

Outlook, Amenity, Privacy & Daylight Supplementary Planning Document (SPD)

Woking Local Development Framework
July 2008



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STATUTORY NOTICE
STATEMENT OF ADOPTION
FOR THE WOKING BOROUGH COUNCIL
LOCAL DEVELOPMENT FRAMEWORK
OUTLOOK, AMENITY, PRIVACY AND DAYLIGHT SUPPLEMENTARY PLANNING DOCUMENT

Planning and Compulsory Purchase Act 2004

Town and Country Planning (Local Development) (England) Regulations 2004

Regulation 19 – Adoption of Supplementary Planning Documents

The Council adopted its Outlook, Amenity, Privacy and Daylight Supplementary Planning Document on 10 July 2008. The Supplementary Planning Document sets out the Council's guidance on achieving suitable outlook, amenity, privacy and daylight in new residential developments whilst safeguarding those attributes of adjoining residential areas. It supplements Woking Borough Local Plan Policy HSG21 – Outlook, Amenity, Privacy and Daylight, which will remain in use until it is superseded by an equivalent policy in the Local Development Framework.

Any person aggrieved by the Supplementary Planning Document may apply to the High Court for permission to apply for judicial review of the decision to adopt the Supplementary Planning Document. Any such application for leave must be made promptly and in any event not later than 3 months after 10 July 2008, the date on which the Supplementary Planning Document was adopted.

The Supplementary Planning Document, this adoption statement, a statement setting out a summary of the main issues raised in representations about the Supplementary Planning Document and how these have been addressed in it, and other supporting documents can be viewed on the Council's website at: www.woking.gov.uk/ldf or at the following locations:

- Main Reception, Woking Borough Council Civic Offices - Monday to Friday 9.00am to 4.45pm
- Woking Library:
Monday, Wednesday, Friday 9am - 6pm; Tuesday and Thursday 9am - 7pm; Saturday 9am - 5pm
- West Byfleet Library:
Tuesday and Friday 10am - 5pm; Thursday 10am - 6pm; Saturday 9.30am - 4pm
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Section 1

Introduction and Policy Context >>

- 1.1 This document sets out guidance on achieving suitable, outlook, amenity, privacy and daylight in new residential developments whilst safeguarding those attributes of adjoining residential areas. The document supersedes the Council's Supplementary Planning Guidance on this topic which was adopted in July 2000, by bringing it up to date with current legislation, notably Planning Policy Statement 3 – Housing (PPS3) published in 2006.
- 1.2 This guidance supplements Policy HSG21 of the Woking Borough Local Plan 1999 (set out in Appendix 3) and should be considered by applicants and developers before submitting planning applications for residential developments, including extensions and alterations which require formal permission. Applicants should demonstrate how the relevant criteria have been addressed in their 'Design & Access' statements. Advice on preparing Design & Access statements can be found on the Council's website at www.woking.gov.uk and the CABE website at www.cabe.org.uk. The Council will use this guidance to help determine planning applications, but will apply it flexibly, having regard to the individual circumstances and other material planning considerations of each case, such as development within the historic environment. The following matters are considered:
 - **Outlook** – ensuring that the close proximity of another building (or other controlled works) does not adversely affect accommodation by diminishing the visual enjoyment of a dwellings immediate setting.
 - **Amenity** – the provision of landscaped space or other outdoor amenity surrounding dwellings usually forming; private amenity space (private realm), and the landscaped frontage to the development (public realm).
 - **Privacy** – the protection of habitable rooms and intimate areas of private outdoor amenity from being directly overlooked.
 - **Daylight** – the amount of natural daylight required to illuminate internal rooms. Reference is also made to providing access to sunlight, and the safeguarding of access to sunlight for solar energy generation.

Section 2

General Points >>

- 2.1 **Appendix 1 at the back of this document recommends a number of dimensions to achieve the minimum level of outlook, amenity, privacy and daylight in residential layouts. However, these dimensions, and others set out in this guidance, are for advice only and evidence of design quality and compatibility with context will be of overriding importance. Context means the setting of a proposed development, which must be well integrated with and complement the neighbouring buildings and the local area more generally in terms of character, appearance, scale, density, layout and access.**
- 2.2 Compliance with the suggested spacing criteria will usually provide most of the layout requirements for achieving satisfactory outlook, amenity, privacy and daylight for conventional dual aspect family dwellings. However, developments designed to control aspect or which employ screening, as well as those designed for a variety of non family forms of accommodation, may allow closer spacing but plans will require sufficient detailed information to justify the relaxation.
- 2.3 The design and layout of all forms of residential development must ensure that the principal areas of accommodation achieve a satisfactory level of outlook and natural daylight.
- 2.4 Dwellings designed for family accommodation will need to provide a suitable area for private outdoor amenity, normally in the form of an enclosed garden to the side or rear of the dwelling.
- 2.5 Dwellings designed for high density developments in the most urban locations of Woking Town Centre and some larger village centres may not be able to achieve the same levels of privacy or amenity as those in lower density developments and alternative methods of provision are suggested.
- 2.6 Care should be taken over the siting of buildings, especially close to existing dwellings and common boundaries, as their proximity may result in an unacceptable overbearing impact even though all other amenity requirements have been achieved.
- 2.7 When preparing development proposals in established residential areas with a defined character (such as by infilling) it will be equally important to retain sufficient spacing around the existing dwellings to maintain amenity as it will to achieve high standards for the new dwellings, whilst ensuring the overall arrangement is compatible with the character of the local context.

Section 3

Outlook >>

- 3.1** Outlook is the visual amenity afforded accommodation by a dwelling's immediate surroundings, which can be adversely affected by the close siting of another structure or the incompatible treatment of adjoining land. Special care is needed when dealing with the outlook requirements of single aspect dwellings as they have no alternative provision. However, this consideration does not extend to the protection of a person's particular view from a property as this is not a material planning consideration.
- 3.2** Making the best use of site characteristics, e.g. open views, changes in level, retention of mature trees and shrubs, and making a positive relationship with an interesting street scene, will greatly assist the potential for achieving satisfactory outlook. In the case of single aspect developments, such as blocks of flats, it will be equally important to consider the outlook from both frontages.



Fig.1 Making the best use of site characteristics will assist in achieving satisfactory outlook.

- 3.3** Developments which retain existing mature trees should ensure they are of sufficient distance away from principal windows so as not to overshadow accommodation as this may result in pressure for the trees' removal. Trees have high amenity value and many are protected by Tree Preservation Orders in which case works cannot be undertaken without consent. Specialist arboricultural advice should always be sought when considering trees in relation to new development.
- 3.4** Outlook from a principal window will generally become adversely affected when the height of any vertical facing structure exceeds the separation distance from the window. When a structure is placed too close to a window so that it completely dominates the outlook it will have an overbearing impact (please see Fig.3 overleaf).

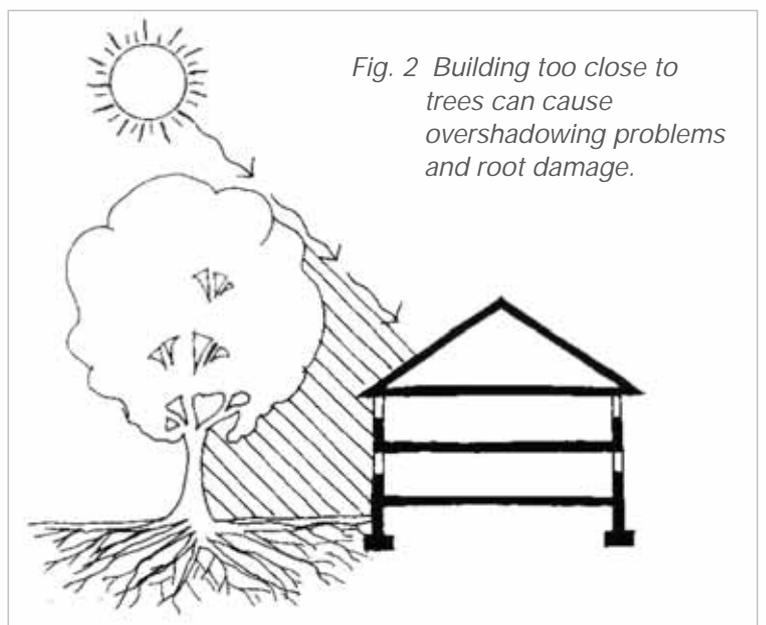


Fig. 2 Building too close to trees can cause overshadowing problems and root damage.

Section 3

Outlook >>

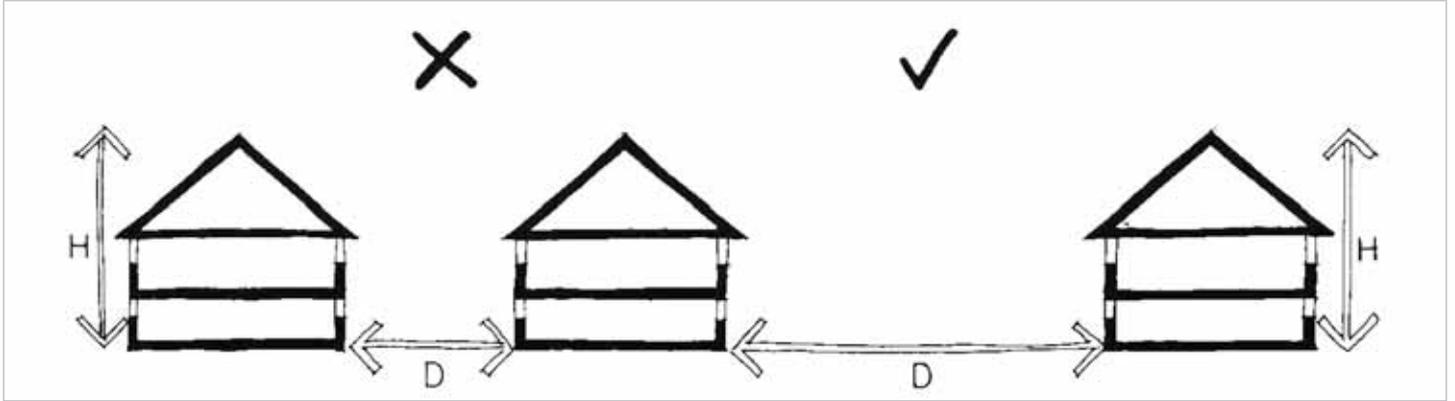


Fig.3 Outlook may become adversely affected when the height of the building 'H' exceeds the separation distance 'D'. Differences in ground level need to be taken into account.

3.5 Outlook from a principal window may also become adversely affected where a dwelling is sited in close proximity to an incongruous feature, or treatment of the land which impairs visual amenity. Conversely, care must be taken when siting new features or uses which have an incongruous appearance adjacent to existing dwellings. Particular care should be taken when siting bin stores, and similar domestic structures, to ensure a satisfactory residential environment is achieved. Outlook onto areas such as those used for the storage of plant materials, commercial vehicles or similar incongruous features, is unlikely to be acceptable without the provision of a landscaped buffer zone of sufficient depth to screen them from view. Similarly it may be unacceptable to site grouped areas of residential parking immediately in front of a dwelling's principal elevation without the inclusion of a landscaped margin to provide a visual buffer. This would be particularly important in the case of principal windows to single aspect dwellings.

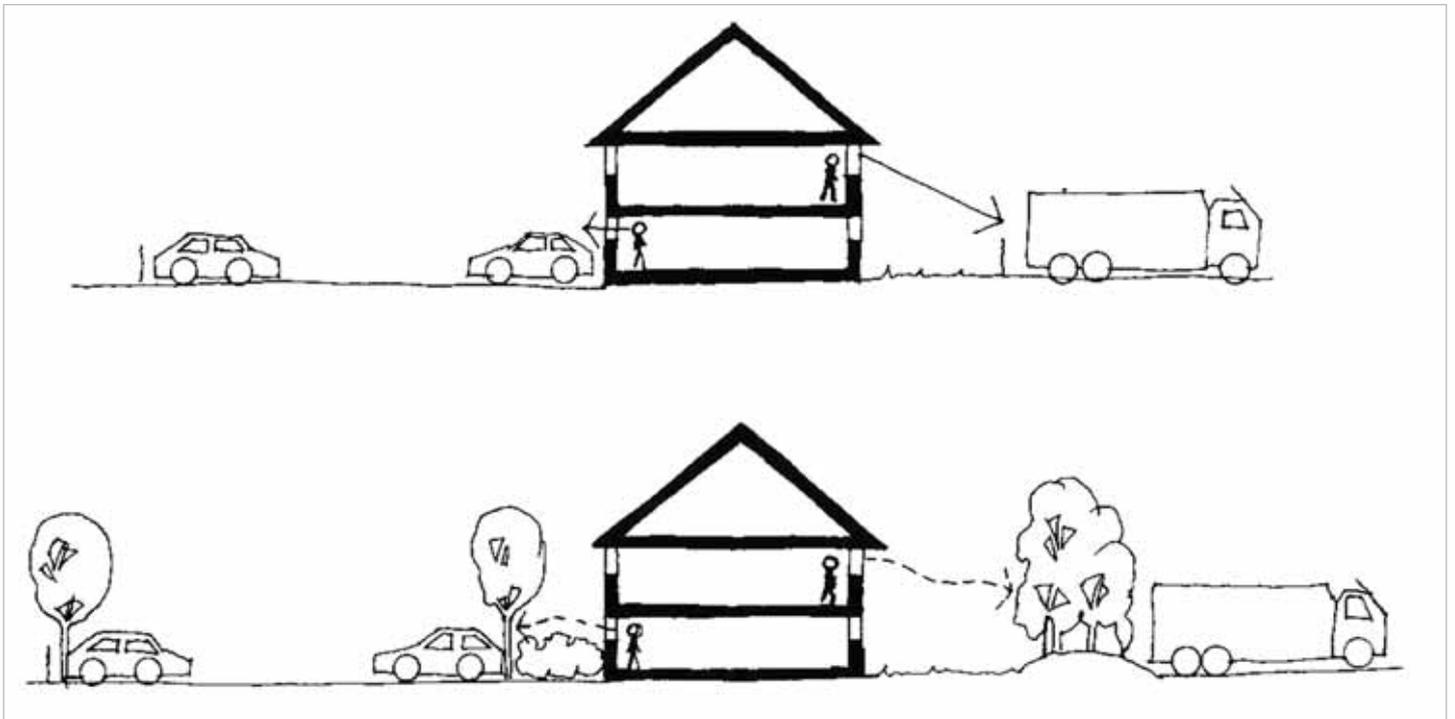


Fig.4 Outlook impaired by visual intrusion from incongruous treatment of adjoining land or maintained by the provision of landscaped buffer zones.

Section 4

Amenity >>

4.1 Amenity space generally comprises the open undeveloped land or other space surrounding a dwelling which creates the setting for the development, and provides space for the more private domestic and leisure uses of residents. Together these areas create the public and private realm and their different attributes are further discussed in detail below. This document recognises that different standards of amenity provision will be appropriate, depending on the type of accommodation proposed and the geographic location of the site.

The Public Realm >>

4.2 New housing developments should be designed with a coherent street layout which reflects the characteristic pattern of development in the local area (local context). In particular, the incorporation of any landscaped margins between the property and the road should reflect the characteristic depth of frontage and incorporate similar landscape elements such as trees and hedges, where they contribute to the character of the street scene.

4.3 Where there is no identifiable local context, emphasis will be placed on creating a high quality public realm with a distinctive sense of place. The creation of tree-lined avenues and landscaped squares can make a significant contribution to public amenity. In developments which involve single aspect dwellings which face the road frontage, the treatment of the public realm will be particularly important as it will provide the principal amenity for this part of the accommodation.

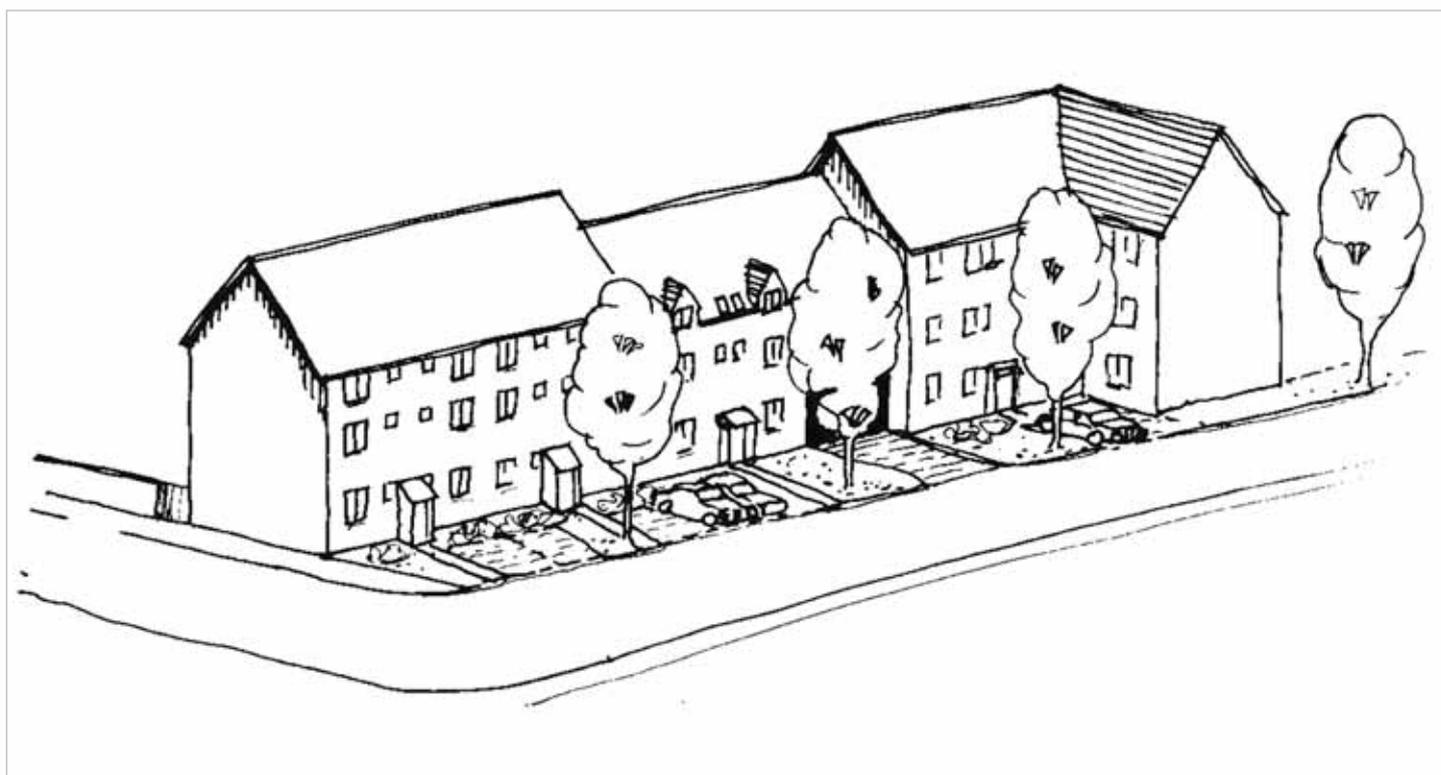


Fig.5 New developments should create a high quality public realm with a distinctive sense of place such as through structural landscaping.

4.4 In the Town Centre and some of the larger village centres the Council may seek a contribution towards the creation or improvement of areas of the public realm in lieu of any amenity space provision reasonably required by the development, where there is limited scope or need to provide this provision on site. The Council will identify a tariff for the improvement as part of its Planning Obligations SPD.

Section 4

The Private Realm – Private Amenity Space >>

Family Accommodation

- 4.5** For the purposes of this document, family accommodation will be taken to mean all houses with two bedrooms or more and exceeding 65 sq.m. gross floor space, and all flats or duplex apartments with two bedrooms or more and exceeding 65 sq.m. gross floor space.
- 4.6** All dwellings designed for family accommodation (as defined above in paragraph 4.5) need to provide a suitable sunlit area of predominantly soft landscaped private amenity space, appropriate in size and shape for the outdoor domestic and recreational needs of the family it is intended to support. For example, this will include space for sitting out, children's play, drying clothes and plant cultivation. Private amenity space is best provided as an enclosed garden to the rear or side of the property where it is clearly separate from more public areas of the site. Such areas should be overlooked by the accommodation and have secure boundaries to allow children to play in safety.
- 4.7** In established residential areas, where the existing pattern of development has a well defined character, the size, shape and position of the garden will need to reflect the existing context and be in proportion to the size of dwelling proposed. In addition, where the plot has been formed by the sub-division of an existing family dwelling, sufficient land will need to be retained to provide for the private amenity needs of the host dwelling.

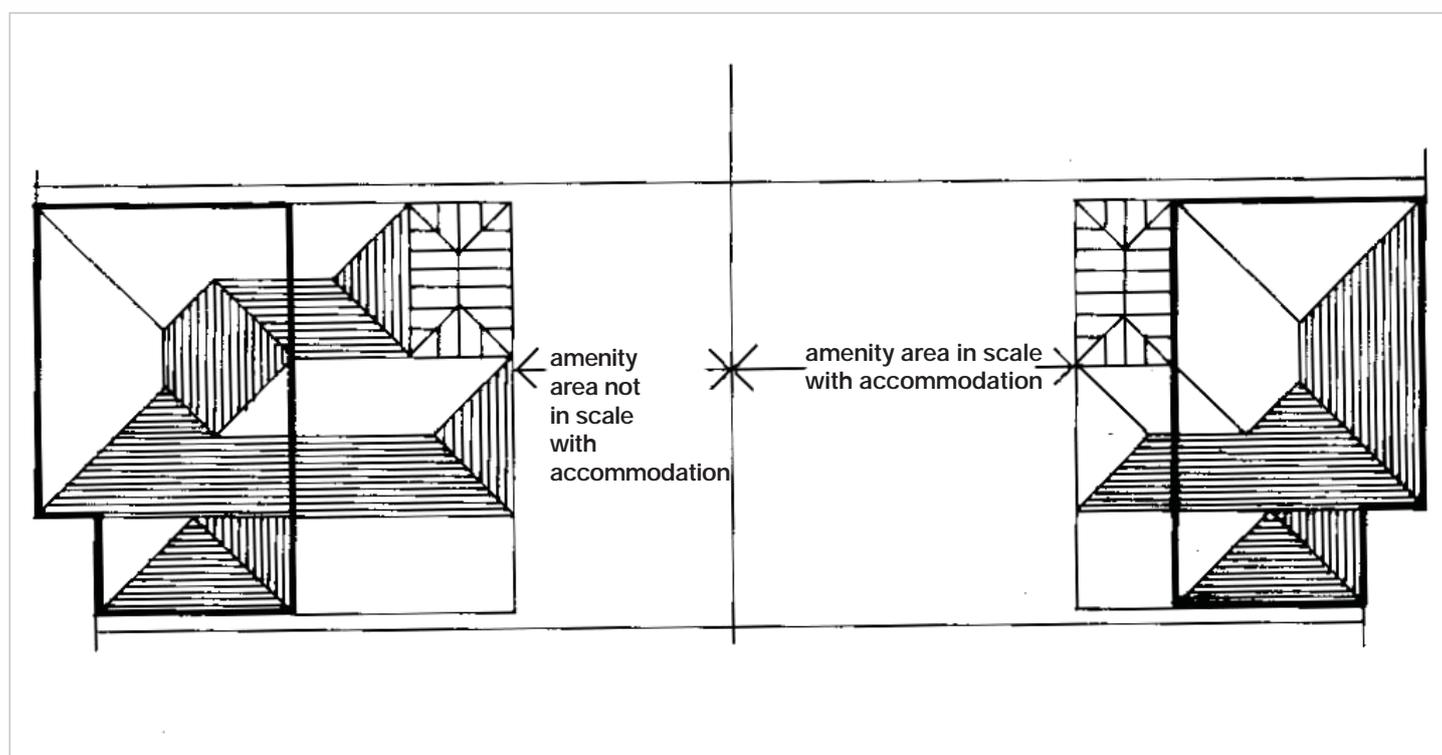


Fig. 6 Garden size needs to be in scale with the dwelling, including extensions, an area greater than the building footprint is advised.

- 4.8** The overall size, shape and quality of the space is of more importance in providing a useful area for family amenity than achieving a particular depth of garden. Long narrow gardens and wide shallow gardens may not be acceptable as they have little amenity value compared to more regular shaped areas. Private gardens should also be reasonably flat, open and enjoy adequate sunlight, with not more than 25% of the area prevented from receiving sunlight (measured on 21st March). Heavily treed areas, such as those protected by TPOs, or areas in perpetual shade from adjoining structures will have little private amenity value. Where appropriate, the area of private garden should approximate with gross floorspace of the dwelling (subject to the character of the local context) but it is advised that it should always be as large as the building footprint of the dwelling house, except in the most dense urban locations as discussed below.

Section 4

The Private Realm – Private Amenity Space >>

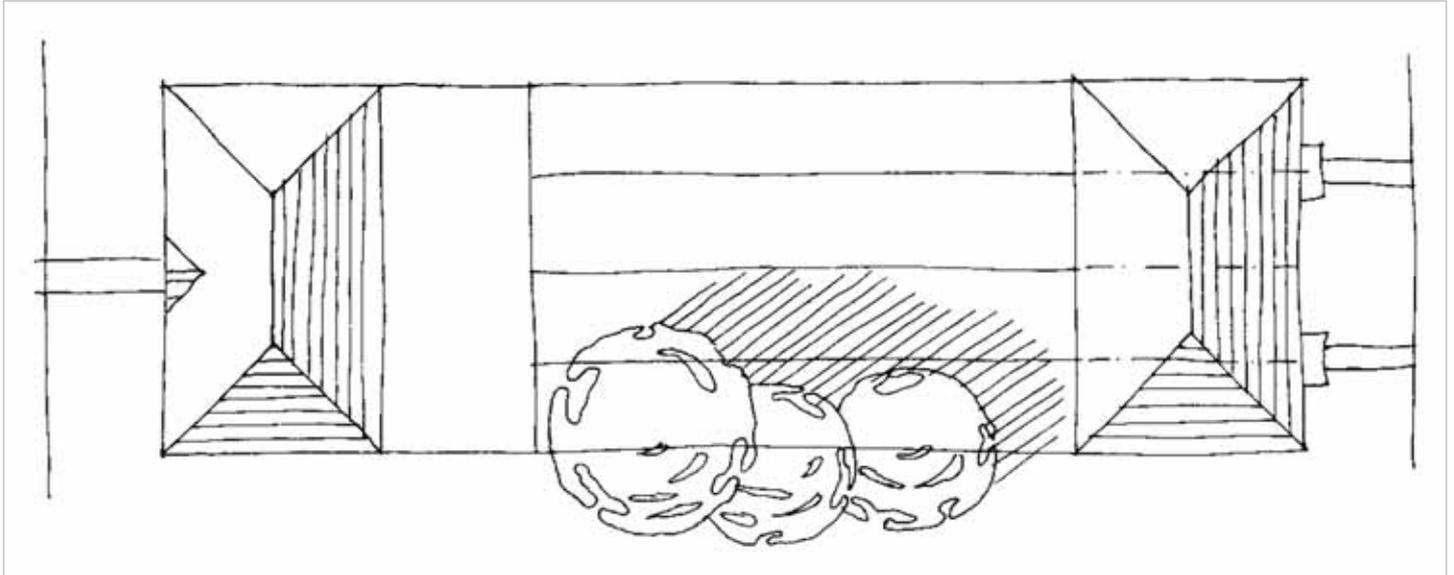


Fig.7 Wide shallow gardens, long narrow gardens and those overshadowed by trees or structures have little amenity value for family use.

4.9 In the most dense urban locations of Woking Town Centre and some larger village centres, where multi storey developments including flats, duplex apartments and townhouses are intended for family accommodation (as defined in paragraph 4.6 above), alternative forms of on-site amenity provision may be permitted in lieu of a conventional private garden, although this should always be the first option. Use of a communal amenity space or, where it is safe to do so, a suitable area of landscaped roof garden or terrace, may be acceptable for this purpose if it provides an equivalent area of amenity value, although care is needed in siting to avoid problems of overlooking other dwellings. However, where little or no such provision can be achieved, the developer will be expected to contribute to the cost of landscape or other local improvements to offset the lack of on-site provision reasonably required by the development, by raising the quality and amenity value of the adjacent public realm. The Council will identify a tariff for the improvement, based on the size of the accommodation, as part of its Planning Obligations SPD.

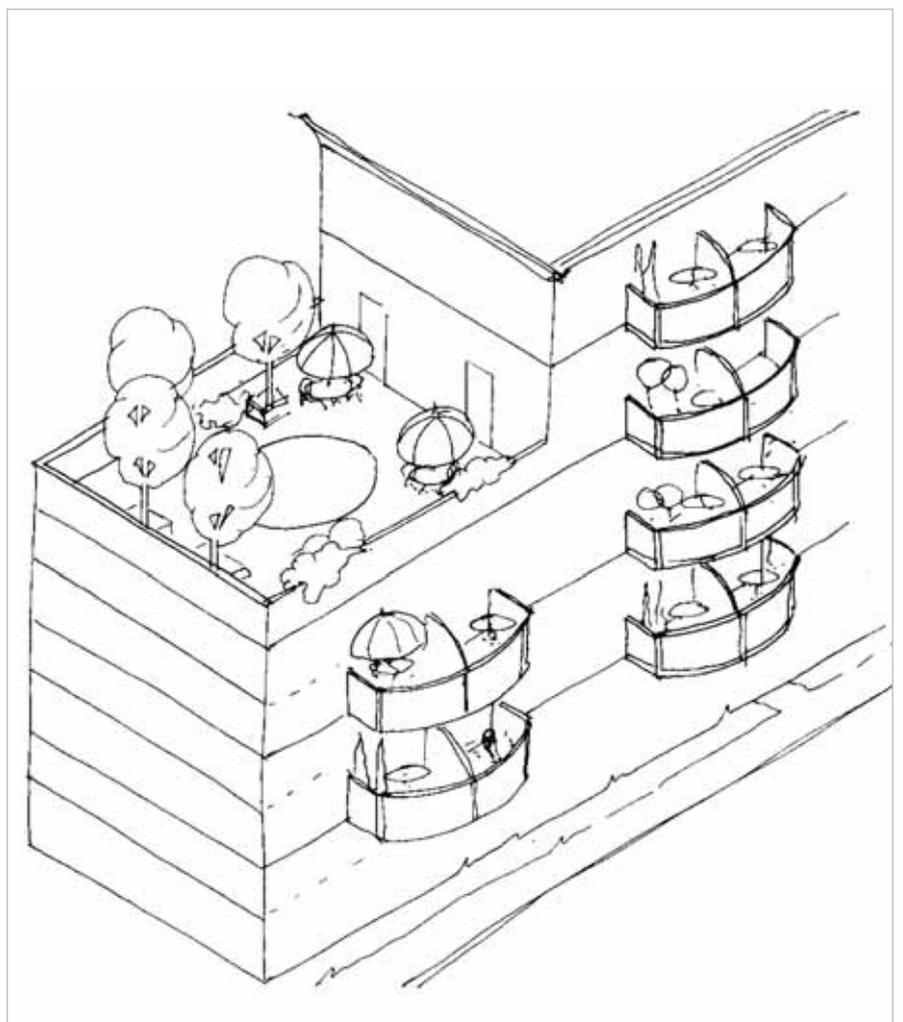


Fig.8 Alternative forms of amenity provision such as roof gardens and balconies may be acceptable in the most dense urban locations.

Section 4

The Private Realm – Private Amenity Space >>

Non Family Accommodation

4.10 Dwellings specifically designed not to be used for family accommodation do not require any specific area to be set aside for each as private amenity space. This would apply to one and two bedroom flats and any other forms of dwelling less than 65sq.m. floorspace together with specified forms of non family tenure such as retirement apartments and various categories of sheltered housing.

4.11 Whilst there is no specific requirement for private amenity provision, sufficient space will be required around all dwellings to provide for shared amenity and to provide an appropriate setting for the building as detailed in 4.13 below. However, all forms of dwelling should seek to incorporate some modest private sunlit area for sitting outside. At ground floor level a small semi-enclosed patio area would be beneficial, and at higher levels, particularly in the case of flats, a simple terrace or balcony might be incorporated.

4.12 In the case of sheltered accommodation, the incorporation of a glazed conservatory or loggia, preferably on an east or west elevation, will enable residents to enjoy a degree of private amenity whilst being sheltered from the weather.

Communal Amenity Space >>

4.13 All forms of dwelling need to have sufficient space around them for general amenity purposes, which should also meet the requirements of outlook, privacy and daylight and integrate the building within its context. It is suggested that an area of approximately 30 sq.m. for dwellings up to two storeys high and 15 sq.m. for each dwelling thereafter up to four storeys high would be sufficient for this purpose. A specific area is not suggested for sheltered accommodation as long as the area surrounding the building is in scale with the size of the building. However, it is suggested that there should be at least one significant area of shared amenity space such as adjoining the main day room.

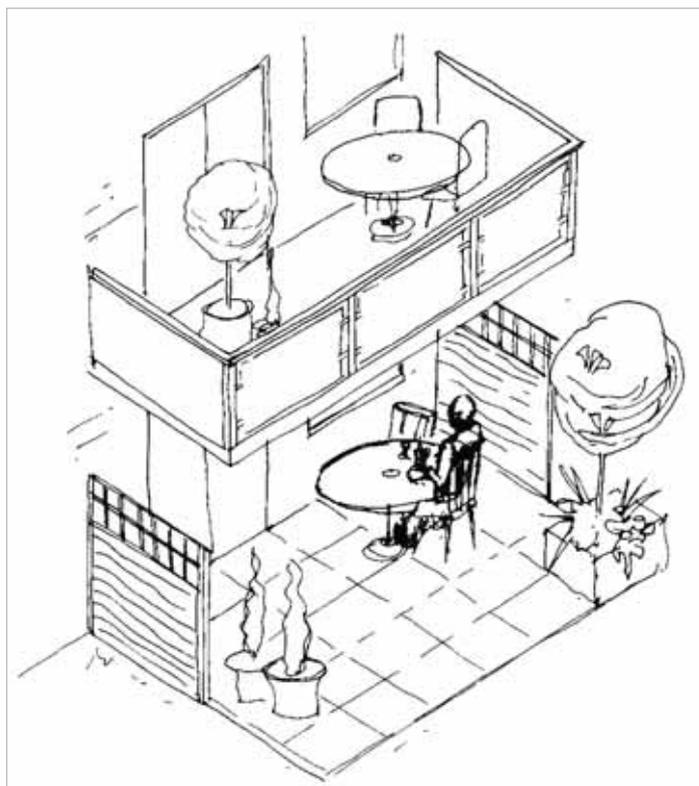


Fig. 9 Wherever possible some modest sunlit area for sitting out should be provided.

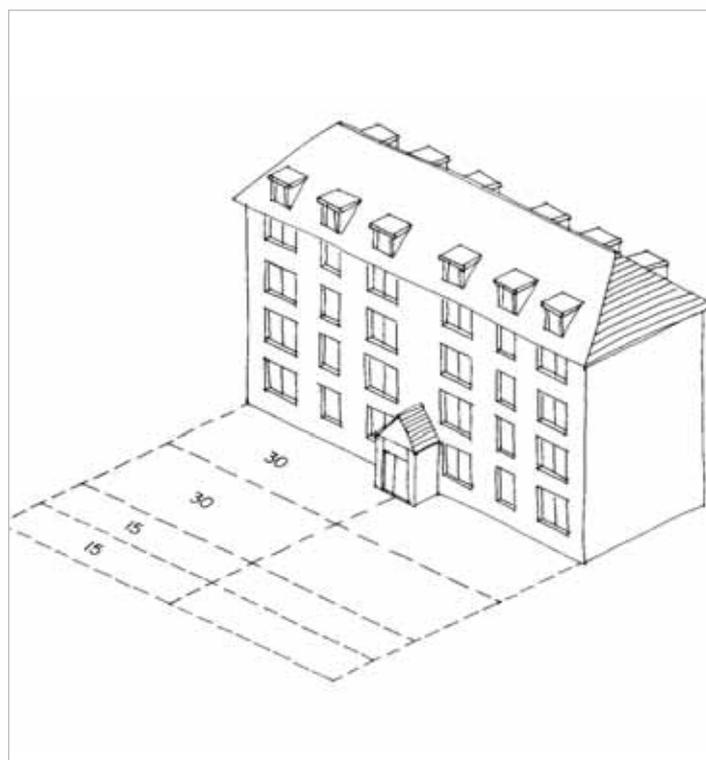


Fig. 10 Suggested amount of communal amenity space provision for each dwelling.

Section 4

Communal Amenity Space >>

- 4.14** All land surrounding the building which is not required for private amenity should be treated in an appropriate manner to contribute to general amenity. The emphasis should be placed on providing soft landscaped areas using tree and shrub planting for seasonal colour and interest. Special regard should be paid to the suitable planting of margins closest to principal rooms, and the use of structural tree planting to enclose the space, for example, along boundaries, using tree species which contribute to the architecture of the surrounding treescape.
- 4.15** Hard surfaced areas, including areas for car parking and movement can be designed to contribute to communal amenity. However, they will only be considered to help mitigate against a deficiency in provision of amenity space where it is demonstrated that they have been designed as a high quality hard landscape composition rather than dominated by engineering geometry. This would include the careful use of surface elements such as edge restraints, gravel and block paving, which have been selected for colour and texture, and used in a landscaped composition interspersed with structured tree planting and other vertical elements.
- 4.15** In larger residential estates there may be a requirement to provide children's play areas in accordance with standards of provision. Although play provision is not dealt with in this guidance, these areas can also contribute towards overall landscaped amenity and should not be considered in isolation.

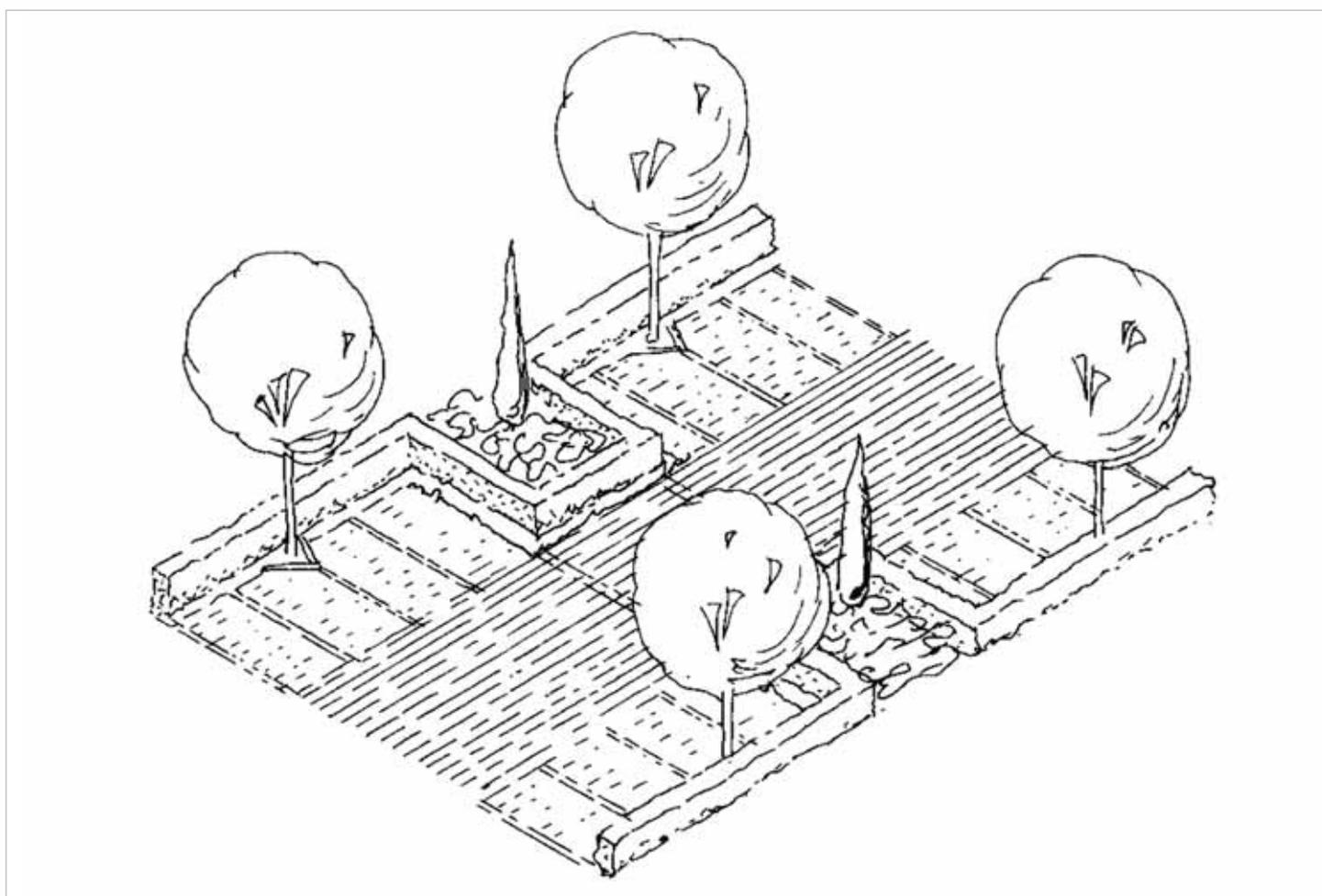


Fig.11 Hard surfaced areas must be suitably landscape designed to contribute to amenity.

Section 5

Privacy >>

- 5.1 New developments should be designed to protect the privacy of both new and existing dwellings. This primarily covers accommodation forming habitable rooms (bedrooms and living areas) although consideration should also be given to the most intimate private areas of amenity closely related to the dwelling (e.g. patio areas).
- 5.2 Generally housing layouts are best arranged so that dwellings form a traditional street frontage where the building itself defines the public and private realms as this will most likely result in achieving satisfactory levels of privacy for accommodation. Where 'tandem' forms of development are proposed special care needs to be placed on preventing new dwellings looking into the rear private areas of existing dwellings.

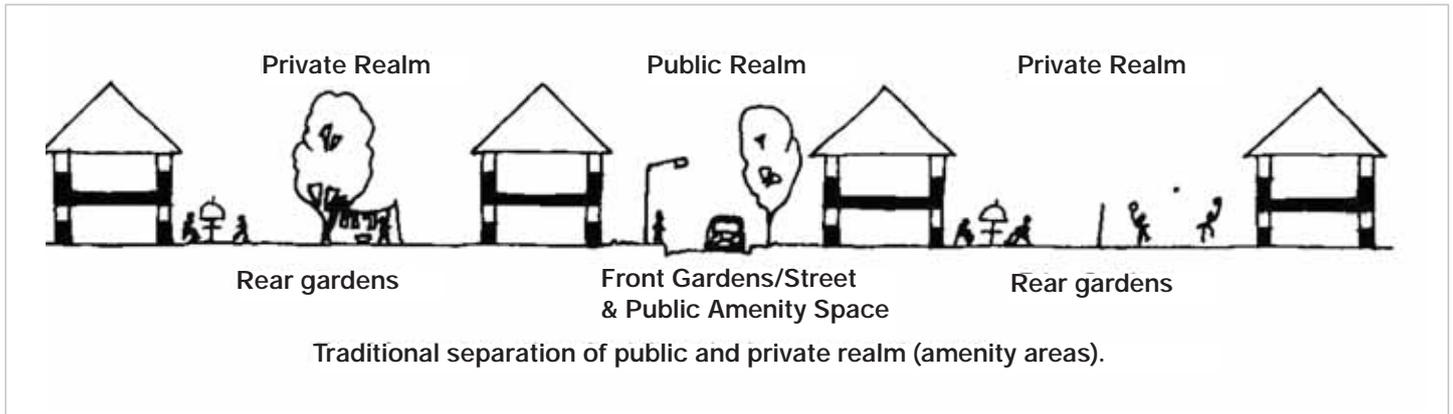


Fig.12 Traditional separation of public and private realm (amenity areas).

The Public Realm >>

- 5.3 Traditionally there is a lower expectation of achieving privacy at the front of a dwelling, where rooms face the street, compared to accommodation located at the rear. Where possible, accommodation should be arranged to best suit this circumstance by placing main habitable rooms to the rear of the dwelling.
- 5.4 As there is a much lower expectation of privacy for rooms facing the street, separation distances between the front elevations of dwellings need only achieve the minimum distance required for outlook and daylight (approximately the height of the buildings opposite) except in 'tandem' forms of layout.
- 5.5 The use of narrow windows on a front elevation can help to reduce public views into rooms, although blinds may assist privacy for ground floor accommodation. Where there is scope for planting, shrubs and hedges can also help to provide a degree of privacy for forward facing rooms. In more urban locations it may be possible to raise the ground floor level by 300-400mm using undercroft parking, as this can effectively stop views into accommodation.

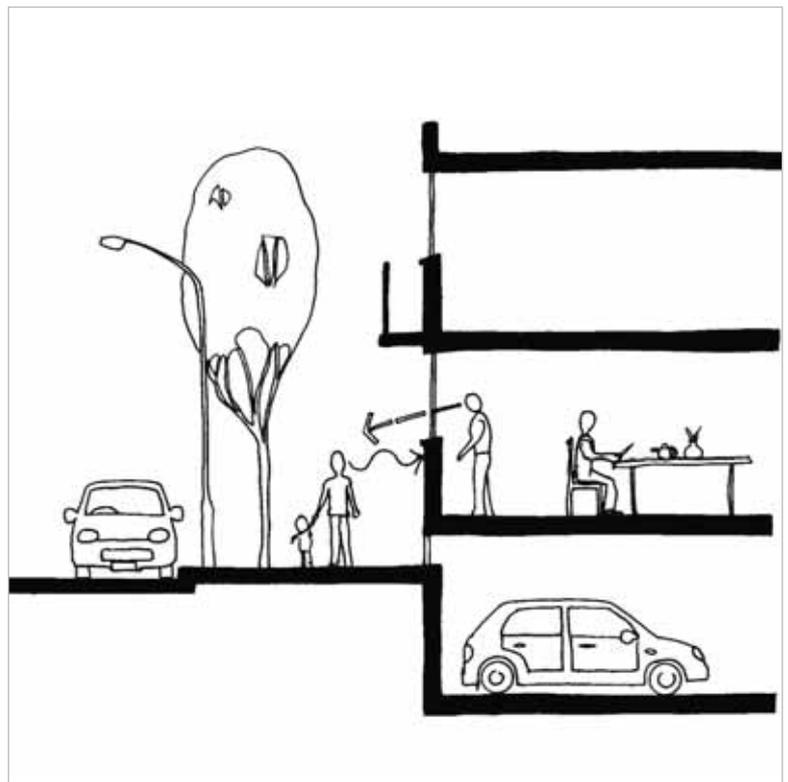


Fig.13a Raising the ground floor level 300 - 400mm using undercroft parking can be effective.

Section 5

The Private Realm >>

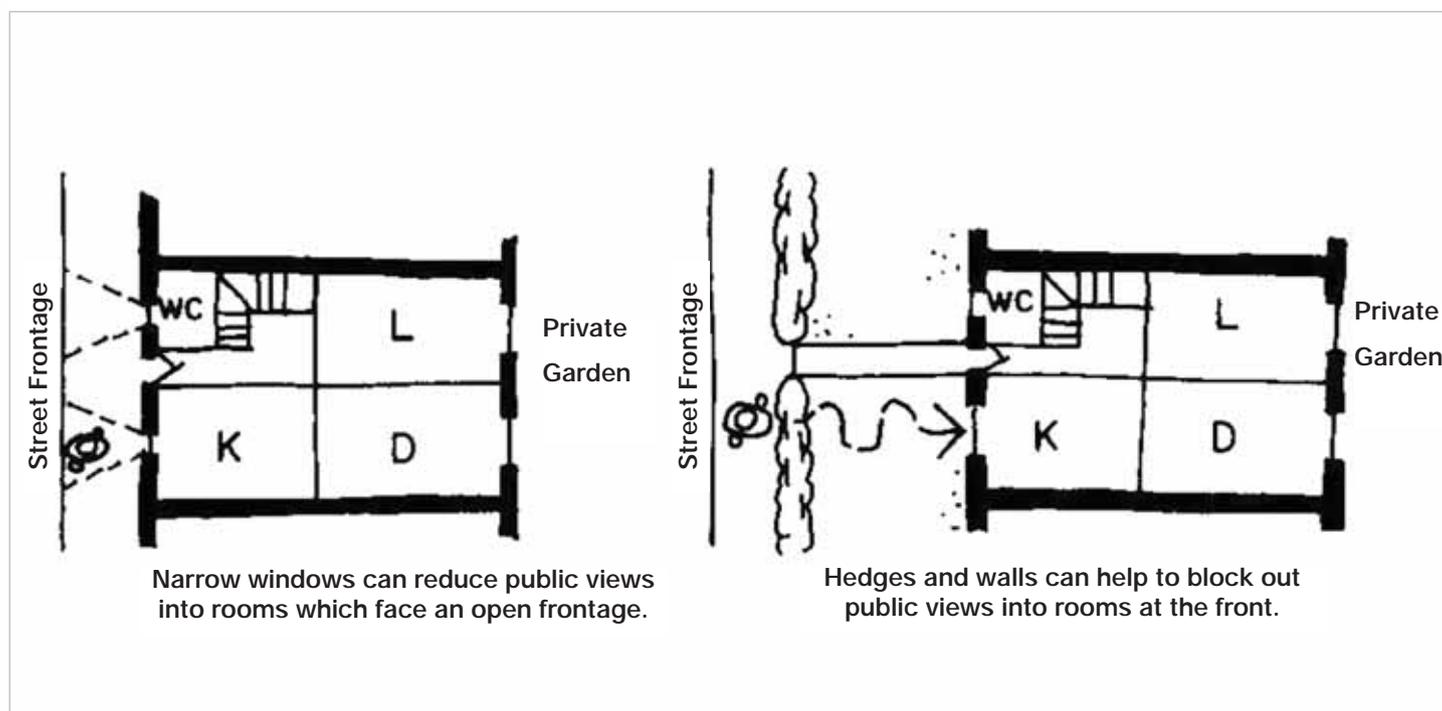


Fig.13b The use of narrow windows and hedges can reduce public views into accommodation.

- 5.6 There is an expectation that rooms at the rear of a dwelling will achieve high levels of privacy, particularly where they abut a private amenity area.
- 5.7 Traditionally, privacy is achieved by remote separation between dwellings, although it is also possible to achieve acceptable levels of privacy through design, such as the careful siting of windows in an elevation, or through some form of permanent visual barrier. These are discussed further below. However, where no satisfactory alternative method of preventing overlooking is demonstrated, the advised minimum separation distance between dwellings (as set out in Appendix 1) will be used as the main determining criteria.

Privacy through Separation >>

- 5.8 As privacy is eroded through overlooking of accommodation, any significant change of ground levels between buildings can alter the effect of the separation distance. In these circumstances it will be important to provide a cross section to demonstrate the relative height between opposing accommodation.
- 5.9 Single storey to single storey dwellings are largely unaffected as privacy can normally be achieved by the erection of a panelled fence between them, as long as there is sufficient space to achieve adequate outlook, amenity and daylight. Generally dwellings of this scale should not have any principal elevation (except a flank elevation) sited closer to a common boundary than the height of the structure, which is typically about 6m.
- 5.10 For two storey accommodation (including dwellings with first floor dormer windows), a separation distance of approximately 20m will be adequate to prevent overlooking of dwellings of a similar or lesser height.
- 5.11 For three storey or taller accommodation (including dwellings with second floor dormer windows), a separation distance of approximately 30m will be adequate to prevent overlooking of dwellings of a similar or lesser height.

Section 5

Privacy through Separation >>

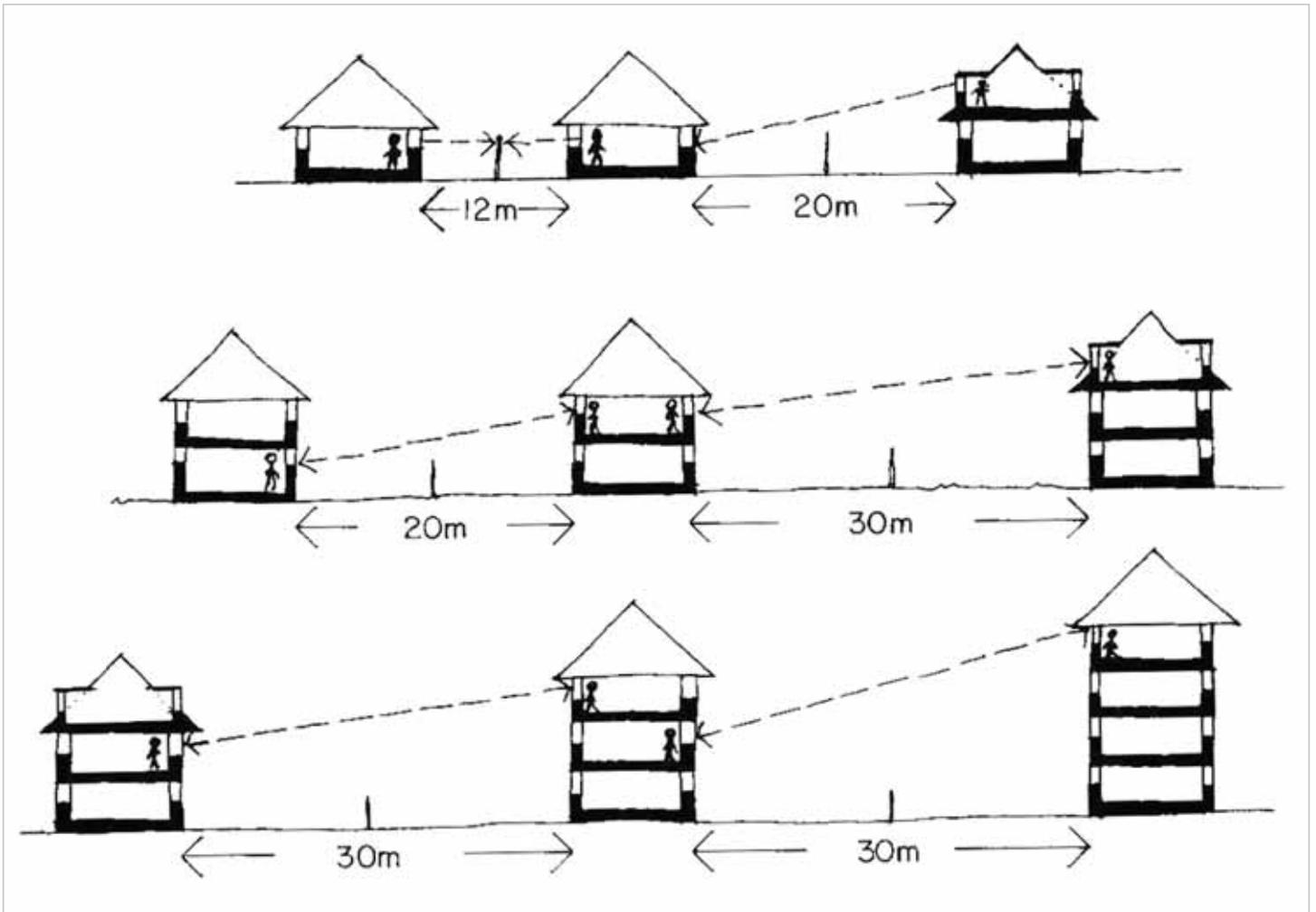


Fig.14 Suggested separation distances to maintain privacy between different height dwellings.

5.12 Separation distances may be relaxed by about one quarter where there is a significant change of angle of orientation between the siting of dwellings opposite (over 30 degrees).

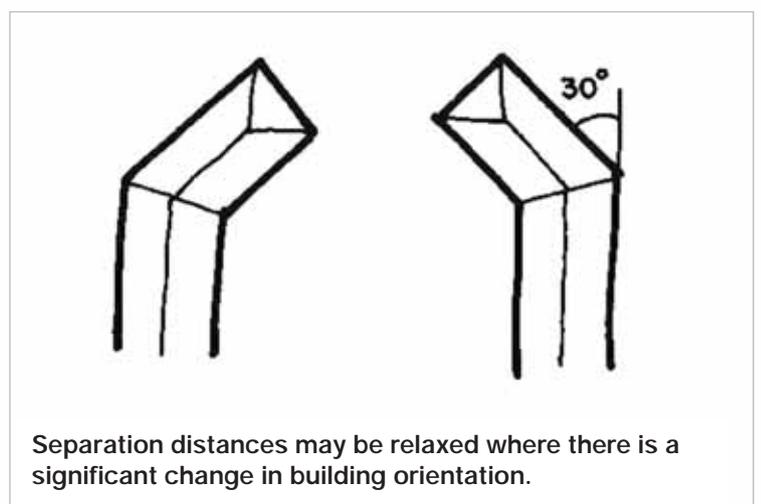


Fig. 15 Change in angle of orientation.

Section 5

Privacy through Screening >>

5.13 The incorporation of permanent screening between respective elevations can help to reduce overlooking between conventionally designed dwellings, where this can be achieved in a manner compatible with their character. In particular, where evidence of satisfactory screening is demonstrated, it may be possible to reduce separation distances below the dimensions recommended in paragraphs 5.10 - 5.11 above providing adequate daylighting and amenity provision is met. All proposals which incorporate screening to reduce separation distances will be assessed on their own merits, but accurate cross sections will need to be provided with the application to demonstrate how privacy is achieved within the layout as this is not a matter which can be dealt with by planning condition.

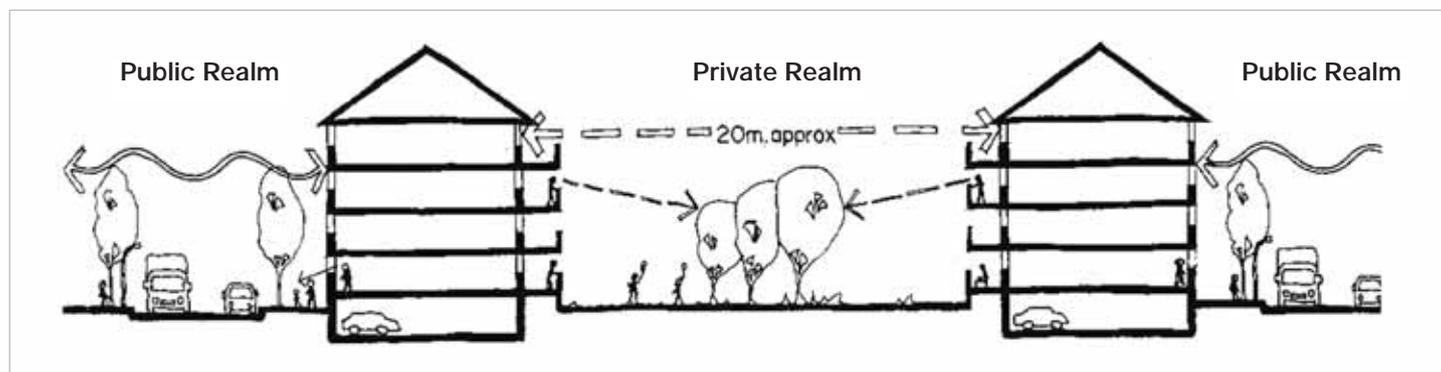


Fig.16 Effective screening can be used to achieve privacy at reduced separation distances.

5.14 The retention of existing established evergreen trees and shrubs, such as holly, yew or laurel, adjacent to a common boundary can be particularly useful in screening out inter-visibility, although they may also cause overshadowing in gardens with North - South orientation. Some deciduous species also have screening properties, for example, beech and hornbeam, as they hold their leaves in winter. Any suitably sized trees and shrubs retained for the purpose of screening would need to be controlled through a planning agreement or condition. The introduction of new planting can also achieve a similar effect but will need to be planted at sufficient size to provide a screening effect until mature, using species appropriate to the area's character. New planting will require a guarantee of replacement in case of failure, with a minimum two year maintenance regime to ensure planting will be helped to establish. These matters would need to be the subject of a planning condition.

5.15 The careful siting of permanent domestic structures such as pergolas, garden sheds, bin stores, garages, cart sheds and conservatories, can also be used to help screen the overlooking of ground floor accommodation from upper floors of adjacent developments. In particular enclosed parking or bin / cycle storage structures can be used to good effect within courtyard developments to help reduce the potential for overlooking of accommodation in tandem forms of development.

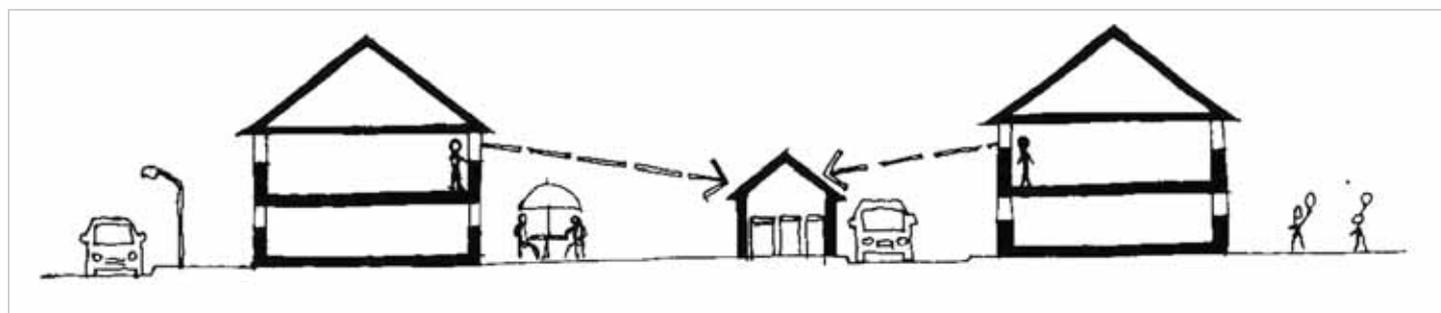


Fig.17 Careful siting of ancillary structures can help to screen from overlooking.

Section 5

Privacy through Control of Aspect >>

5.16 The selective position of window openings to habitable rooms on facing elevations, such as moving window openings from a front elevation to a flank elevation, particularly at the first floor level, can stop any direct overlooking of the neighbouring dwelling. The use of this type of 'controlled aspect' design can often enable specially designed dwellings to be sited much closer to each other than would normally be allowed. The use of specially designed dwellings can be very helpful in creating pinch points which can help to achieve enclosure in court yard and cul-de-sac developments.

5.17 This form of design can also enable a dwelling to be sited much closer to a common boundary than normal without affecting the privacy of neighbouring dwellings, although site planning will normally require amenity areas to be arranged to reflect the position of main window openings. However, care must be taken to ensure the proximity of buildings does not result in any adverse overbearing or overshadowing effects.

5.18 It may also be possible to design individual window openings to control the direction of view both into and out of the accommodation, whilst allowing sufficient natural daylight to enter the room. The use of high level windows has been traditionally used for this purpose, although care needs to be taken when incorporating them in an elevational design. Velux type roof lights can be used for accommodation in the roofspace without affecting overlooking as long as they are pulled back from the roof margins and do not prejudice Building Regulations requirements for means of escape.

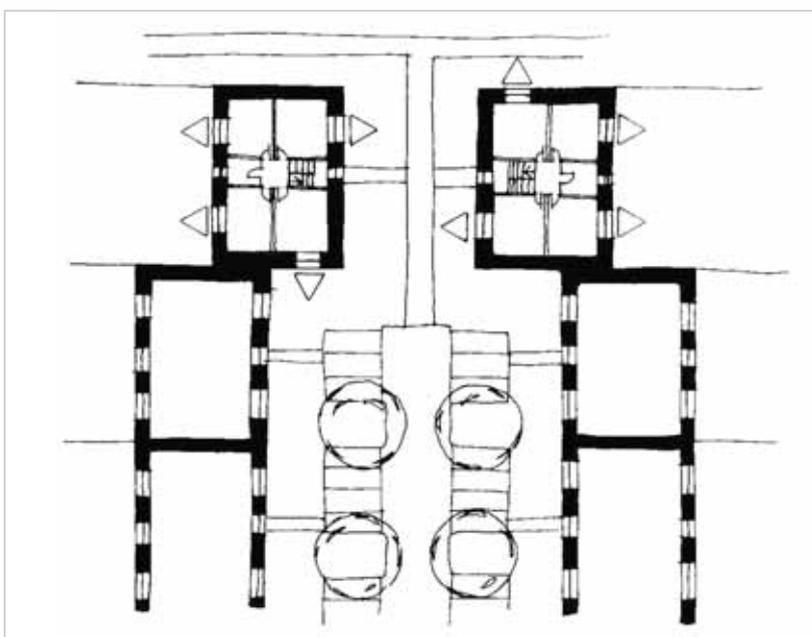


Fig. 18 Use of controlled aspect dwellings to site elevations closer together

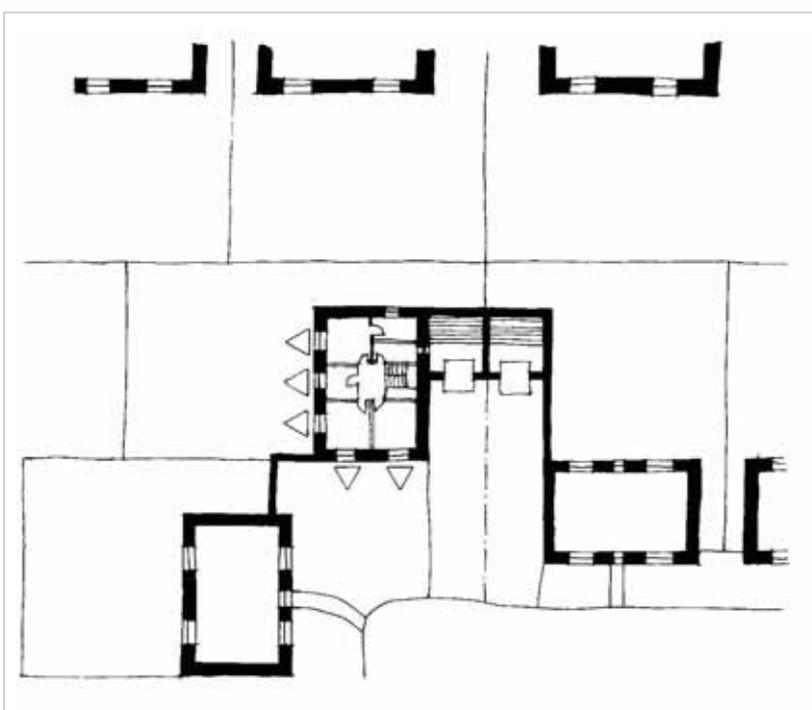


Fig.19 Use of a controlled aspect dwelling close to a common boundary.

Section 5

Privacy through Control of Aspect >>

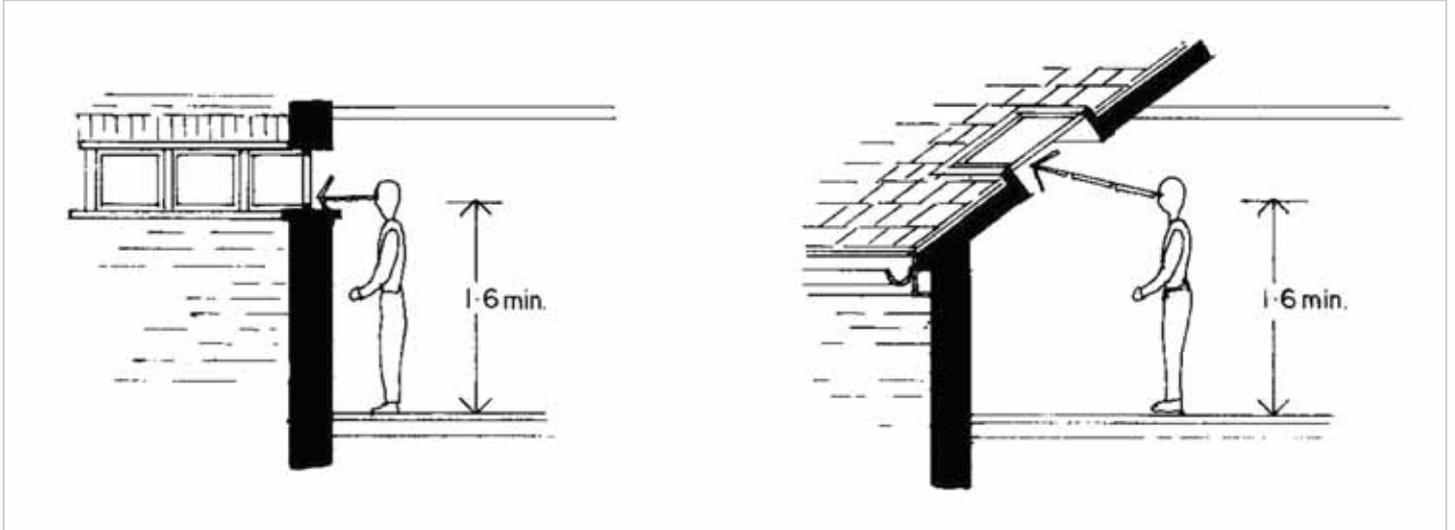


Fig.20 High level windows and roof lights can restrict overlooking of adjacent dwellings.

5.19 Although obscured glazed windows (frosted glass) are useful for achieving privacy of bathrooms and toilets they will not normally be permitted as the sole method of daylighting a habitable room. However, it may be possible to combine obscured glazing and conventional glazing to restrict the line of sight into and out of a room, either through height or direction. Creatively designed oriel windows can also be employed to change the direction of view by 45° or 90° for rooms in awkward positions, although they should only be employed where there is no feasible alternative.

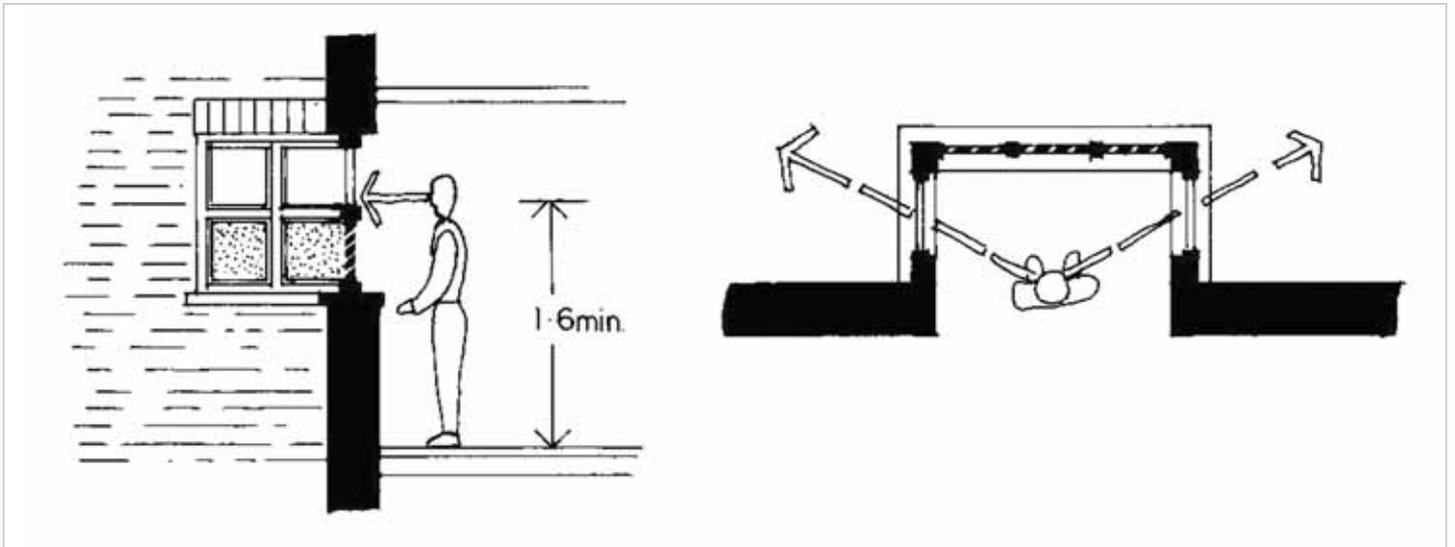


Fig.21 Use of obscured glazing for part of the window can restrict views out of the dwelling.

Section 6

Daylight >>

6.1 Daylight is the volume of natural light which is required to illuminate internal accommodation from dawn to dusk. Daylight will be impaired by the siting of a structure which obstructs daylight directly in relation to its size and distance away. The Building Research Establishment (BRE) is the Government advisor on sunlight and daylight in residential developments. The BRE makes a number of recommendations in its report 'Site Layout Planning for Daylight and Sunlight 1991'. Although these recommendations are not mandatory they are clear indicators of achieving design quality in residential development schemes.

New Dwellings >>

6.2 The Building Research Establishment report 'Site Layout Planning for Daylight and Sunlight 1991' recommends that suitable daylight to a dwelling is achieved where an unobstructed vertical angle of 25° can be drawn from a point taken 2 metres above floor level of the fenestrated elevation.

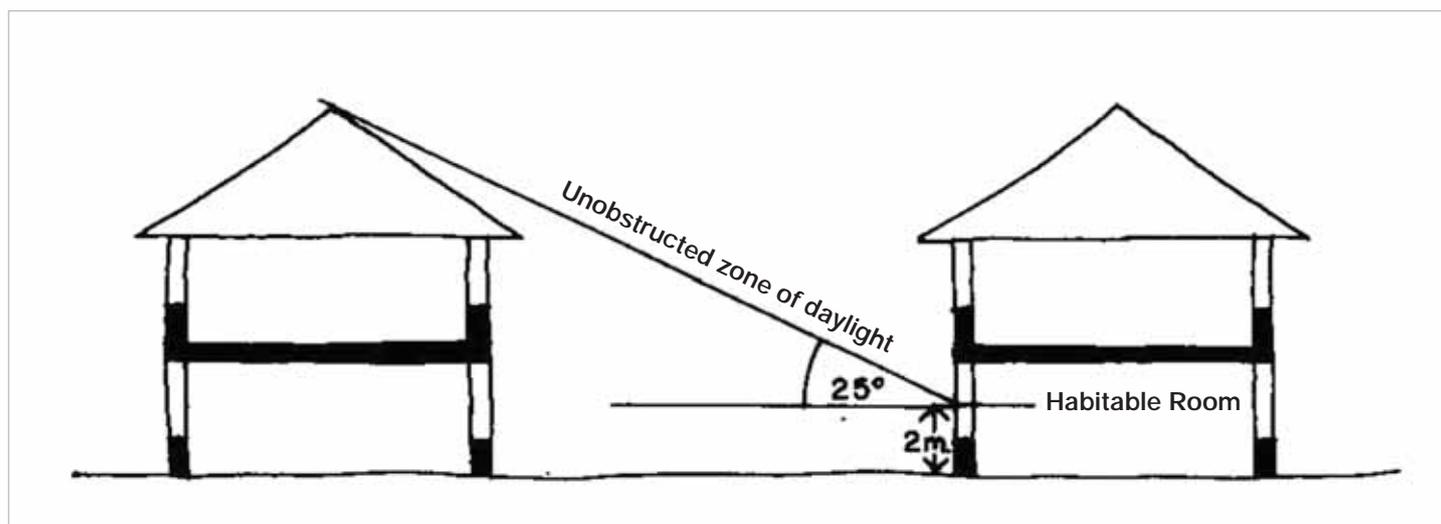


Fig.22 Building Research Establishment – Recommended Daylight Criteria

6.3 However, if this test is not satisfied, the BRE has a second test; that all points on the main face of the building measured 2m above ground level must be within a 4m horizontal distance of any part of the building which has a 'vertical sky component' of 27% or more. The 'vertical sky component' can be found using the BRE Skylight indicator (reproduced at Appendix 2) or Waldram diagram (not included in this document).

6.4 Where space is restricted it may be possible to improve the daylighting of rooms in a number of ways. Increasing the size and number of windows will assist, particularly if the window head height is raised for lower floors, such as the method used for Georgian houses. However, window size must be considered against the appearance of the overall elevation design and the character of buildings in the area. Use of light colours for external building materials may help to reflect light but weathering will reduce the effects in time.



Fig.23 Georgian window hierarchy

Section 6

New Dwellings >>

6.5 Building depth will always be a factor in achieving good interior lighting. Rooms over 5m deep will always be difficult to light adequately from a single elevation, which will limit most conventional double aspect dwellings to around 10m in depth. Clearly some non-habitable rooms, such as bathrooms, may be selectively positioned to have poorer daylight. Very deep floor plates are unlikely to achieve acceptable levels of daylighting without some form of supplementary light capture, such as the use of a light well, internal courtyard or atrium.

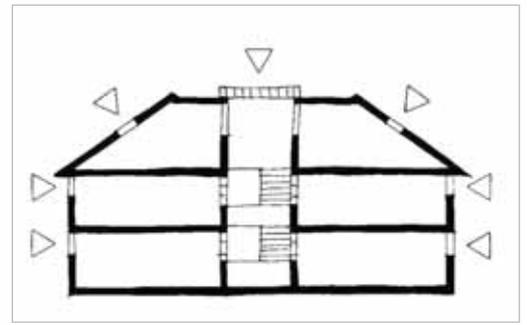
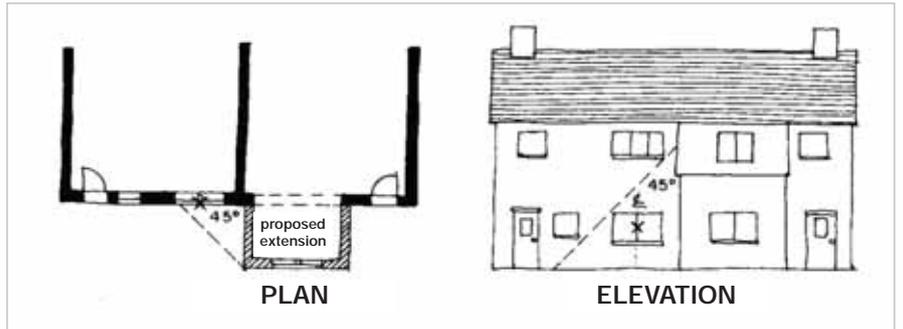


Fig. 24 Use of a central lightwell to achieve suitable daylighting for a deep floor plan.

Existing Dwellings >>

6.6 Development proposals will need to demonstrate how daylighting of existing dwellings is safeguarded. Although primarily intended to be used for dwellings, the guidance should also be applied to assess the impact on other non-domestic buildings where occupants have a reasonable expectation of receiving daylight, which would normally include schools, hotels, hostels, small workshops and offices.



6.7 A similar test to that of achieving daylight for new dwellings can be applied to existing dwellings as in paragraph 6.2 above, except that the 25° measurement must be taken from the middle of each of the existing window openings. Alternatively the same test as described in paragraph 6.3 above can be applied to assess the criteria for achieving a 27% sky component for existing dwellings (or a measure not less than 0.8 of the window's previous daylight value).

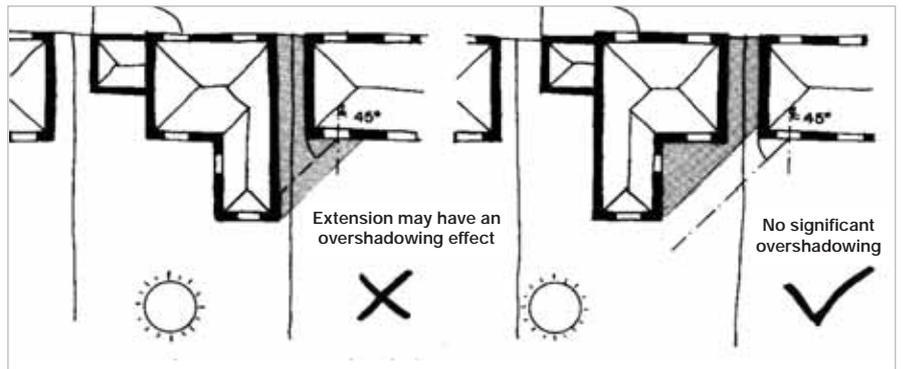


Fig.25 Building Research Establishment criteria- daylight is affected if the centre of the window lies within a 45° zone measured in both plan and elevation. Extensions to dwellings which are located close to a boundary should also be assessed for impact as shown below:

6.8 Where two storey extensions are added to the front or rear of a dwelling (i.e. they project at 90° to the main elevation) they may affect the daylighting of an adjoining dwelling if they project beyond 3 metres of the building elevation, especially if positioned close to a common boundary. Significant loss of daylight will occur if the centre of the affected window (or a point 2m in height above the ground for floor to ceiling windows) lies within a zone measured at 45° in both plan and elevation. In the case of narrow fronted semi detached or terraced houses there may be little scope to extend the property in this way unless adjoining properties are extended at the same time to create a linked form of development.

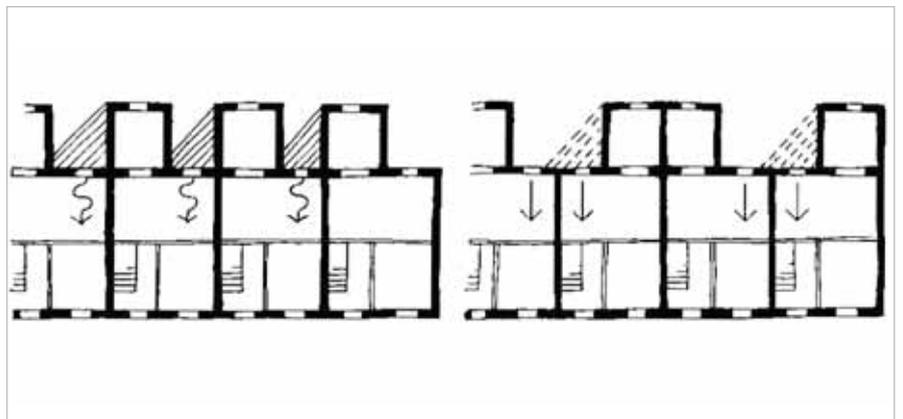


Fig.26 It may not be possible to extend a terraced house without harming the daylighting of the neighbouring dwelling unless the extensions are undertaken together (i.e. back to back).

Section 6

Adjoining Land >>

- 6.9** When considering development proposals it is important not to prejudice future daylight requirements by building too close to the boundary. There are some exceptions, such as adjoining land forming part of the highway, a permanent water feature (such as a canal), or amenity land which cannot be developed (such as common land), where a close relationship may be beneficial.
- 6.10** A suitably designed development will site buildings sufficiently well back from any rear boundary to allow future development of adjacent land to receive adequate access to daylight, and retain sufficient space for daylighting its own accommodation which faces the boundary, should the adjoining land become developed. The latter point will be of critical importance when considering single aspect accommodation. This provision applies to both residential and non residential developments, but does not normally apply to side boundaries next to a windowless flank wall.
- 6.11** To check suitability, draw a scaled section through the tallest part of the proposed development showing the accurate position of the boundary with the adjoining land. If a line projected from a point 2 metres above the boundary to the highest point of the proposed development is less than 43° then there will normally be potential for achieving good levels of daylight on the adjoining land.

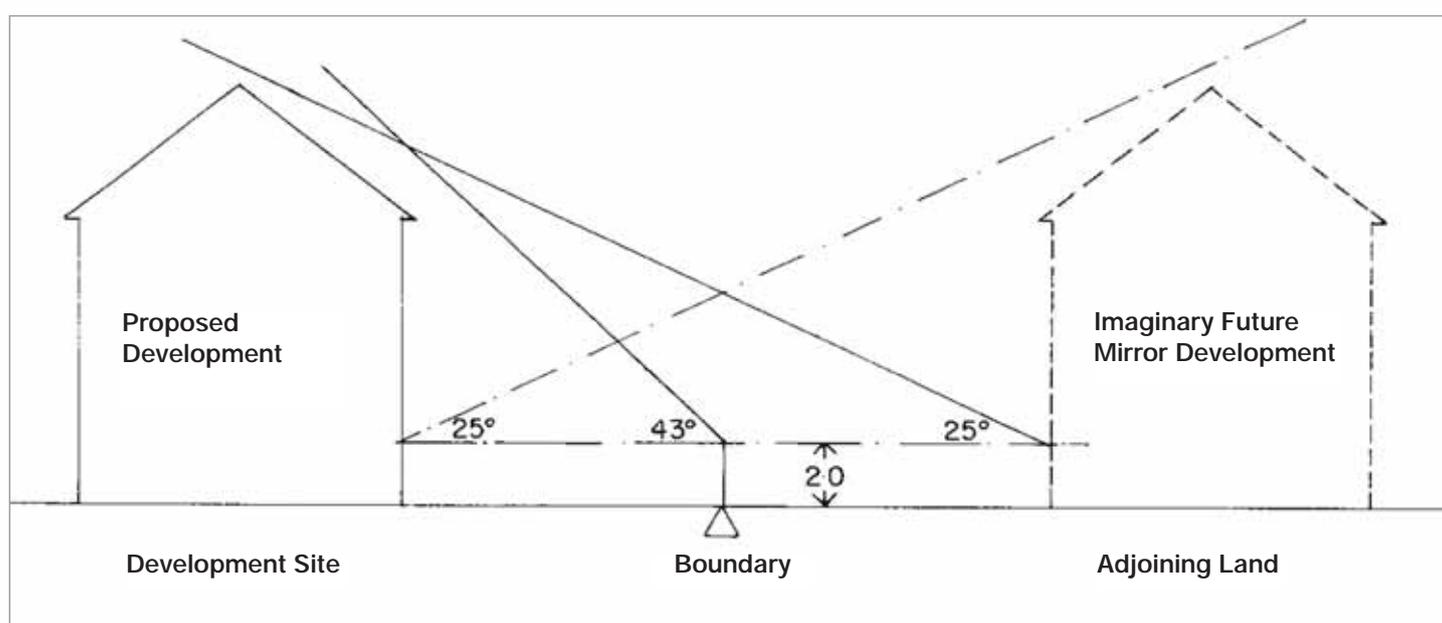


Fig.27 Building Research Establishment criteria to check the safeguarding of daylight on adjacent land for future development. It may be appropriate to check suitability by using an imaginary 'mirror' form of development as also shown in the diagram (see 6.13).

- 6.12** Buildings or individual elements extending beyond the 43° line may still be acceptable if they are narrow enough to allow adequate light around the sides. This can be quantified by calculating the vertical sky component at a series of points 2m above the boundary towards the proposed building using the BRE Skylight indicator reproduced at Appendix 2. Every point should be within 4m of a point with a vertical sky component of 17% or more to achieve adequate daylight. This corresponds to the value of a continuous obstruction subtending a 43° angle already mentioned in 6.11 above.
- 6.13** An alternative method of checking that daylight will not be prejudiced is to test a hypothetical mirror form of development on the adjoining site, showing a building of equal height and set back an equal distance from the boundary. If the normal 25° test set out in 6.2 above is achieved for both 'developments' then acceptable levels of daylight will be met.
- 6.14** It is important that this test is not used to generate the profile of a development by use of a stepped form of building as this will result in dwellings placed in close proximity to the common boundary and cause overlooking difficulties. As a rule of thumb, any building elevation with windows to habitable rooms should be no closer to the common boundary than the overall height of the building.

Section 6

Sunlight >>

- 6.15** The B.R.E. guidance advises that accommodation which has access to sunlight has an uplifting effect which can be health giving. With the increasing requirement for dwellings to provide a proportion of their energy needs through renewable forms of energy generation, greater reliance is also likely to be placed on dwellings having access to sunlight as a power source in the future.
- 6.16** All dwellings should have a main window to a habitable room within 90° of due south if they are to be sufficiently sunlit. This will be a particular concern for single aspect dwellings which should be sited so that their habitable rooms face as close to east or west as possible. Developments that propose a significant number of single aspect dwellings which have all their accommodation facing north may not be acceptable.
- 6.17** Access to sunlight in new developments can be improved if the layout is designed to avoid overshadowing by considering the following:
- Make best use of south facing slopes;
 - Site taller buildings on the north side of the development and lower rise buildings on the southern side;
 - Place terraced dwellings on east-west roads and detached, semi-detached and single aspect dwellings on north-south roads;
 - Open up courtyards to the southern end and enclose to the northern end;
 - Use low-pitched roofs on taller buildings; and
 - Make best use of winter sunlight avoid overshadowing of buildings within 30° of due south.

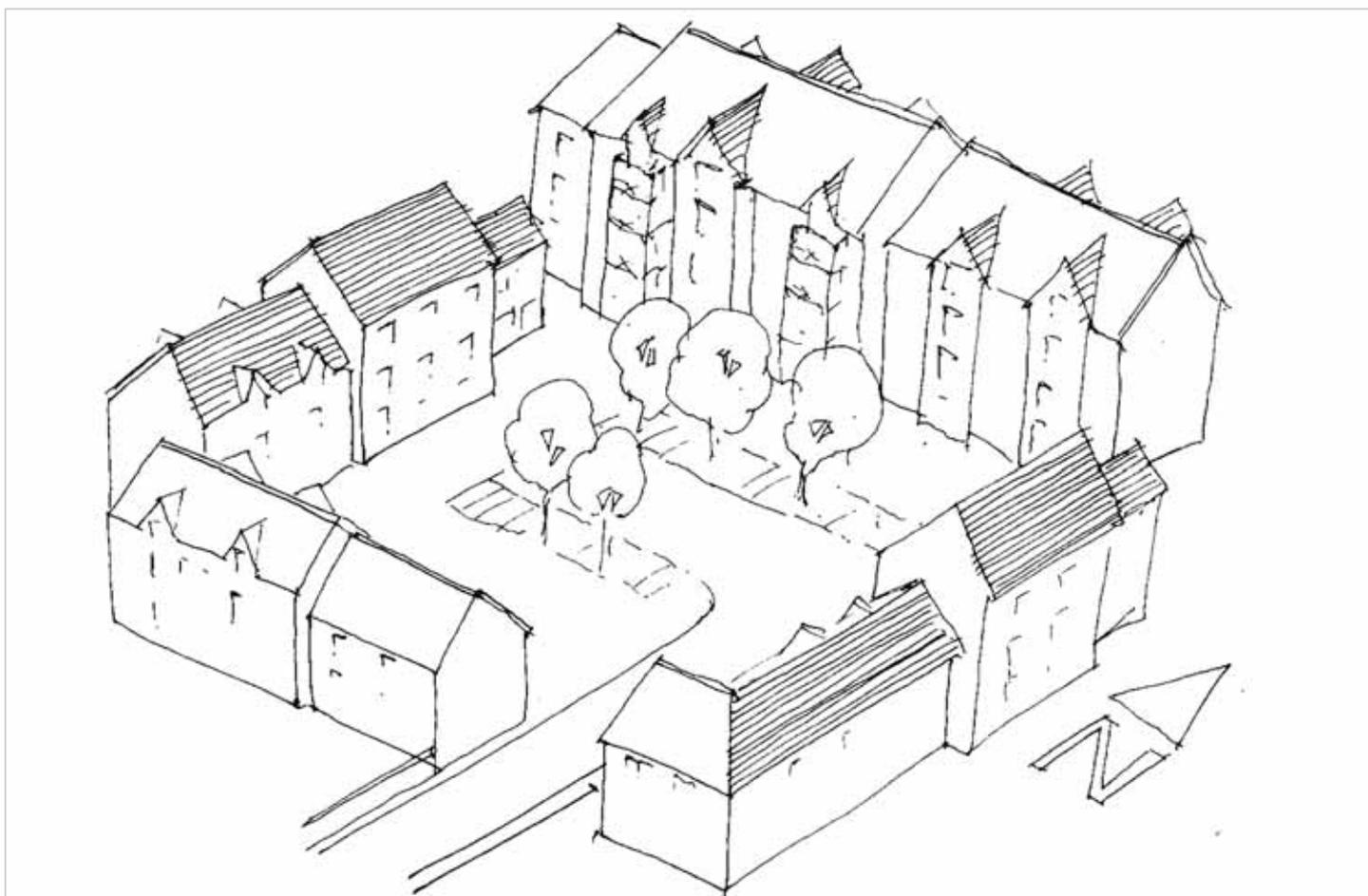


Fig.28 Place taller buildings towards the northern section of the site and lower buildings towards the south to make the most of passive solar gain and avoid overshadowing.

Section 6

Sunlight >>

6.18 New development proposals and extensions to existing buildings need to safeguard access to sunlight for all existing dwellings. Shadow path diagrams may assist assessment of developments over 6 storeys and will be required for all developments over 10 storeys or equivalent height. Obstruction to sunlight will become an issue when:

- Some part of the new development (including extensions) is situated within 90° of due south of a main elevation (windowed) to an existing dwelling; and
- The height of the development extends beyond a line drawn at 25° to the horizontal measured from a point 2m above the ground of the window wall (same as the test for daylight in paragraph 6.2 above).

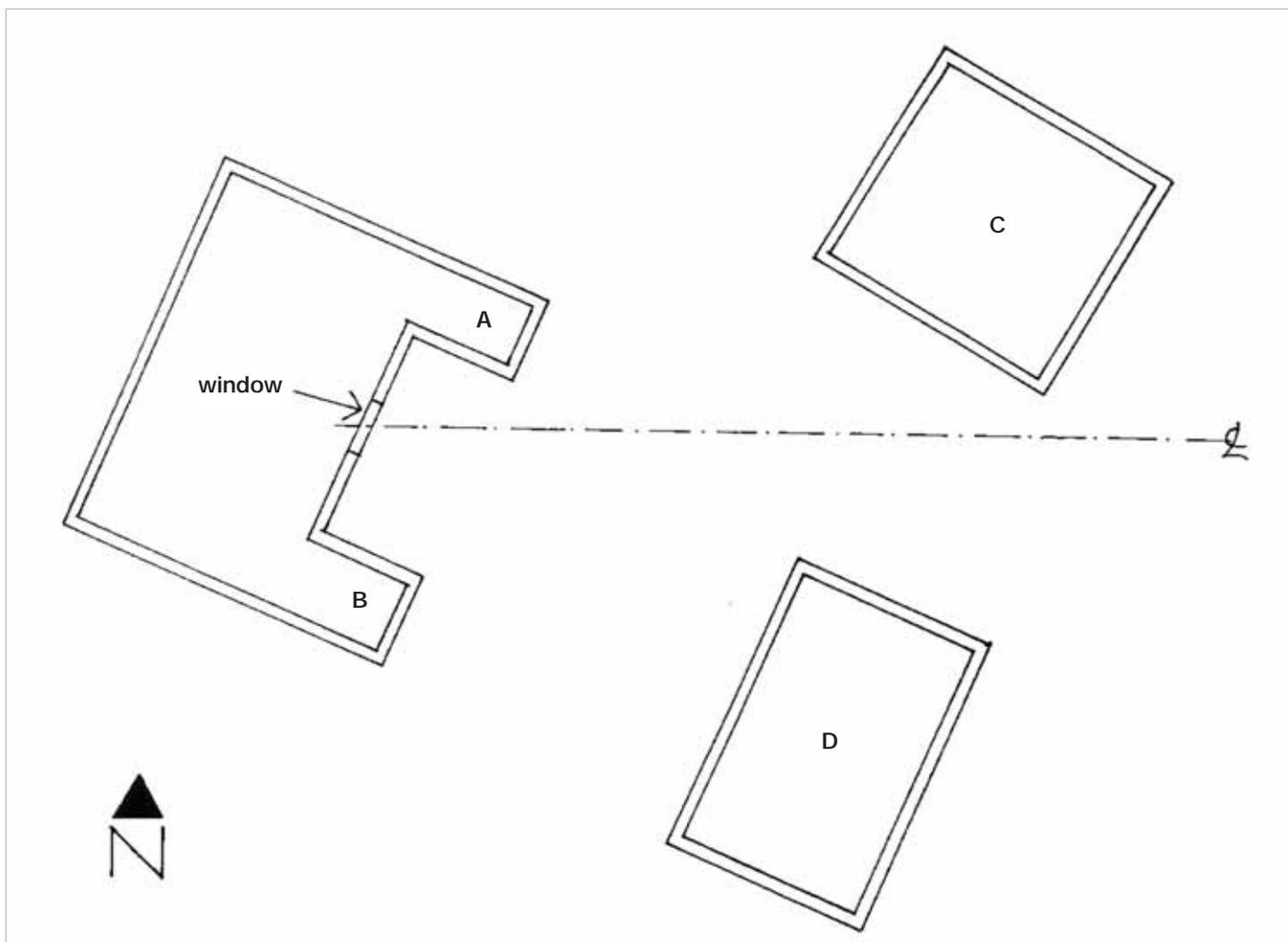


Fig.29 When considering sunlight impact on a window it is only those proposed developments to the south of the window which need to be checked i.e. extension 'B' and new building 'D'. The proposal to the north of the window (extension 'A' and new building 'C') will not affect sunlight.

APPENDIX 1

Recommended Minimum Layout Dimensions For Outlook, Amenity, Privacy And Daylight >>

The following Table sets out guidance on layout dimensions which should achieve the minimum level of outlook, amenity, privacy and daylight in residential developments. **However, these dimensions are for advice only and evidence of design quality and compatibility with context will be of overriding importance.**

- Higher standards may be required to maintain the well defined character of existing residential areas, such as those within or adjacent to conservation areas or older residential areas with an established character.
- Standards of amenity may be relaxed for housing in the Town Centre and larger Village Centres which are close to a range of facilities although the Council may seek a contribution towards improvements to the public realm in lieu of on site amenity provision.
- Dimensions for achieving adequate outlook and daylight should always be maintained as they can affect the health and well-being of occupants. Maintaining a separation distance between main elevations equal to the height of the opposing structure will normally satisfy requirements. An imaginary 'mirror' form of development can be used to assess any vacant land adjoining the development site.

Table 1: Recommended Minimum Separation distances for achieving privacy

No. of Storeys	Measured Dimension	Distance
One	front to front elevation	6
	back to back elevation	12
	front or back to boundary/flank	6
	side to boundary	1
Two	front to front elevation	10
	back to back elevation	20
	front or back to boundary/flank	10
	side to boundary	1
Three and over	front to front elevation	15
	back to back elevation	30
	front or back to boundary/flank	15
	side to boundary	2

* Dimensions are based on conventional dual aspect accommodation with main habitable rooms facing towards the rear.

* Dimensions for both front and rear elevations of single aspect dwellings should be treated as other rear elevations.

* Dimensions may be reduced where some form of effective screening has been demonstrated where separation will be judged on its merits.

* Dimensions do not apply to controlled aspect dwellings as long as all other attributes of outlook, amenity, privacy and daylight are demonstrated.

APPENDIX 1

Recommended Minimum Layout Dimensions For Outlook, Amenity, Privacy And Daylight >>

Table 2: Recommended Minimum Garden Amenity Area

Type of Dwellings	Type of Provision
Large family dwelling house – e.g. over 150 sq.m. gross floorspace	A suitable area of private garden amenity in scale with the building. e.g. greater than the gross floor area of the building.
All other family dwelling houses with two bedrooms or more and over 65 sq.m. gross floorspace.	A suitable area of private garden amenity in scale with the building but always greater than the building footprint.
Flats or duplex apartments suitable for family accommodation with three bedrooms or more or over 65 sq.m. gross floorspace.	A suitable area of private garden amenity as a first priority – recommended minimum of 30m ² for each dwelling. However, a shared amenity space, roof garden or balcony/ terrace may be acceptable if it has equal provision for family amenity*.
One bedroom houses and one and two bedroom flats or apartments not suitable for family accommodation and less than 65 sq.m. gross floorspace, including retirement (i.e. non sheltered) accommodation.	An area of shared garden amenity to provide a setting for the building -recommended 30 sq.m. for each dwelling up to two storeys and 15 sq.m. thereafter up to four storeys only*. Some small private sitting out area encouraged –e.g. patio or balcony
Elderly person sheltered accommodation and managed hostels	An area sufficient to provide a setting for the building which is in scale with its mass.

* In the most dense urban areas of the Borough, such as Woking Town Centre where little or no private or communal amenity space provision can be achieved on site, the developer may be expected to contribute to landscape or other local improvements to the public realm in lieu of the provision. The Council will introduce a tariff for the improvement based on the size of the accommodation. (see paragraphs 4.4 and 4.9).

* Hard surfaced areas such as open areas for car parking will only contribute towards amenity provision where it can be demonstrated that they have been designed as a hard landscape composition, which must include tree or other vertical planting elements. (see paragraph 4.15).

* In all cases evidence of quality of amenity provision and compatibility with the character of the local context will be of greater importance than dimensional compliance with the table above.

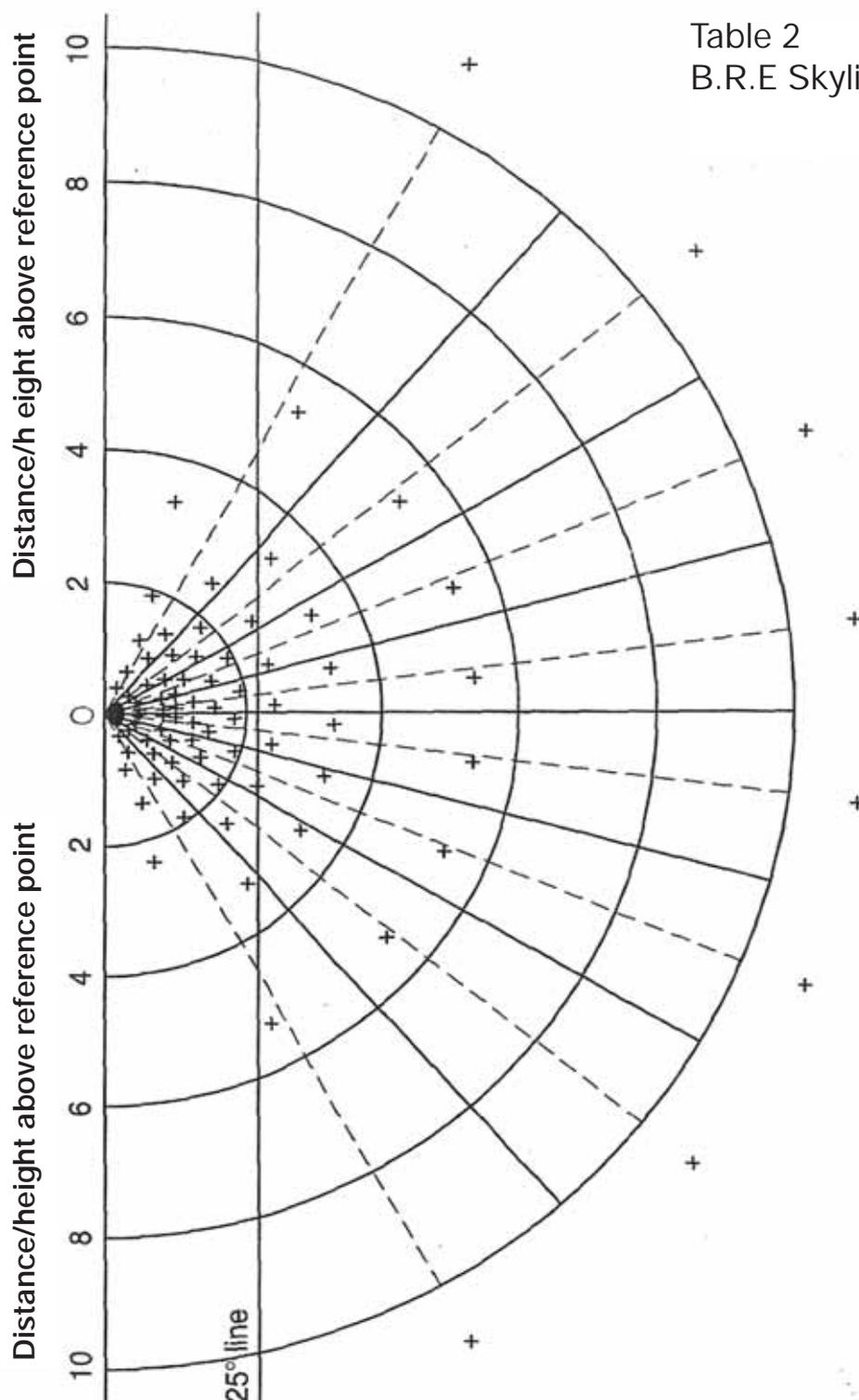


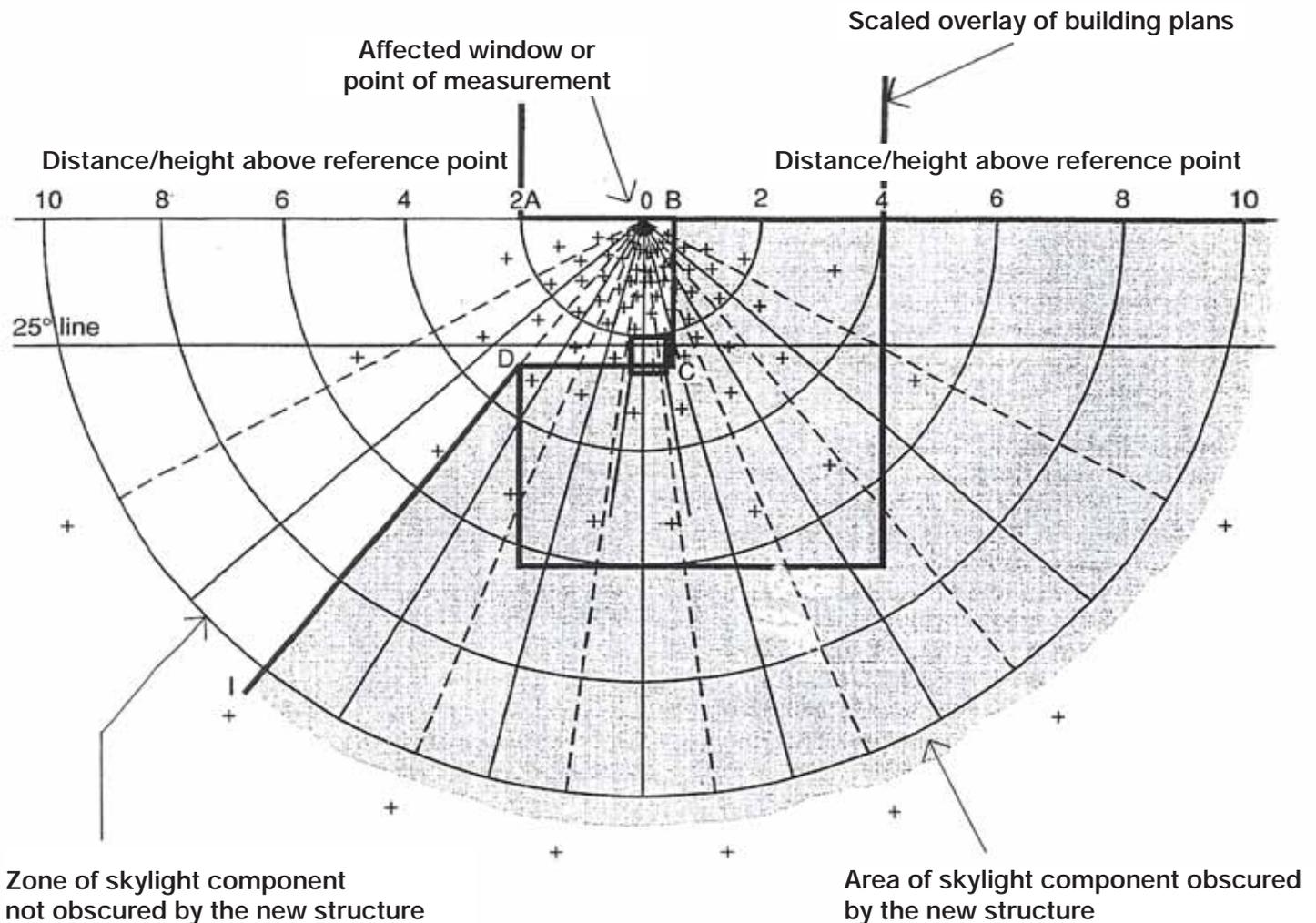
Table 2
B.R.E Skylight Indicator

INSTRUCTIONS FOR USE OF THE SKYLIGHT INDICATOR

1. Draw an accurate scale plan of the layout on tracing paper showing the centre point of the window to be assessed (or any other point to be assessed).
2. The plan must be drawn to the correct scale which depends on the height of the obstructing structure above the nominal window height x 100 (window height taken as 2m). i.e scale = height of obstruction -2m x 100.

APPENDIX 2 >>

3. e.g For building obstruction which is 7m tall less the window height of 2m the scale will be 1:500. $(7-2 + 5 \times 100)$
e.g. For a building obstruction which is 10m tall less the window height of 2m the scale will be 1:800 $(10-2 + 8 \times 100)$.
4. i.e. obstruction 1m above nominal window height = 1:100
2m above nominal window height = 1:200
3m above nominal window height = 1:300
4m above nominal window height = 1:400
5m above nominal window height = 1:500 etc.
5. Place the scaled tracing paper layout over the Skylight Indicator with the centre point 0 at the centre of the window (or other point to be assessed) and the base line along the same line as the window wall.
6. To assess the Skylight component simply count the number of crosses within the zone not obscured by the structure. Each cross is worth 0.5%. Therefore if there are 60 crosses not obscured by the structure the Skylight component will be 30%. Note that the obstruction will block all segments of skylight along the radial lines and crosses which fall in the radial segments beyond the obstruction do not count (as in the shaded section in the example below).
7. For convenience the Skylight Indicator shows the 25° line. If the number of the obstructed crosses above the 25° line is lower than the unobstructed crosses falling below it, then a skylight component greater than 27% will have been achieved. In the example below there are 13.5 obstructed crosses above the 25° line and only 5.5 unobstructed crosses below it - i.e 27% is not achieved.



APPENDIX 3

Woking Borough Local Plan 1999

Policy HSG21 - Outlook, Amenity, Privacy and Daylight >>

Residential development will only be permitted where the design and layout achieves the following criteria:-

- i. Suitable outlook and daylight is provided for all habitable rooms to dwellings;
- ii. Adequate privacy is afforded between the habitable rooms of respective dwellings together with their associated private amenity areas;
- iii. A suitably located area of soft landscape is provided for the amenity of each dwelling appropriate in size to both the type of accommodation and that characteristic of the locality;
- iv. The siting of new development does not adversely affect the outlook, amenity, privacy and daylighting of existing dwellings.

Reasoned Justification

- 6.90** The habitable rooms to all dwellings need to enjoy a reasonable degree of outlook and daylight. The siting of dwellings and the positioning of windows needs to be organised to ensure that their proximity does not result in any overbearing or overshadowing impact on respective habitable rooms.
- 6.91** To ensure an adequate degree of privacy between the habitable rooms of all dwellings, it is essential that they are separated by a suitable distance to avoid any overlooking or the windows are organised or designed for controlled aspect. It is similarly important that private amenity areas are not overlooked by adjoining dwellings.
- 6.92** All dwellings which are suitable for family accommodation should have an adequate area of private garden amenity for the use of residents which is contiguous with the dwelling. The size and shape of the garden should reflect the dwelling it serves and must be of a format suitable for practical use. Groups of smaller, one bedroom dwellings and flats may benefit from sharing an area of joint amenity, but again, the overall size should be adequate for the aggregate level of accommodation. Areas such as for bin storage or car parking will not count as contributing towards the area of amenity.
- 6.93** The Council has prepared Supplementary Planning Guidance to illustrate options for ensuring the criteria in this policy are met. Many of the established residential areas of the Borough, particularly those identified under Policy HSG20, are characterised by their spacious layouts which provide much higher levels of privacy and amenity than more recent residential areas. Where new dwellings are proposed within or in close proximity to established residential areas, higher standards of building separation will be required to ensure that the outlook, amenity, privacy and daylighting of existing dwellings is not adversely affected nor development is injurious to the character of these areas. Similarly, in those locations which are more urban in character, particularly those associated with the town centre and village centres it may be appropriate to apply a more flexible approach to the standards of privacy and amenity.



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