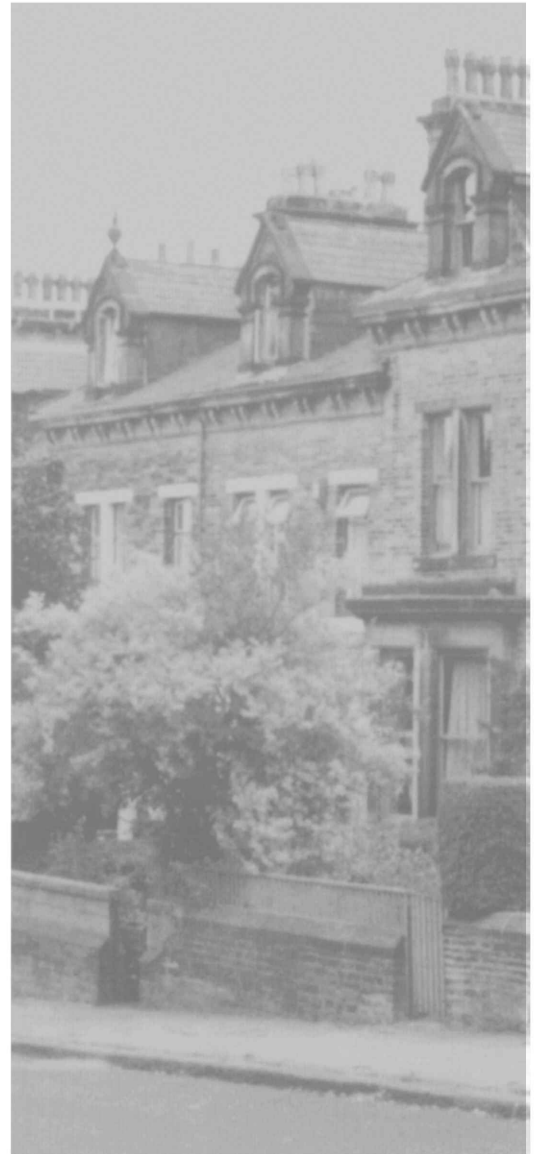


Residential Design

1

Dormer Windows Policy



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Foreword

This document explains and sets out the Council's policies and guidelines for the construction of dormer windows.

It is not possible to foresee all the circumstances which might exist in any particular building and therefore whilst this document provides the overall policy framework, each application for planning permission will be judged on its merits.

The Council will take account of any special circumstances, for example where an additional bedroom is required for an expanding family, but this will not override all other considerations.

Not all dormers require planning permission. Nevertheless the section on design offers useful advice to all owners who wish to extend into their roofspace without causing damage to the character and appearance of their building. As such, this document is relevant to all dormer constructions in all parts of the district.

*You are advised to check whether planning permission is required with your local planning office **before** starting work. A list of contact numbers is given at the back of this booklet.*

Background

On 7 November 1989 the Council approved the residential design Dormer Windows Policy which has been used for development control purposes in terms of assessing planning applications. A review of this policy was carried out between April and July 1992 in order to assess the success in meeting the aims of preserving and enhancing the character of Bradford and its district whilst at the same time meeting the requirements of householders who need to provide additional family accommodation.

The revised policy was first considered by the Policies and Plans Sub-Committee on 28 September 1992. It was resolved that the draft policy be submitted for public comment for a period of ten weeks as advised by the Department of the Environment Circular 22/84. The steps taken to invite public comment are set out in Appendix I.

Formal Adoption

Following the consultation period the policy was considered and finally adopted in an amended form by the Policies and Plans Sub Committee on 14 March 1994.

This policy supersedes the previous Dormer Windows Policy approved in November 1989.

1.0 Introduction

1.1

The roof line of a building is one of its most dominant features and it is important that any proposal to change the shape, pitch, cladding or ornament of a roof is very carefully considered. This is particularly important in the Bradford Metropolitan District where much of the traditional housing stock is in the form of terraced housing and where any alterations to one property can have an adverse effect upon the appearance and character of the whole street.

1.2

The introduction of large box-style dormer windows has unfortunately done much to destroy the character of traditional housing areas. However, with a change in the planning legislation, which came into force in December 1988, the Council has been able to exercise greater control over alterations to rooflines.

1.3

The following points should be noted:-

- (i) Some dormer windows can still be erected without the need to submit an application for planning permission.
- (ii) In Conservation Areas **all** dormer windows will require planning permission.
- (iii) The legislation gives householders the right to insert rooflights without submitting an application for planning permission.
- (iv) Works to listed buildings, including the insertion of dormer windows or rooflights, will require Listed Building Consent. This applies even in those cases where planning permission is not needed.
- (v) A separate submission is always required under the Building Regulations for the construction of dormer windows and for the insertion or enlargement of rooflights.
- (vi) Planning and Building Control Officers offer a consultation service prior to submission at which householders can check which consents and submissions are required and resolve any design or constructional problems. This will also result in a speedier service once plans have been submitted.
- (vii) In some cases it may be possible to obtain a grant for the insertion of a dormer window. The grants are administered by the Environmental Health department and are subject to availability and to the circumstances of the particular household.
- (viii) The policies in this document refer to principal elevations, secondary elevations and rows of properties. For clarification of each of these terms please refer to Appendix 2.

2.0 Types of Dormers

2.1 Types of Dormer Window

There are two basic styles of dormer windows, the traditional pitched roof dormer and the more modern flat roof dormer. The traditional pitched roof dormer is generally not as wide as the flat roof dormer and often includes decorative features which add to the appearance of the building. Some older properties have traditional style dormers either as a means of providing a light well into the roofspace or to provide a small room in the roof. The size of such a dormer will preclude, in most cases, their use in providing a habitable room in a roof which does not already have satisfactory head room.

2.2
Copies of traditional style dormers should include matching roof slates or tiles. Whilst most traditional dormer windows in Bradford have pitched roofs there are examples of small flat roof traditional dormers and hipped roofed dormers which can successfully be copied.



Traditional pitched roof dormer window



2.3
Flat roof dormer windows are designed to extend the plane of the main roof and provide a room within the roof. To some extent the position and size of such a dormer will depend on the requirement to provide headroom and the position of a staircase into the roof space. These factors, however, cannot override the need to ensure good design and avoid an excessively large structure which would detract from the appearance of the property. The policy therefore is intended to prevent roof extensions which because of their excessive size and design effectively create an additional storey and adversely affect the appearance of the building.

Modern box style dormer window

3.0 Listed Buildings and Buildings in Conservation Areas

3.1

This section relates to individual buildings or groups of buildings which have been identified as being of special architectural or historic interest and are therefore particularly important to the character of the Bradford Metropolitan District.

3.2

Under the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990 the Council has an obligation when considering works to a listed building to take “*special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses*”. The same Act requires the Council in controlling development in Conservation Areas to pay special attention to “*the desirability of preserving or enhancing the character or appearance of that area*”.

3.3

Central Government advice, as contained in Planning Policy Guidance Note PPG15, places a duty on the Council when considering proposals to extend houses within Conservation Areas to ensure that “*new buildings are carefully designed to respect their setting, follow fundamental architectural principles of scale, height, massing and alignment and use appropriate materials*”. Advice contained in Planning Policy Guidance, PPG1 - March 1992 states that “*planning authorities should reject obviously poor designs which are out of scale or character with their surroundings*”. The Guidance also states that “*particular weight should be given to the impact of development on existing buildings and the landscape in environmentally sensitive areas such as Conservation Areas, where the scale of new development and the use of appropriate building materials will often be particularly important*”.

3.4

In the case of listed buildings and principal elevations to buildings within Conservation Areas, there will be a presumption against the introduction of box style dormer windows. However, some older properties still retain either original or early dormer windows which are very much a part of the character of the building. These should be kept or copied. In many cases, the use of traditional dormers or rooflights will allow the necessary light and ventilation to make a roof space habitable without the need for larger box style dormer windows.

Policy No 1 : Listed Buildings

Planning permission will normally be refused for box style dormer windows on Listed Buildings on both the principal and secondary elevations, except where the proposal is to replicate an existing traditional style dormer window which is already an existing or original feature of that property or row of properties.

3.5

Where poorly-designed dormer windows already exist on listed buildings and principal elevations to properties within Conservation Areas, the Council is unlikely to grant consent or permission for their renewal. Where possible, the Council will encourage their removal and replacement by something more appropriate such as a rooflight or a copy of a traditional style dormer window.

3.6

Within Conservation Areas dormer windows will only be acceptable on secondary elevations. In these cases, the size and design of the dormer should respect the overall character of the building and the Conservation Area which it is located (See Section 5).

Policy No 2a : Conservation Areas (Principal Elevations)

Planning permission will normally be refused for box style dormer windows to properties within Conservation Areas on principal elevations.

Policy No 2b : Conservation Areas (Secondary Elevations)

Planning permission will normally be granted for box style dormer windows on secondary elevations providing that they respect the character and appearance of the building and the area generally.



NOTE

Where a dormer window is considered to be acceptable it will be necessary for the design, size and materials to comply with Policies 4, 5 and 6.

4.0 Buildings not within Conservation Areas or which are not Listed

4.1

Many older buildings are neither listed nor within Conservation Areas but are still important to the overall character of the district. There will be instances, for example, where buildings overlook main traffic routes or public open spaces, or occupy other prominent positions, when the addition of dormer windows would be visually inappropriate.

4.2

It may also be wrong to introduce large or inappropriate dormers to buildings which form a part of a terrace or other group with an unaltered roofscape.

4.3

The character and attractiveness of an area, whether comprised of traditional or modern developments, often derives from the harmony achieved by a consistent design or a repetition of a particular building style. An inappropriate dormer in such a location could destroy the character of both the building and the area as a whole.

4.4

On principle elevations dormer windows will generally be considered acceptable where the original roofline has already been altered with such a feature and where the dormer window can be inserted without detriment to the property. On secondary elevations the insertion of an appropriately designed dormer window will be considered acceptable even where the original roofline has not been altered.

Policy 3: Buildings not within Conservation Areas or which are not Listed.

Planning permission will normally be granted for box style dormer windows on principal elevations where there is one or more dormer window already in the row within which this property is situated or in the case of a semi-detached dwelling there is a dormer window on the same elevation on the adjoining dwelling. Planning permission will normally be granted for appropriate box style dormer windows on secondary elevations.



NOTE

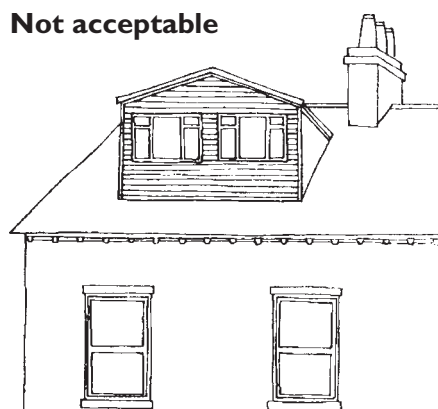
Where a box style dormer window is considered to be acceptable it will be necessary for the design, size and materials to comply with Policies 4, 5 and 6.

5.0 Design, Size and Materials

5.1

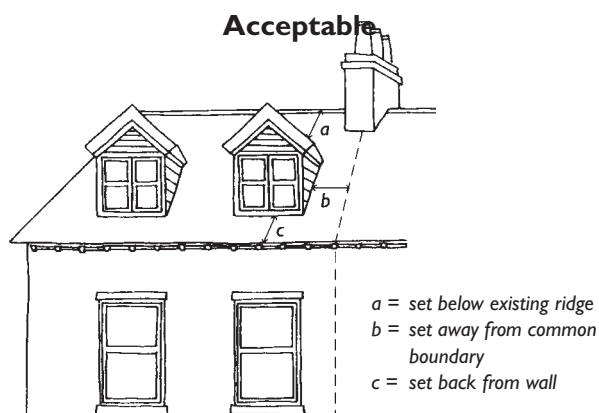
There are many examples of poorly designed dormers in the Bradford District and the Council is eager to prevent other such dormers from being built. Dormers should be built back from the wall of the building, away from the edge of the roof or common boundary, and below the ridge of the original roof. It is not appropriate to try to create a traditional style dormer window by placing a pitched roof on a wider dormer. This will not give the appearance of a traditional dormer, but will result in a most unsuitable feature with an unusually shallow roof pitch. Such a structure would look out of place and would detract from the character and appearance of the area.

Not acceptable



Pitched roof not appropriate on dormer windows over 1.5 metres in width.

Acceptable



*a = set below existing ridge
b = set away from common boundary
c = set back from wall*

Dormer windows less than 1.5 metres in width.

5.2

Dormer windows should be designed to complement the character of the original building. They should be set within the roof, should not dominate the existing roofscape and should reflect the pattern of window openings.

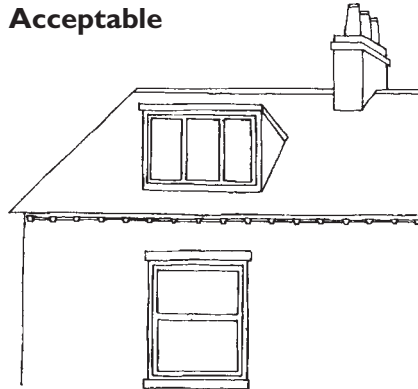
Policy 4a : Design

In all cases box style dormer windows must be designed to complement the building's existing window pattern and horizontal and vertical window proportions.

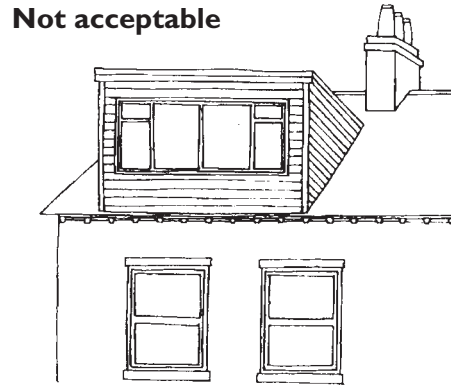
Policy 4b : Design

For traditional style dormer windows decorative barge-boards and any other details which are special features used on adjacent or existing dormers should be copied.





Small dormer window designed to reflect the existing window pattern.



Dormer window is too large and does not reflect the window pattern of the building.

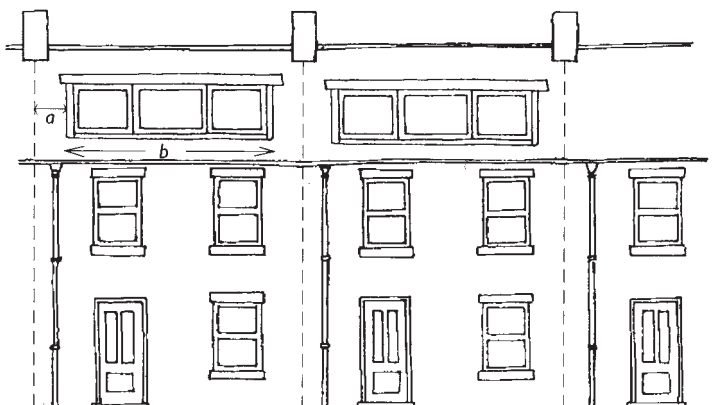
5.3

On most properties a dormer window that exceeds 2.5 metres in width will be a most disproportionate feature which dominates the roofscape and detracts from the appearance of the property and the area generally. Therefore, for traditional terraced houses, modern town houses and semi-detached houses it will be appropriate in most circumstances to restrict dormer windows to this size.



Acceptable

*A good example which includes
a = 1 metre distance from the common boundary
b = 2.5 metres maximum*



Not acceptable

*a = less than 1 metre
b = over 2.5 metres*

Policy 5a : Size

Box style dormer windows must not normally be sited within one metre of the gable end or common boundary line (whichever is appropriate) and must not normally exceed 2.5 metres in overall width.

5.4

It may, however, be acceptable on occasion to position a box style dormer window within 1 metre of the common boundary, where it forms an essential part of the overall design of the building.

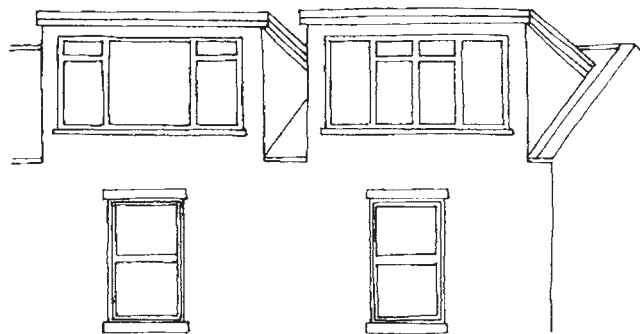
5.5

Dormers which are built on the front wall of the building or up to or above the ridge of the original roof damage the appearance of the dwelling and are not acceptable.

Policy 5b : Size

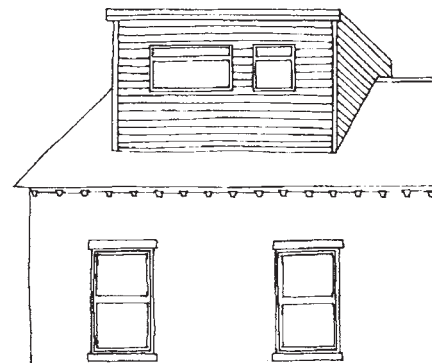
Planning permission will normally be refused for box style dormers which are built off the front wall of the building or are located up to or above the original ridge line.

Not acceptable



Off the front wall of the property and inappropriate window proportions

Not acceptable



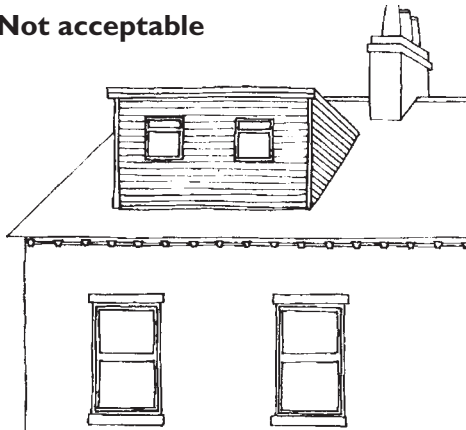
Design, size and position with excessive cladding to front elevation

5.6

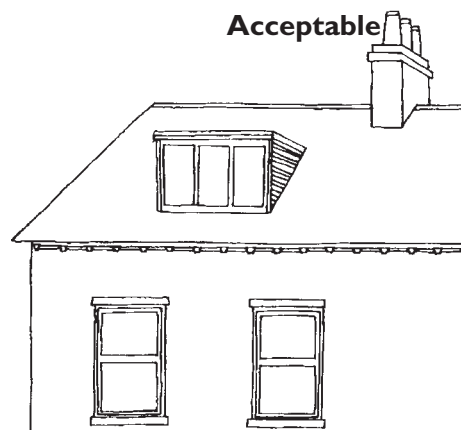
The roof and sides of the dormers should be clad in slates or tiles to match the original roof of the building except on flat-roofed dormers when roofing felt may be used. (Maintenance problems can occur with flat-roofed dormers unless the roof is built with a shallow fall to ensure water discharges property). Cladding materials should be restricted to the cheeks of the dormer window. Only in exceptional circumstances will cladding materials be permitted on the front elevation.

Policy 6a : Materials

Cladding materials will normally be restricted to the roof and sides of the box style dormer and must normally match or be sympathetic to the original roofing material.

Not acceptable

Excessive size, inappropriate proportions, excessive cladding front elevation

Acceptable

Appropriate size and design. Cladding materials restricted to the roof and sides with no cladding to the front

5.7

In all cases suitable low maintenance materials should be used to avoid dormers becoming unsightly through neglect. This could involve the use of low maintenance materials such as UPVC for window frames for properties which are neither 'listed buildings' nor are within Conservation Areas. For dormer windows on listed buildings or in Conservation Areas this type of material is not considered appropriate.

5.8

The addition of a dormer window, has in many instances, led to the extension of the existing soil and vent pipes to a point higher than the dormer window itself. The accumulation of such pipework seriously detracts from the appearance of the property and the character of the whole street. In order to avoid the unsightly proliferation of such pipework where possible the design of the dormer window should incorporate the pipework internally or where it meets Building Regulation requirements an air admittance valve should be used. For dormer windows on listed buildings and for properties within Conservation Areas the pipework should be located internally. For properties which are not listed buildings or within a conservation area, **and where internal pipework or an air admittance valve cannot be achieved**, all pipework above eaves level should be finished in a colour to match the roofing tiles or slates.

Policy 6b : Soil and Vent Pipes

Where it is not possible to incorporate pipework internally or to use an air admittance valve all pipework above eaves level shall be of a matt black colour finish.

(see examples of pipework on page 12)

(See Policy 6b)



Unightly proliferation of soil and vent pipes



When soil and vent pipes cannot be accommodated internally they should be finished in a colour to match the roofing tiles

Preferred solution should accommodate soil and vent pipes internally

5.9

Care and attention should be paid not only to soil and vent pipes but also to gutters and fall pipes. More often than not the overall appearance of a dormer window, no matter how well designed, is spoilt by the addition of large obtrusive gutters and fall pipes. In most instances the gutter and fall pipes need not be any larger than 75mm in diameter. And in all cases the pipework should be finished in a colour to match the roofing tiles or slates.

Appendix I

Public Consultation

The draft policy was advertised for public comment for a period of ten weeks between 22nd March and 4th June 1993. It was publicised in the following ways:-

- (i) Public Notices were placed in the Bradford Telegraph and Argus, the Keighley News and Ilkley Gazette.
- (ii) Copies of the documents were available at the local planning offices at Keighley Town Hall, Shipley Town Hall, Ilkley Town Hall and Jacobs Well and at the public libraries.
- (iii) A copy of the document was sent to each Member of the Council.
- (iv) Copies were also sent to:
 - 61 Community Associations, Ethnic Groups and Advice Centres.
 - 7 National Amenity Bodies.
 - All Parish Councils in the Bradford District.
 - 8 Local Civic Societies.
 - 8 Local Planning Authorities.
 - The West Yorkshire Police Authority.
 - 66 Local Architectural Practices and Plan Drawers.

Appendix 2

Definition of Terms used in the Policies

Principal Elevations :

Principal elevations shall include those elevations of houses which are clearly open to public view from a road, public open space or other area generally open to the public.

(For the purposes of clarification no property shall be taken to include more than one principal elevation.)

Secondary Elevations :

Secondary elevations shall include those elevations not generally open to public view.

(For the purpose of clarification secondary elevations include the rear of properties which are screened by other houses or where there is land to the rear not open to the general public.)

A Row of Properties :

A row of properties shall be taken to mean houses linked together in a continuous row.

(For the purposes of clarification the end of a row will normally be bound by a road, including service roads or other open spaces of similar width but not narrow passageways or “ginnels”. However, this is not intended to be prescriptive and each case will be considered on its own merits.)

Appendix 3

Should you wish to check whether planning permission, listed building consent or building regulations consent is required for any building work please contact one of the following offices :-

DEVELOPMENT SERVICES

Bradford Area (General Enquiries)

3rd Floor, Jacobs Well, Bradford

Tel : (01274) 434605
minicom : (01274) 392613
fax : (01274) 722840
e-mail : planning.enquiries@bradford.gov.uk

Bradford East (*inc. Thackley, Idle, Greengates, Eccleshill, Fagley, Bowling, Odsal, Low Moor and Wyke*)

Tel : (01274) 434193/434194
e-mail : planning.bradford@bradford.gov.uk

Bradford West (*inc. Heaton, Manningham, Thornton, Clayton, Queensbury, Great Horton and Buttershaw*)

Tel : (01274) 434193/434194
e-mail : planning.bradford@bradford.gov.uk

Bradford City Centre (*inc. University area*)

Tel : (01274) 431168
e-mail : planning.bradford@bradford.gov.uk

Keighley Area (*inc. The Worth Valley, East Morton, Silsden, Steeton, Eastburn and Addingham*)
Keighley Town Hall

Tel : (01535) 618071
Fax : (01535) 618450
e-mail : planning.keighley@bradford.gov.uk

Shipley Area (*inc. Bingley, Baildon, Harden, Denholme, Cullingworth and Wilsden*)
Shipley Town Hall

Tel : (01274) 437186
Fax : (01274) 757090
e-mail : planning.shipley@bradford.gov.uk

Ilkley Area (*inc. Menston*)

Ilkley Town Hall

Tel : (01943) 436218/9
Fax : (01943) 816763
e-mail : planning.ilkley@bradford.gov.uk

CONSERVATION AREAS AND LISTED BUILDINGS

All Areas

8 Floor, Jacobs Well, Bradford

Tel : (01274) 434551 or 432455

Fax : (01274) 433767

e-mail : conservation@bradford.gov.uk

BUILDING CONTROL

Bradford Area

3rd Floor, Jacobs Well, Bradford

Tel : (01274) 433807

minicom : (01274) 392613

Fax : (01274) 722840

e-mail : buildingcontrol@bradford.gov.uk

Keighley Area

Keighley Town Hall

Tel : (01535) 618010

Fax : (01535) 618450

e-mail : buildingcontrol@keighley.gov.uk
