

# Three Sisters Conservation Area Appraisal & Management Strategy



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## A Introduction

**A.1** This document identifies and appraises the special architectural and historic characteristics of the Three Sisters Conservation Area and it also gives practical guidance on the implications of Conservation Area status. It is in two parts: a Conservation Area Appraisal and a Management Strategy.

**A.2** The Conservation Area Appraisal provides information regarding the historic and architectural character and appearance conservation area whereas the Management Strategy gives specific planning guidance and enhancement proposals.

**A.3** Conservation areas are areas of 'special architectural or historic interest, the character or appearance of which it is desirable to preserve or enhance' <sup>(1)</sup> and were introduced by the Civic Amenities Act 1967. Three Sisters Conservation Area was designated in December 1999. The Council does not wish to stop all development, but to manage change in a sensitive way, to ensure that those qualities that warranted designation are sustained and reinforced rather than eroded.

**A.4** A conservation area character appraisal aims to define the qualities that make the area special. This involves understanding the history and development of the place and analysing its current appearance and character. An appraisal is not a complete audit of every building or feature, but rather aims to give an overall flavour of the area. It provides something against which the effects of change can be assessed and the future of the area managed. It also identifies problems that detract from the character of the area and potential threats to the quality of its appearance.

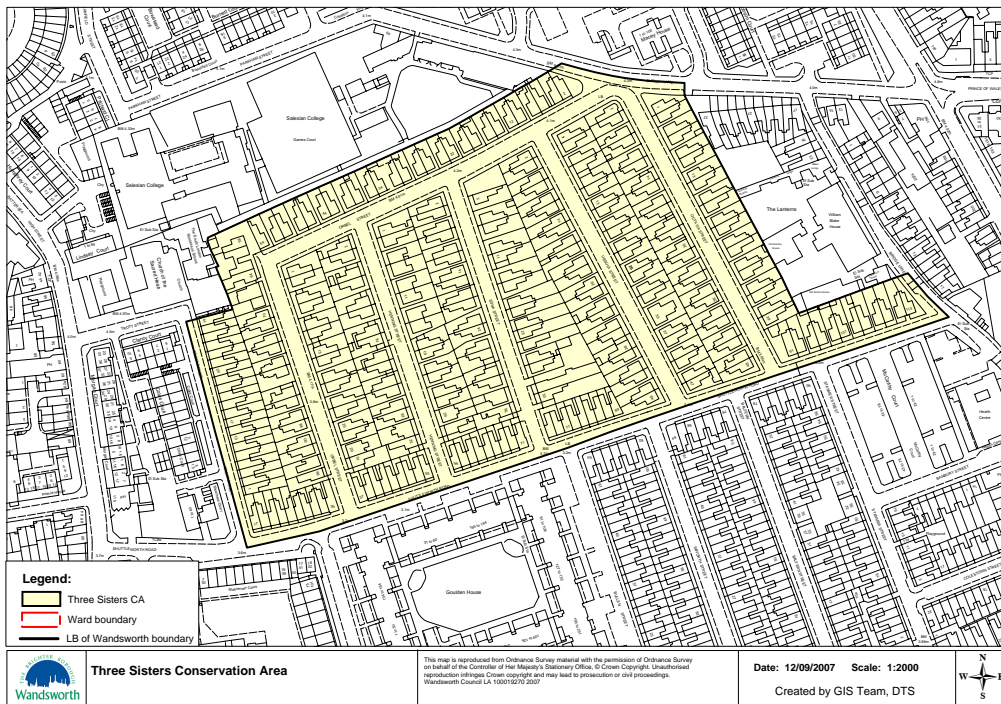
**A.5** This document has been produced in accordance with government guidelines in PPG 15 <sup>(2)</sup> and the English Heritage Guidance notes of August 2005. These state that local planning authorities need to define and record the special interest, character and appearance of all conservation areas in their care. The intention of the appraisal is to provide clearly defined analysis of the character and appearance of the Three Sisters Conservation Area that can be used when making decisions about applications for planning permission and support the Council's case on appeal. In addition, the Management Strategy addresses issues, which have been identified in the character appraisal, for the enhancement and preservation of the conservation area. This document was made available for public consultation in October 2007 and approved by the Planning and Transportation Overview and Scrutiny Committee on 19 February 2008 and by the Executive on 3 March 2009.

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1 Planning (Listed Buildings and Conservation Areas Act) 1990 s.69

2 Planning Policy Guidance Note 15: Planning and the Historic Environment (DOE 1994)

# Three Sisters Conservation Area Appraisal & Management Strategy



**Map 1 The boundary of the conservation area**



# CONSERVATION AREA APPRAISAL

## 1 Summary of Special Interest

**1.1** The area is quite distinct from the surrounding Battersea terraces because it is predominantly made up of pairs of semi detached “villas” and a few detached houses. Semi detached houses set back from the road were still a relatively rare choice of layout for this type of development in the 1860s and 1870s. This layout offers more generous front gardens and glimpses through the gaps between semi-detached pairs to the garden spaces beyond.

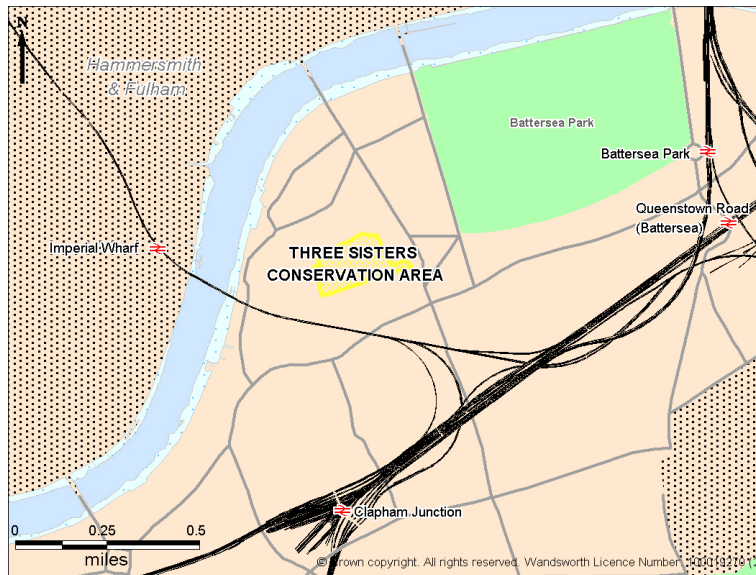
**1.2** The distinctive rhythm of hipped roofs and the gaps between each pair gives enhanced status to the houses; each pair appearing like a separate pavilion under a pyramidal roof. The hipped roofs also give emphasis to the gaps between buildings and as a consequence there is a feeling of spaciousness that is not apparent in the more commonplace terraced street arrangement.

**1.3** Although there is a considerable amount of variety in the some of the architectural features and decorative detailing of the houses, there is an overall harmony in the effect it has produced. Trees and greenery add to the distinctiveness of the area. Street tree planting and planting in the relatively generous front gardens contribute positively to the attractiveness of the area.



## 2 Location and Setting

**2.1** The Three Sisters Conservation Area is situated in the district of Battersea close to the bend in the River Thames upstream of Battersea Bridge. It is little less than a mile north of Clapham Junction with its railway station and town centre facilities. Closer by to the west is old Battersea village and Battersea Park is ¼ mile to the east.



**Map 2 Location Map**

## 3 Historic Development and Archaeology

**3.1** In the late 18th century Battersea was still rural and relatively isolated from London, consisting of a village, smaller hamlets and large amounts of farmland. It had a population of 2,000 in 1790 but by 1914 as many as 170,000 people lived in Battersea. Around 100,000 of these settled in the area in the 1870s and 1880s, at the time the Three Sisters area was laid out. This coincided with a major peak in house building in 1878-82. Some 4,800 new houses were built between 1876-80, and 4,000 of these were developed in the five years between 1881-1885. It was at this time that the expansion of the railways (particularly in the 1850s and 60s) fuelled the area's development as a commuter suburb and home to skilled workers and artisans, and also enabled its development as an employment centre in its own right.

**3.2** Originally known as the Surrey Lane Estate, the houses in the conservation area were built on land formerly belonging to Tower Lodge, a large country house that occupied the site where Octavia Street now stands. Sherwood Ramsey wrote in his book *Historic Battersea* in 1913 that previous chroniclers claimed it had been the residence of Queen Elizabeth, but very little is known about its history.

**3.3** Around 1860 the Pain family from Somerset acquired Tower Lodge. Edward Pain, a solicitor, saw the opportunity for development and the main house was demolished and the adjoining fields and orchards were made available for development. The names of three of the streets came from Edward Pain's mother Ursula, first wife Edna and second wife Octavia. One of his daughters by his first wife was also named Edna, and the name of the conservation area is something of a misnomer, as the three women were not in fact sisters. The road 'sisters' are all adjacent to each other however, and this layout gives the area its name. Henning Street may have come from George Henning Pain, a possible relation listed in the 1851 census of Bridgewater in Somerset.

**3.4** By 1881, Edward Pain had relocated to Frimley in Surrey with his second wife, while his eldest son Arthur had taken his family to Kingston on Thames. Therefore, the family was not resident in the area during the redevelopment, and probably sold off each part of their land to separate speculative builders.

**3.5** Development of the Estate did not begin formally until December 1876, when the Metropolitan Board of Works approved a plan submitted on behalf of the Pain family, as owners of Tower Lodge, for the formation of five new streets to be named Orbel Street, Henning Street, Edna Street, Ursula Street and Octavia Street, and for the widening of Castle Lane (now Shuttleworth Road).

**3.6** Following approval from the Metropolitan Board of Works to lay out drainage, the first building notices were submitted in 1880. The predominant method of development in Battersea at that time was for the landowner to either sell or lease the land piecemeal to the builders. It is unclear whether the Pain family retained control of the development or sold the land on, but it is known that at least eighteen builders

were involved in developing the Estate. For example, the builders of 2-12 and 14-16 Henning Street in 1884 are listed as J. Oxford and G. Fisher respectively, and for 10-16 and 38-52 Orbel Street in the same year, J. Offord and Swann & Howard respectively. This piecemeal approach to estate development was fairly typical of the way much of the speculative housing was built in Battersea and elsewhere in London at this time, and from these records of just a few houses being built by each builder, a picture of the area as a hive of activity in these years emerges.

**3.7** Despite the number of different builders involved there is a high level of consistency in the design of the houses and the materials used. It is not precisely known how or by whom the pattern of house types was set, but it was common practice for the freeholder to attach conditions to the building leases issued to each individual or, if the land was sold off in parcels to builders, to include restrictive covenants among the terms of sale. The very first houses constructed were arranged in a terrace of nine, fronting Castle Lane – now Shuttleworth Road. This terrace still bears a tablet reading: Gladstone Terrace – 1880. Further construction proceeded relatively rapidly and building continued until 1884.

**3.8** In 1882 the following description of the area appeared in the South London Press:

*"We now come upon what I regard as the pleasantest, healthiest and even cheapest part of Battersea – the Surrey Lane Estate. This consists of about 200 well-built and handsomely-finished semi-detached houses – or villas as the occupants delight to call them. They are of red pressed brick, relieved with stone interstices and copings; bay windows, with green wooden screens between the twin houses; and gardens in front and behind. They appear the very ideal of an English homestead, and the architecture is in every way suggestive of comfort and convenience."*

**3.9** The conservation area is entirely made up of residential properties and relatively little change has occurred in the intervening one hundred and twenty years. The area remains true to the suburban ethos set out during and determined by the house building boom and significant population growth of the mid-Victorian period.

## 4 Spatial Analysis

**4.1** The conservation area is a roughly rectangular area of flat land with houses formally arranged in street blocks. The configuration of the streets is very regular, with six streets running from north to south connecting Orbel Street in the north to Shuttleworth Road in the south. Orbel Street, together with Octavia Street encloses the area from the north.

**4.2** The terraced houses in Trott Street and Shuttleworth Road face outwards whilst all the other houses face inwards to form an intimate enclave. Because there are no road connections extending north, east or west, there is no through traffic. Once within the enclave pedestrian links out are limited to a connection with Surrey Lane in the northeast corner of Orbel Street and limited access to the west through the playground of the Sacred Heart Primary School in the northwest corner of the area.

**4.3** The intimate spatial quality within the enclave breaks down completely at the northeast corner as Orbel Street turns into Octavia Street where the open form of the Surrey Lane Estate adjoins the traditional, more geometrically disciplined street pattern.

**4.4** The shape and proportions of each street are virtually identical, with straight building lines and a relatively generous distances between building fronts compared to the narrower street arrangement more typically found in this part of Battersea.

**4.5** Many of the surrounding Victorian streets were demolished shortly after World War II to make way for large local authority housing developments. These developments now virtually surround the area and can be seen looking out from the Three Sisters enclave. The stark towers of the Surrey Lane Estate dominate views looking east along Orbel Street and north along Octavia Street.

**4.6** However, there are excellent views of the copper roofed spire of the Church of the Sacred Heart in Trott Street looking west along Orbel Street and north along Trott Street where the Church provides a dramatic termination to the vista.

**4.7** The numerous large trees growing in the adjoining site of Salesian College provide a significant and positive backdrop to the houses on the north side of Orbel Street. Gaps between these trees on the Salesian College site allow distant sky views looking north from Orbel Street over the rooftops of the houses and through the spaces between the semi detached pairs.



**Picture 1 Orbel Street looking to the spire of the Church of the Sacred Heart**



**Picture 2 Orbel Street looking east to the Surrey Lane Estate**

## 5 Building and Materials

**5.1** The domestic classical style of the houses is fairly typical of speculative building of the time. Architects were very rarely involved in this type of development and speculative housing was often criticised for its homogeneity, its lack of regard to proportion and its “add on” ornamentation. Although the general style of the housing would probably have been set by the freeholder of the land, the builders would have had freedom within these constraints to chose individual details such as a particular type of porch or window surround from a pattern book and add it to the standard house type. The number of different builders involved in this development has resulted in a wide variety of decorative features. Although this approach to housing design was maligned in the architectural press of the time, from a 21st century perspective, there is an overall harmony and interest in the variety of detailing it has produced.

**5.2** The houses are mainly built in yellow London stocks in Flemish bond with red decorative brickwork, although there are a few houses in Henning Street and Orbel Street that are built entirely in red brick. All have or originally had natural slate roofs.

**5.3** Houses in Ursula Street and Octavia Street are very consistent in their style and detailing. All have single storey canted bays, pairs of sash windows on the second storey and classically inspired stucco features.

**5.4** The other streets have a greater variety of house types. In Orbel Street for example there are several detached houses with steep pitched gabled roofs and semidetached houses with much less plaster detailing than other house types, recessed porches and projecting bays with hipped roofs.

**5.5** Houses in Henning Street have more red brick detailing than in other parts of the conservation area with Arts and Crafts inspired features such as rubbed brick arches and moulded brick floral motifs around the doors, decorative string courses and quoins. A number of these houses have also got cast stone panels on the front elevation depicting small motifs or the names of the villas.

**5.6** Another house type that can be found at the eastern end of Shuttleworth Road and in Edna Street is the semi-detached house with two storey canted bay, hipped bay roof and in some cases stone finials. The way the different house types produce continuity within groups and variety across the estate is an important element of the character of the area. Even relatively minor changes to these distinctive features will have a cumulative impact on the street scene.

**5.7** Trott Street lies detached from the rest of the conservation area. Houses here are arranged in one long terrace. They have two storeys, constructed in yellow stock brick with canted bays on the ground floor. There are decorative motifs to the window heads and over the front door. The original features of these houses have largely been retained although some elevations have been painted or rendered.

**5.8** Like Trott Street the houses in Shuttleworth Road are terraced, although these are short terraces and the houses have two storey canted bays. Nos. 35, 37 and 71 were once corner shops and now converted to residential use.

## 6 Public Realm and Green Elements

**6.1** The description of the original Surrey Lane Estate which appeared in the South London Press in 1882 mentions that the proprietors had planted avenues of Limes. Ordnance Survey Maps show that the planting of street trees was rare in new developments of this type in the 1860s, though it later became one of the standard ingredients used by speculative builders.

**6.2** The introduction of front gardens was also an important development in the design of nineteenth century speculative estates. The demand for access from the roadway to rear private gardens and later for front gardens prompted the development of semi-detached houses, at first abutting directly on to the road, and then later set back to allow for a small front garden. In terms of the consideration given to landscape, the original Surrey Lane Estate was of a higher standard than the surrounding estates developed around the same time.

**6.3** The street trees are still an important part of the character of the area, though there is now a greater variety of species including Cherry, Mountain Ash, London Plane and Sycamore. Although the front gardens are small, boundary hedges and shrubs contribute greatly to the appearance of the streets. Glimpses of back gardens through the gaps between the pairs of buildings and of the large trees to the rear of Orbel Street also have a significant impact on the street scene.

**6.4** Tarmac is used for road surfacing throughout the conservation area. Footways are mostly made up of large concrete paving slabs and curbs are in granite. Some original crossovers are laid in granite setts. These traditional materials make a positive contribution to the appearance of the streetscape. Unfortunately some areas of footway have been repaved using contrasting modern concrete blocks that disrupt the attractive continuity of the traditional paving materials.

**6.5** There is little in the way of potentially intrusive traffic signage and road markings and a welcome absence of traffic calming measures. Lamp standards are of no particular merit but simple in design and unobtrusive. Fortunately many of the streets have retained their traditional cast iron painted nameplates fixed to the houses.



## 7 Negative Elements

**7.1** The general character and appearance of the houses have been relatively well preserved, for example a substantial proportion of original roofs and windows still remain. However, a significant number of houses have been painted, particularly in Ursula Street. Also a number of original brick elevation have been rendered or covered with pebbledash. These changes have a particularly noticeable impact on the street and wherever possible owners will be encouraged to restore the original brick elevations.

**7.2** In parts of some of the streets, side extensions are beginning to create a “terrace effect”, filling in the gaps between the semi-detached pairs. Similarly there are unfortunately some houses where the characteristic hipped roof form has been altered. The most dramatic are instances where the hipped roof has been extended to form a gable end.

**7.3** There are also examples of clumsy box-like extensions to roofs that have spoilt the original appearance of the houses concerned. These alterations pre-date the designation of the conservation area and would now be resisted as stricter planning controls apply to conservation areas.

**7.4** There is an almost universal loss of original front boundary details. The original boundary treatment probably consisted of low walls, boundary hedges and railings, however, these have been replaced by a wide variety of walls, gates and fences. The front pathways were tiled and a number of these still remain.

**7.5** Some houses have had basement excavations, which have necessitated the introduction of lightwells into the front garden areas. Lightwells can reduce the opportunity for planting and the cumulative effect of this type of alteration can be harmful to the appearance of the area if carried out insensitively.



**Figure 1** The painting on this semi-detached house disrupts the appearance of the pair of houses



**Figure 2** The paint has been removed and the appearance of one larger house or villa has been restored

# MANAGEMENT STRATEGY

## 1 Introduction

**1.1** This Management Strategy is not only about what the Council can do to use its planning powers to help preserve the special character of your conservation area. It is also about what you, as residents or business people, can do to help to keep the conservation area looking good and make it an even more attractive place to be.

**1.2** The Council has a duty under section 71 of the Planning (Listed Buildings and Conservation Areas) Act 1990 to formulate and publish proposals for the preservation and enhancement of conservation areas.

### Issues

**1.3** The pressure for change is becoming ever greater as more and more residents wish to alter, adapt and extend their homes. The Council believes that the most effective way to conserve of the special character of the Three Sisters Conservation Area is to maintain control over all the alterations that cumulatively harm the appearance of the area. Also, the Council intends to pursue enforcement action when changes are made without planning permission. However, the Council can only do these things with the support of the people who live and work in the area – i.e. you, the stakeholders.

**1.4** The production of this Management Strategy for the area has provided an opportunity to look again at some of the issues that face us all in planning for the future conservation of the Three Sisters Conservation Area.

**1.5** These issues are:

1. The need to maintain strict control over insensitive alterations and extensions which would spoil the appearance of the traditional hipped roofs allowing only extensions at roof level that would not be visible from the street.
2. The need to resist 2 storey side extensions that would infill the gaps between pairs and result in a terracing effect. Instead only single storey side extensions that are set back from the front façade of the house by at least 2m will be allowed, to maintain a vestige of separation between semi-detached pairs.
3. The Council could introduce stricter planning controls to resist insensitive alterations that can be carried out without the need for planning permission. For example, the Council could introduce special measures to stop any further harm to the appearance of houses as a result of painting, rendering and pebble dashing original brick elevations by making an Article 4 direction.

4. Stricter control over basement excavations to avoid excessive loss of soft planting in front gardens.
5. Encourage a consistent style and appearance of front boundaries.

**1.6** This document aims to address these issues by aiding the understanding of the important features of the conservation area through the information given in the character appraisal. Under the Planning (Listed Buildings & Conservation Areas) Act 1990 the Council must consider the preservation or enhancement of a conservation area's special architectural or historic interest when determining planning applications and will have particular regard to the issues listed above.

## **Enhancement**

**1.7** The conservation area derives its quality largely from the consistent and harmonious appearance of the houses. However, householders almost always wish to change or personalise the appearance of their homes in some way. There is nothing wrong at all with householders improving their homes, and personalising their appearance so long as this is done sensitively and without changing the very appearance that makes the area so special. Householders who wish to restore the appearance of their homes will be positively encouraged.

**1.8** The special quality of the Estate relies on the consistent appearance of the houses. Any change to the appearance of a house that makes it stand out will inevitably harm the consistent appearance of the overall group. The cumulative effect of these changes in turn harms the appearance of the area as a whole. Some changes are immediately more noticeable and therefore more harmful than other less visible alterations. For example, alterations to the large scale features of the house, like changing the shape of the distinctive roof, adding an over-large side extension or rendering, painting or cladding the original brick elevations is very intrusive. Similarly re-roofing in a different pattern or type of roofing material is also very noticeable. Even small alterations like replacing windows, which do not exactly replicate the type and appearance of the originals, has a cumulative harmful effect.

**1.9** You, as householders, can do a number of things to retain the special character and appearance of the conservation area. Whenever possible, repair original features such as windows and doors rather than replace them. If you must replace them, do so by replicating the appearance of the original. Even small things like keeping your front garden well maintained are so important for the appearance of the area. If features of your house have been changed, why not consider restoring the original appearance?

## Conservation and Enhancement Grants

**1.10** The Council operates a Conservation & Enhancement Grant Scheme to offer financial incentives to owners of historic buildings to reinstate lost features or remove unsightly features. Anyone is eligible for these grants, but the key criterion is that the work will make a significant impact in conserving and enhancing the special character of an important area or building. Examples of possible grant aided works include:

- removal of paint, render or pebbledash from a brick elevation;
- replacement of boundary walls, railings, gates and fences to the original design;
- reinstatement of original style windows or original roof material.
- reinstatement of shopfront elements

**1.11** Grants offered are normally between 25% to 50% of the 'eligible costs'. Eligible costs are for the actual conservation or enhancement work - not routine maintenance, conversion, alteration or modernisation which may be going on at the same time. More information can be found on our website:

[http://www.wandsworth.gov.uk/info/514/building\\_conservation\\_and\\_design/230/conservation\\_and\\_enhancement\\_grants](http://www.wandsworth.gov.uk/info/514/building_conservation_and_design/230/conservation_and_enhancement_grants)

## 2 What works require planning permission?

**2.1** Additional planning controls exist within conservation areas and this section explains what works will require consent. Most 'material alterations' to buildings that are not houses require planning permission. Some works to houses will require permission from the Council. For further information on these or any other planning matter please contact us using the contact details given at the end of this document.

### **Works to maisonettes, flat blocks and houses converted to flats:**

**2.2** These buildings do not benefit from permitted development rights and therefore most external alterations will require planning permission, including:

- Changing windows and front doors
- Reroofing and altering chimneys
- Cladding or rendering external walls
- Laying out a hard surface in the front garden
- Altering boundary treatments

### **Works to houses that require planning permission in the conservation area:**

**2.3** This list is intended as a guide and is not exhaustive. Householder consents changed on 1 October 2008, so do not rely on outdated information. Works not mentioned here may nonetheless require planning permission and you are therefore advised to check with the planning service at an early stage to avoid delays to your project or even enforcement action.

**2.4** You may also apply to the Council for a Certificate of Lawful Development which will confirm that planning permission is not required.

**2.5** The following works require planning permission:

- Any roof extension
- Any side extension
- Any extension to the front of a house
- All rear extensions over one storey and beyond the rear wall of the original house
- Cladding a house in stone, artificial stone, pebbledash, render, timber, plastic or tiles
- Installation, alteration or replacement of a chimney, flue, soil or vent pipe to an elevation fronting a highway or to a side elevation
- Installation, alteration or replacement of an antennae or satellite dish on a part of the house that is visible from a highway
- Garden buildings, enclosures or pools built in the front garden or within 2 metres of a boundary or over 2.5 metres high or takes up over 50% of the curtilage

- Hard surfaces in front gardens, unless they are less than 5 square metres or are porous or water runs off into a porous area
- Boundary treatments (fence, wall, railings, etc) over 1 metre adjacent to a highway or 2 metre elsewhere.
- Air source heat pumps
- Wind turbines

### **Works to commercial buildings**

**2.6** Buildings that are not houses do not benefit from householder permitted development rights. This means that most external alterations will require planning permission. As an example, some common alterations requiring planning permission are given below:

- Any alteration or extension to a building including roof extensions and windows, where a material alteration is involved.
- All changes to shopfronts require planning permission. This includes any external security shutters.
- Advertisements to shopfronts may require planning permission depending on size. All illuminated advertisements will require consent.

### **Conservation area consent is required to:**

- Demolish a building or substantial part of a building in a conservation area as well as to demolish boundary treatment (eg fence, wall, railings, etc) that is over 1m adjacent to a highway or over 2m elsewhere.

### **Works to trees**

- All trees in conservation areas are protected and the Council must be notified of any works, including pruning and felling.
- The notification procedure applies to trees which are subject to tree preservation orders.

**Further information can be found at**

**[www.planningportal.gov.uk](http://www.planningportal.gov.uk)**

**or contact Wandsworth's Planning Service on 020 8871 6636**

**or the Conservation & Design Group on 020 8871 6646**



## 3 How to make a planning application

**3.1** This is a brief guide to applying for planning permission. Planning officers are available to answer simple queries between 9.00 - 5.00 at the One-Stop counter on the 5th floor of the Town Hall Annexe on Wandsworth High Street.

### Application forms

**3.2** All application forms are available on the webpage given below or on request from the planning service (see Contacts at the end).

[www.wandsworth.gov.uk/  
Home/EnvironmentandTransport/PlanningService/Planningapplications/plappforms.htm](http://www.wandsworth.gov.uk/Home/EnvironmentandTransport/PlanningService/Planningapplications/plappforms.htm)

### Making your application

**3.3** For all but the simplest alterations, you are advised to appoint a qualified architect with experience and understanding of conservation issues.

**3.4** To apply for planning permission you must the correct application form (often the householder application form alone) and submit scale drawings showing the existing and the proposed. Each application form gives guidance on what basic plans are required. For applications to replace doors or windows, it is possible to include a photograph to show the existing, but the drawing for the proposed must be to scale of 1:50. It must show how the window will open and close this is best shown in a cross section.

**3.5** All applications for works in conservation areas should be accompanied by a Design & Access Statement which should set out the process by which your development or alterations have been designed and how they conserve the special interest of your property and the area. Guidance is available on our website.

### Planning policy

**3.6** All applications are determined in accordance with Council policy as set out in our Unitary Development Plan (UDP) and emerging Local Development Framework (LDF). The character appraisal and guidance given in this document will also be taken into consideration when determining applications. The overarching policy set by the Government is that development or alterations should preserve or enhance the special architectural or historic interest of the conservation area. The UDP and LDF are available on our website:

**3.7** [www.wandsworth.gov.uk/Home/EnvironmentandTransport/PlanningService/  
DevelopmentPlan/default.htm](http://www.wandsworth.gov.uk/Home/EnvironmentandTransport/PlanningService/DevelopmentPlan/default.htm)

### **Pre-application advice**

**3.8** We welcome and encourage discussions before you submit your application. Simple enquiries can be dealt with by telephone or at the One Stop counter, but it is likely that to discuss extensions and significant changes to a property, officers will need to see photographs and sketches. A pre-application meeting may be granted following the receipt of photographs and sketches if the matter cannot be adequately dealt with over the telephone.

### **How long does it take?**

**3.9** It takes eight weeks to process most planning applications. If the correct information is not provided the application cannot be validated and your agent or you, the applicant, will be notified of this within 10 days. The 8 week period only starts when the application has been validated.

**3.10** When the application is received it is allocated to a planning officer who will be your case officer and main contact. You, the applicant, or your agent can contact your case officer at anytime. If you have an agent, correspondence will be automatically conducted with the agent unless otherwise requested. The case officer will be responsible for consultation on the application which includes consulting neighbours and liaising with the Conservation and Design Group.

### **Building control**

**3.11** Approval under the Building Regulations is a separate requirement and you should check with Building Control if this is required before carrying out your works. See Contacts at the end.

## 4 Further Information

**4.1** The Council has published the following supplementary planning guidance to help you plan your home improvements and this is available on the Council's website [www.wandsworth.gov.uk](http://www.wandsworth.gov.uk) or on request, please call 020 8871 6646.

- What is a Conservation Area? – information on Conservation Areas in general.
- Do it in Style – a guide to the care, repair and adaptation of your home.
- Residential Basement Extensions – best practice design guidance
- Hardstandings for Cars – what to do when you want to create a car-parking space in your garden
- Making More of Your Loft – design guidance on altering your roof
- Tree Strategy for the Borough – the action plan for trees in the Borough.

## 5 Contact List

Wandsworth Council  
Technical Services Department  
Town Hall Extension  
Wandsworth High Street  
London  
SW18 2PU

Development Control            020 8871 7657

Conservation & Design        020 8871 6646/6612

Building Regulations          020 8871 6640

Website: [www.wandsworth.gov.uk/planning](http://www.wandsworth.gov.uk/planning)

Email: [boroughplanner@wandsworth.gov.uk](mailto:boroughplanner@wandsworth.gov.uk)