be required to support a planning application?

Q8: If you believe a Strategic Environmental Assessment (SEA) or a Habitat Regulations Assessment (HRA) is required, please set out why (please see accompanying SEA and HRA Screening Report for further information).