



# House Extension Design Guide

South Dublin County Council    Planning Department



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## Contents

1.	Introduction .....	1
2.	Using the Guide .....	2
3.	Thinking of Extending your House? - a recommended approach.....	4
4.	Elements of Good Extension Design .....	6
	- I: Respect the appearance and character of the house and local area .....	7
	- II: Provide comfortable inside space and useful outside space .....	8
	- III: Do not overlook, overshadow or have an overbearing impact on neighbouring properties.....	11
	- Overbearing impact.....	12
	- Daylight and overshadowing.....	12
	- Overlooking and loss of privacy.....	14
	- IV: Considerations for different types of extensions.....	15
	- Porches.....	15
	- Front extensions.....	16
	- Side extensions.....	17
	- Rear extensions.....	19
	- Attic conversions and dormer windows .....	20
	- V: Use of renewable resources and energy and water saving measures.....	21
5.	Planning Permission & Exempted Development.....	23
	- Exempted development criteria .....	24
	- Frequently asked questions (including 'how to apply for planning permission').....	26
	- Planning application checklist .....	29
6.	Summary.....	31
7.	Useful contacts, websites and references .....	32



# SECTION 1

## Introduction

South Dublin County Council is keen to protect and improve the quality of the County's built environment. Policies in the South Dublin County Development Plan promote good design and the protection of residential amenity. The Council has prepared this House Extension Design Guide to supplement policies and guidance in the County Development Plan and to provide advice on how to achieve a well designed extension.

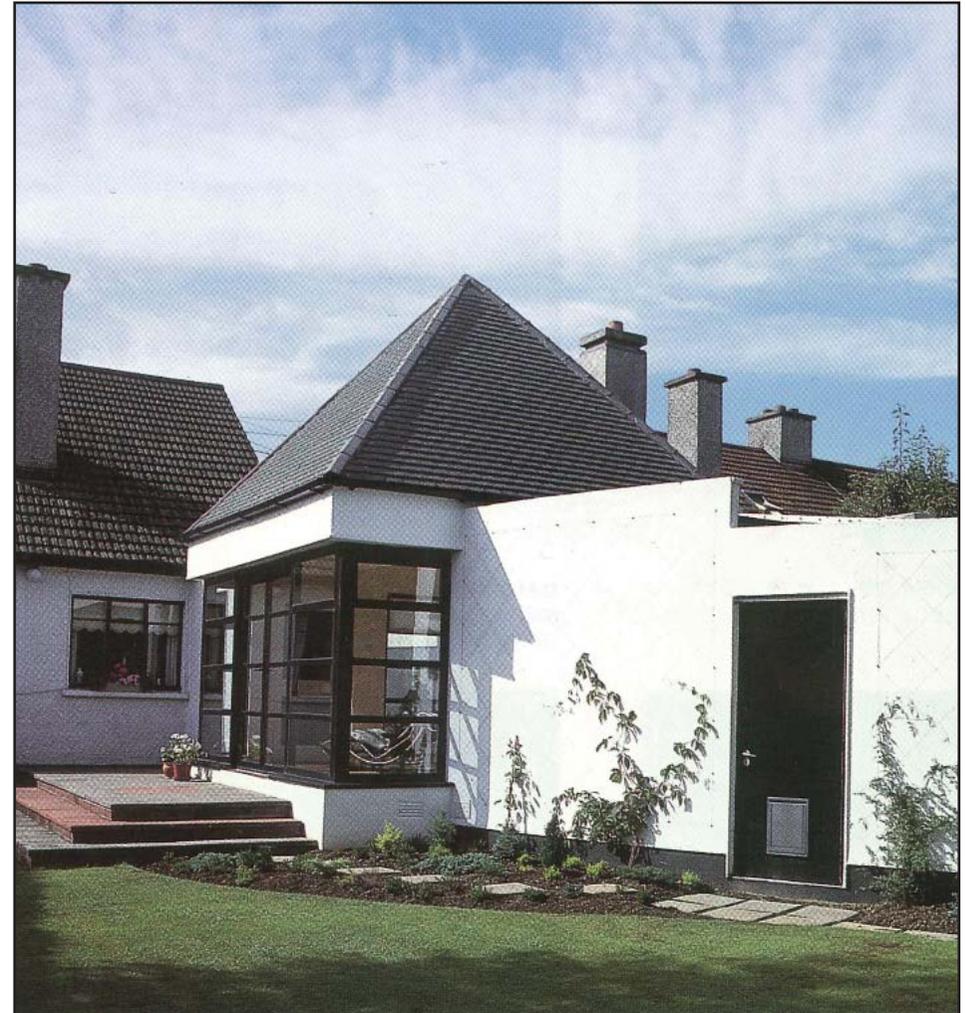
Our homes are the biggest investment many of us will make. Extensions are an effective way for homeowners to provide extra space without having to move house when their accommodation needs change. A well-designed extension can personalise and enhance the appearance of the house as well as increasing the value of the property.

There are many different ways of extending a house to create more space and it can be difficult to decide what is the right approach for your needs and your house. The main purpose of this Guide is to set out an approach to designing an extension so that it will effectively meet the extra space needs of the homeowner and be a positive enhancement to the house and the area.

It would not be practical to set out a prescriptive approach to the design of extensions that would cover every situation, nor is it desirable to inhibit innovation or individuality. With this Guide the Council intends to set out good practice in approaching the design of extensions and provide tips and guidance that should produce a better result for both the homeowner and the environment.

Photographs of existing extensions have been used in this Guide as a tool to generally illustrate good and bad aspects of extension design and to demonstrate best practice and examples. Whilst these may act as reference material for the design of extensions, it should be noted that each planning application is assessed on its own merits, having regard to the South Dublin County Development Plan. Examples of extensions used in this Guide may not be immediately transferable in totality to other locations or contexts.

The Guide is intended to provide good practice in approaching the design of an extension regardless of whether it is exempted development or requires planning permission.



*Comfortable inside space and useful outdoor space  
Studio D Architects*

Front Cover Extension Image:  
Copyright: Donaghy + Dimond Architects  
Photographer: Marie-Louise Halpenny

## SECTION 2

### Using The Guide

This Guide sets out good practice and advice on the approach to designing house extensions. The Guide should be read in conjunction with the South Dublin County Development Plan.

The guidance set out in this document is intended to be applicable to the majority of house extensions regardless of whether they are exempted development or require planning permission. However, it is important to note that any guidance, dimensions or measurements included in this document will not over-ride the criteria relating to 'exempted development' set out in the Planning and Development Regulations 2001 (as amended).

#### *Who should use the Guide?*

This Guide is aimed at anyone considering building an extension to their house, and those who are consulted in the design of such extensions such as architects, technicians and builders. It will also be used by planners and other staff in South Dublin County Council when assessing planning applications for new extensions.

#### *How to use the Guide:*

The Guide has been sub-divided into three main sections to reflect the key stages of the process of designing an extension:

-  Thinking about Extending your House?  
- a recommended approach
-  Elements of Good Extension Design
-  Exemptions and Planning Permission

Each section of the Guide includes guidance and tips with supplementary checklists, photographs or sketches. Key points to address or avoid in designing extensions are indicated by ✓ or ✗ respectively.

#### *Where to get further advice:*

Advice on the interpretation of this Guide and other queries relating to planning applications for extensions in the South Dublin County area can be obtained from the Planning Department of South Dublin County Council.

Planning Department,  
South Dublin County Council,  
County Hall,  
Town Centre,  
Tallaght,  
Dublin 24.

Tel: 01 414 9000

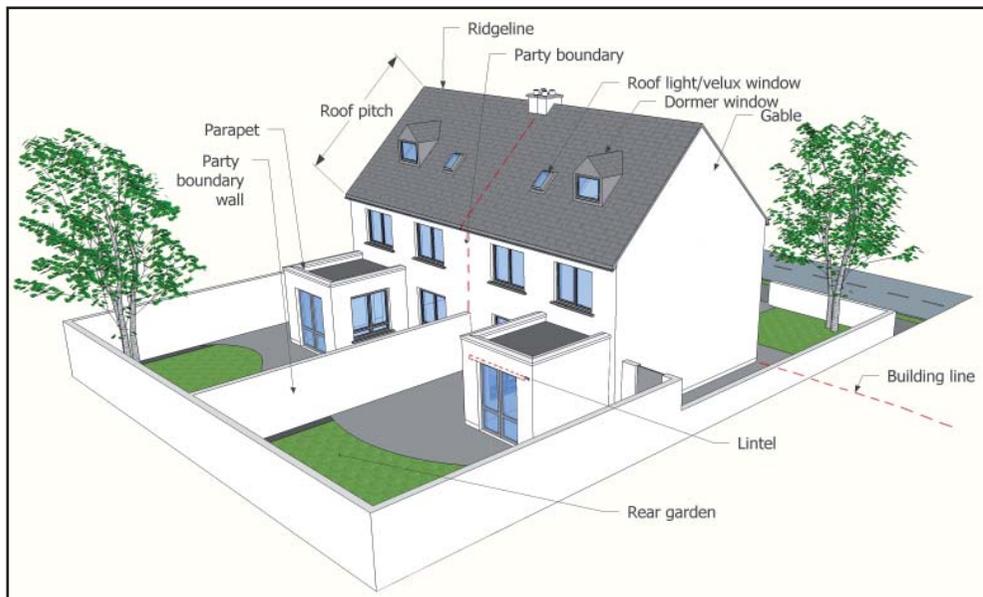
Fax: 01 414 9104

E-mail: [planning.dept@sdublincoco.ie](mailto:planning.dept@sdublincoco.ie)

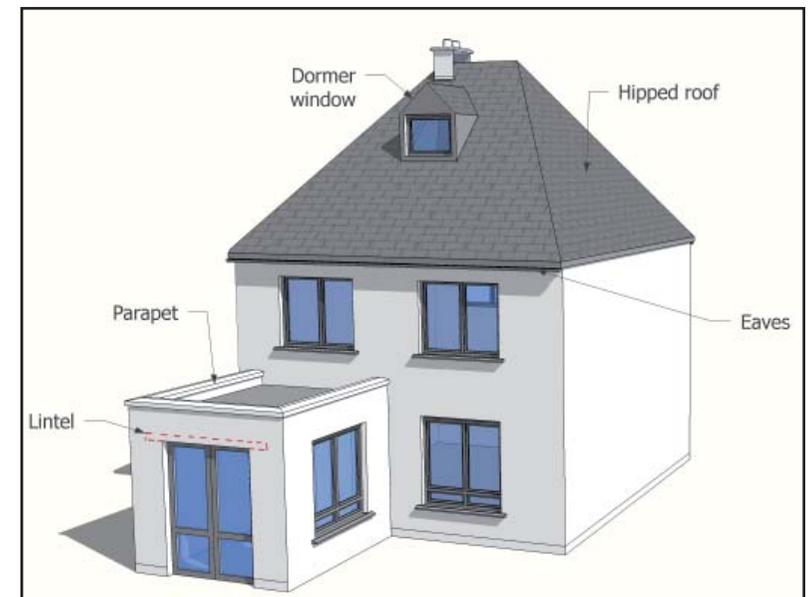
Website: [www.southdublin.ie](http://www.southdublin.ie)

## Glossary of terms used in the Guide

<b>Amenity</b>	The pleasantness of an area; includes the appearance of buildings and landscape, levels of noise, disturbance, odour, privacy and daylight.	<b>Habitable rooms</b>	The main liveable rooms in a house such as a kitchen, living room, dining room and bedroom. This term excludes the hall, bathroom, corridors, store room and utility room.
<b>Building line</b>	The original walls of a house facing a public road or other area. Can be used in the context of one or a collection of houses.	<b>Hipped roof</b>	A roof that has sloping or 'hipped' ends to each side.
<b>Curtilage</b>	The area of land around a house. Includes front, rear and side gardens, driveways, hard surfaces and may be enclosed by wall, fence or hedge.	<b>Lintel</b>	The horizontal beam or stone bridging over a door or window opening.
<b>Design statement</b>	A statement submitted with a planning application explaining the context and ideas that are incorporated into the design of an extension.	<b>Opaque glass</b>	Non-transparent glass normally used in bathroom windows.
<b>Dormer</b>	A window which is set vertically on a sloping roof to provide light to the attic space. The dormer has its own roof which is generally flat or pitched.	<b>Overhang</b>	To project, protrude or cross a shared boundary with the roof or gutters of a building. (Also can be termed 'Oversail')
<b>Eaves</b>	The overhang at the lower edge of the roof.	<b>Parapet</b>	The top of a wall, usually used in the context of a flat roofed extension or building
<b>Elevations</b>	Plans drawn to scale showing the external appearance of a building.	<b>Party boundary</b>	The legal ownership boundary line between two adjoining properties.
<b>Exempted development</b>	Categories of development set out in the Planning and Development Regulations 2001 (as amended) that can be constructed without planning permission.	<b>Renewable energy</b>	Energy that is generated from renewable sources such as wind or sunlight.
<b>Facade</b>	Face of building, especially the main front elevation.	<b>Ridgeline</b>	The horizontal line along the top of a pitched roof between two end gables.
<b>Fascia</b>	A horizontal board covering the junction between the top of the wall and the projecting eaves. (Also known as 'fascia board')	<b>Roof light</b>	A window that provides light to an attic area and lies flush with and parallel to the slope of the roof.
<b>Floor plans</b>	Simple line drawings to scale showing room layout as seen from above.	<b>Roof pitch</b>	The degree of roof slant. Usually ranges from about 45° for steeper roofs to 30° or less for shallower roofs.
<b>Gable</b>	The upper part of a wall (normally triangular in shape) between the sloping ends of a pitched roof.	<b>Sustainability</b>	An all-embracing concept that encourages reduced use or reuse of resources such as land, buildings, energy and materials. In the context of extensions, it can refer to the inclusion of energy efficient measures.



Some common terms used to describe parts of the house



## SECTION 3

## Thinking About Extending Your House?

Before starting to design a house extension or talking to an architect or designer, there are a number of basic questions to ask yourself and issues to think about. These will help you to define the type and size of the extension best suited to your needs and identify some options and constraints in relation to how you extend your house.

1. *Site context*

- Which direction does the house and rear garden mainly face - north, south, east or west?
- How big are the side and rear garden areas?
- Which direction does most sunlight come from? Are there sunny spots in the garden you enjoy sitting out in and want to keep?
- Are there any underground sewers or overhead power lines or other services within the curtilage or immediately outside it that will need to be avoided?
- Is the garden level? Is it higher or lower than the ground level of the neighbouring properties?
- Where are the closest neighbouring properties in relation to your house and where are the nearest windows and doors in these neighbouring properties?
- What type of site boundaries exist between the properties and along the street?
- Are there any walls, fences or other structures that need to be kept?
- Are there any significant trees, shrubs or hedges on the site that provide good shelter or are attractive that you want to keep?
- Are there street trees and grass verges close to the house? If so they will need to

be protected before work starts. (Contact Parks and Landscape Services, South Dublin County Council)

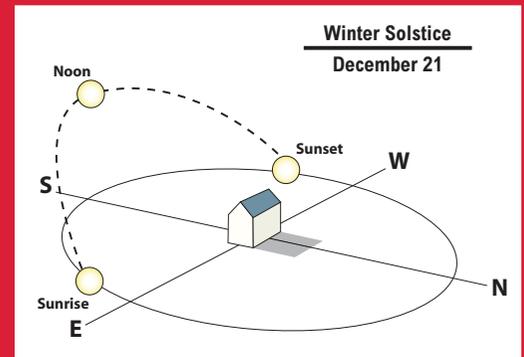
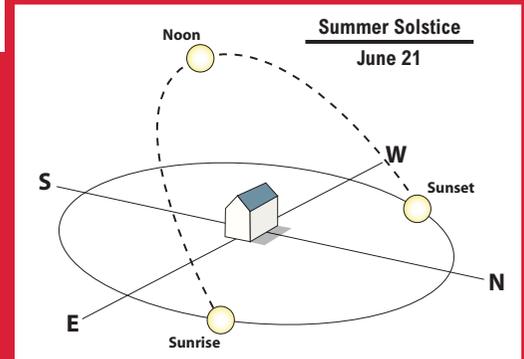
2. *Space requirements*

- What kind of rooms are needed, e.g. bedrooms, bigger kitchen, study room, storage etc?
- How should the new rooms connect with existing rooms to be most useful?
- Is it important that the new space can be easily adapted for other uses in the future if your needs change? e.g. converting a new ground floor study to a bedroom.
- How much time do you spend in the garden? Do you want to retain a large private garden area at the rear?
- Is it better to convert the attic into a room to meet your space requirements and minimise loss of garden? If so have you sufficient space and height in the attic to convert it to a usable room and enough head height to install a staircase?
- Is there a need to provide storage space for bins and bicycles?
- How much space is needed for car parking within your house site?
- Has the house been extended before?

## Why Does Orientation Matter?

Working out the direction in which your house and garden areas face can help you plan a sunny, comfortable and energy efficient extension. The part of your house and garden that receives most sun during the day is probably facing south, while those parts that are in shade a lot of the time probably face north. The best way to check the direction is to inspect the position of your house and garden on an Ordnance Survey or other plan that includes a north point. The amount of light received through windows of a house will vary over the course of the year as the sun is at its highest point in the sky in the northern hemisphere on 21 June and at its lowest point on 21 December.

It is best to ensure that at least some of the windows to habitable rooms that will get a lot of use, face within  $90^\circ$  of due south so they get reasonable light during the year. If this is not possible, perhaps because the only direction you can extend the house is to the north or east, then you should think about designing in roof lights or light wells to maximise the amount of light that can penetrate the rooms.



Sun movements and shadows at summer and winter solstices



Plan extract with north point

### 3 Appearance of the extension

- What are the basic design features of the house, e.g. shape of windows, decorative features?
- What shape and pitch of roof does it have?
- What materials is it built from?
- Are there details of the original house that should be kept and used in the new extension, e.g. chimneys, window design, decorative details?
- How have other properties in the street been extended?
- Have you strong ideas about what the new extension should look like?

### 4 Energy Efficiency

- What energy efficient elements can be incorporated into the extension?
- How will extension be insulated, heated and cooled?
- Are there other things that can be done to the house in conjunction with an extension - such as replacing a boiler or inserting solar panels?

#### Design Details to look out for on Houses

*Door and window shape and size - arched doorways, bay windows, large picture windows*



*Roof shape - hipped, pitched (may be shallow or steep), flat*



*Materials - brick, render, stone, panelling, tiles, slates*



*Projecting gables*



*Chimneys*

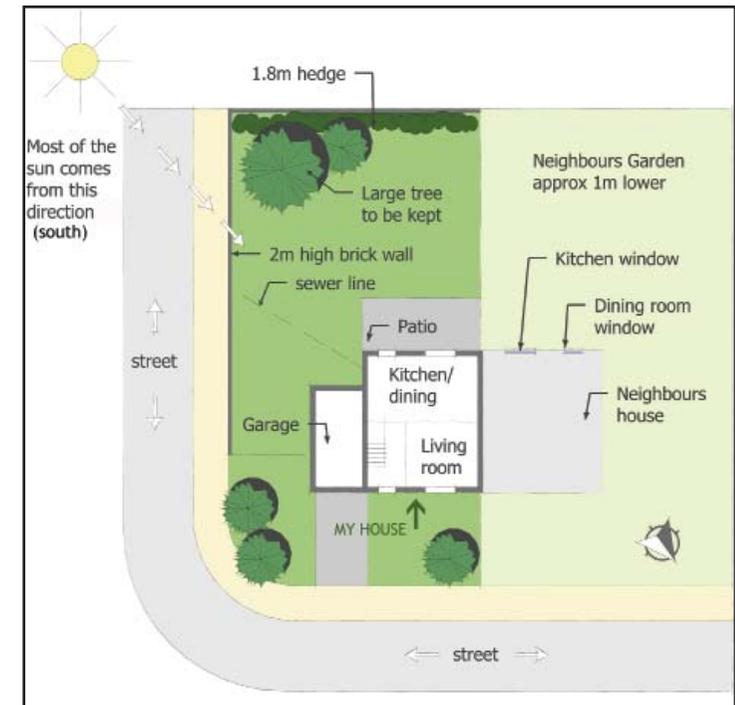


*Decorative brickwork - coining, lintels, panels contrasting with the rest of the house*



#### Before Talking to an Architect...

*Before talking to an architect or designer, it will be useful to sketch out the basic layout of your existing house and garden highlighting any significant features and look through design magazines or take photos of any extensions which you particularly like the design of.*



Sketch of basic layout and features of a site

## SECTION 4

### Elements of Good Extension Design

Extensions are an effective way of personalising your house and the Council does not wish to standardise the design approach taken to new extensions nor is it opposed to interesting and innovative designs.

It does wish to prevent poorly designed extensions that will spoil the appearance of the property or have a negative impact on the amenity of neighbouring properties.

Many different house styles can be found in South Dublin County and there are numerous ways in which they can be extended to provide more space.

It is not possible or appropriate to set out a small number of detailed design solutions that would suit all extensions. However, there are a number of basic elements that, if addressed during the design process, should result in an extension that is well-designed and respects the amenity of neighbouring properties.

These elements reflect good practice and experience and supplement policies and advice in the South Dublin County Development Plan.

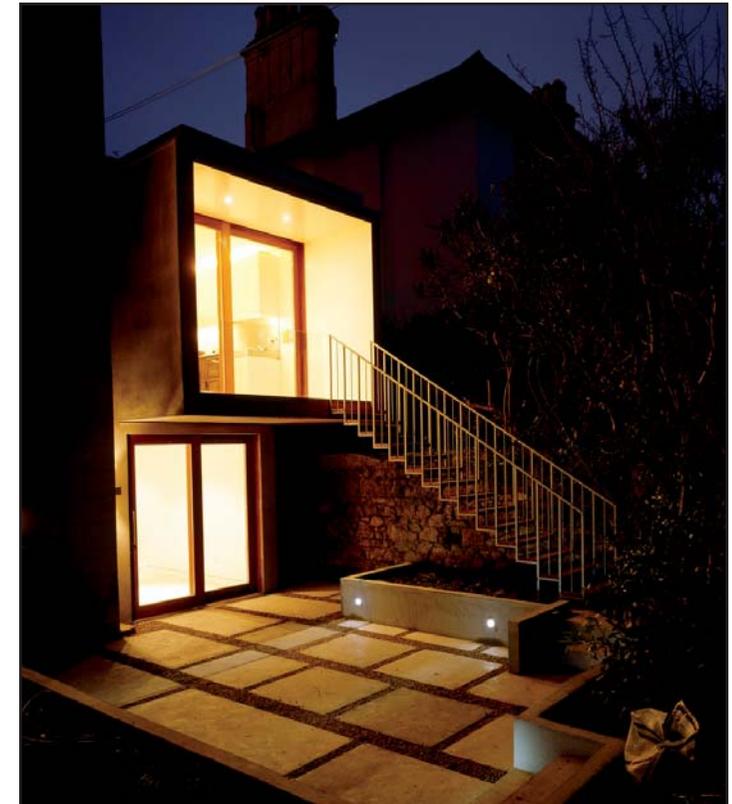
The elements set out below need to be considered together as a whole when designing an extension to produce a high standard of design, neighbourliness and sustainability. For example, the position of windows in a new extension affect the daylight levels and the level of natural heat entering the rooms which will affect the enjoyment of the residents and their energy costs. BUT equally the position of windows should not impact on neighbours privacy.

This section of the Guide deals with each of the elements in turn and sets out best practice in addressing those elements when designing an extension as well as points to avoid.

Examples of existing domestic extensions are illustrated throughout this document to highlight good and bad aspects of extension design.

#### Elements of Good Extension Design

- I: Respect the appearance and character of the house and local area*
- II: Provide comfortable inside space and useful outside space*
- III: Do not overlook, overshadow or have an overbearing affect on properties next door*
- IV: Consider the type of extension that is appropriate and how to integrate it*
- V: Incorporate energy efficient measures where possible*



*A contemporary approach to extension design  
Milltown Extension by FKL Architects  
Photograph: Paul Tierney*

*I: Respect the appearance and character of the house and the local area.*

The Council is keen to protect and improve the quality of the built environment of the County. With respect to domestic extensions, it expects a high standard of design that complements the scale and style of both the property being extended and others nearby.

There is a variety of house styles in South Dublin County ranging from modern semi-detached bungalows and two-storey houses to Victorian terraces to detached 1930s-style properties. Each dwelling requires a site specific response.

Many extensions are designed to match the style and materials of the original house; however the Council does not wish to prevent innovation and is willing to consider creative and modern architectural approaches to design where they are of a high standard and is complementary to the house and its context.

The site and the local area will have specific characteristics that need to be considered in the layout and design of the extension. The use of local materials or building styles will ensure the extension reflects local character. However the style of extension will influence how these are used.

The extension should be in harmony with the surrounding landscape (be it urban or rural). So the design of the extension needs to consider the adjacent uses and how the extension will interact with neighbouring properties or open space.



*Responding to the local context  
Henchion & Reuter Architects, Dublin-Berlin  
Photograph: Martin Henchion*



*Examples of different house styles found in South Dublin County*

## II: Provide comfortable inside space and useful outside space.

Extensions are needed because the householder requires more internal living space. Giving adequate thought to the needs of the household at the outset of the design process as outlined in Section 3 of this Guide is important if the extension is to be comfortable to live in, relate well to the layout of the existing house, and be flexible enough to be adapted if the householder's needs change in the future. It is also important that adequate external space is left for storage and for the use and enjoyment of the householders.



Comfortable inside living space  
NJBA A + U  
Photograph: NJBA A + U

### Key points to address in the design:

#### Inside space

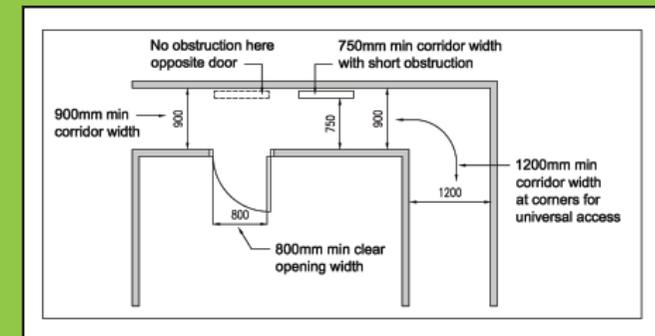
- ✓ Create generous sized rooms in a new extension with adequate storage.
- ✓ Locate windows to the main living areas to face south as far as is practical to ensure that they receive sufficient light, or consider incorporating rooflights, lightwells or high level windows to allow more light penetration to rooms that will not get much direct light.
- ✓ Ensure that the house remains adequately ventilated, both existing areas and the extension.
- ✓ Design the layout of rooms and spaces so they can be adapted and used differently in the future if required. (See 'Lifetime Adaptable Homes')
- ✓ Provide corridors and doorways that are wide enough to allow easy access through the ground floor and provide a level threshold or ramp at any external door.
- ✗ Avoid designing habitable rooms that have no natural light or ventilation from windows.
- ✗ Avoid creating unnecessary level differences between rooms that will require steps to be incorporated.
- ✗ Do not impinge on neighbours privacy

### Lifetime Adaptable Homes

'Universal access', 'adaptable homes' and 'lifetime homes' are some of the terms used to describe living space that has been designed to be sufficiently flexible in terms of layout and space to meet the evolving needs of households. The emphasis is on building in accessibility and design features from the start so that a home is flexible enough to be easily adapted to the occupants' changing needs, for example, a parent dealing with a pushchair, or a family member dealing with serious illness or mobility impairment.

Such flexibility does not imply building unnecessary features that may not be used. Many of the adaptability or universal access standards result in more generous space in terms of room sizes, wider doorways and hallways, and level thresholds at entrances - features that everyone can benefit from, not just disabled or elderly people. Extensions that are designed with universal access in mind offer a good opportunity to improve the overall flexibility of a home as well as provide comfortable living space.

Although currently, there are no national standards or guidance relating to adaptable homes in Ireland, Part M of the Building Regulations covers accessibility standards and is a starting point when designing extensions with future adaptability and flexibility in mind.



Extract adapted from 'Lifetime Homes' standards, Joseph Rowntree Foundation, showing generous door and corridor widths

## Outside space

- ✓ Retain a reasonable amount of private garden area appropriate for the size of the house. The bigger the house, the more outside space is usually required.
- ✓ Provide storage space for bins and bicycles and if possible provide an external pedestrian access between the front and rear of the property to avoid having to take bicycles and bins through the house. Where there is no option but to store bins at the front of the property, provide adequate screening to minimise their visual impact.
- ✓ Where possible provide sufficient space between the flank walls of adjoining houses, including new extensions, to allow access for maintenance.
- ✓ Create opportunities for providing a sheltered and sunny south facing private patio area or sitting out area.
- ✓ Consider the impact of the extension on existing car parking arrangements.
- ✓ Provide an attractive, low maintenance boundary between neighbouring rear garden areas for privacy.



Good planting enhances and softens the impact of an extension

- ✓ Keep and protect existing trees and hedges where possible to provide visual interest, shelter and privacy and to accommodate wildlife.
- ✓ Provide new trees and shrubs to help soften the impact of a new extension.
- ✓ Protect trees and hedges to be retained with fencing during construction works to avoid accidental damage. (Refer to B.S. 5837:2005 'Trees in relation to construction' for guidance)
- ✗ Do not remove front boundary walls or railings, particularly if they are characteristic of the street or area.
- ✗ Do not build within 3m of a sewer or watermain; or under an overhead power line crossing the site.
- ✗ Do not widen an existing entrance without planning permission



Think about bin storage. Screen unsightly views such as bins but allow easy access for service

Source: *The Essential Garden Book*, Conran T, Pearson D.

Publisher: Conran Octopus Ltd 1998

Photo: Vogue Living/Jack Sarafian



Think about the amount of outside space you need to keep when planning an extension

## Trees and Shrubs in Urban Gardens

*Trees and shrubs are invaluable in urban gardens. Not only do they provide beauty and interest all year round, they also absorb carbon dioxide and give us oxygen to breathe, help filter dust and pollution from the atmosphere, provide privacy in gardens and shelter from the wind, and provide food for birds, insects and other wildlife.*

*Mature trees and hedges in urban gardens should be retained where possible and protected from damage when constructing a new extension. If it is not practical to keep existing trees and hedges, consideration should be given to providing new planting and landscaping when construction works are finished.*

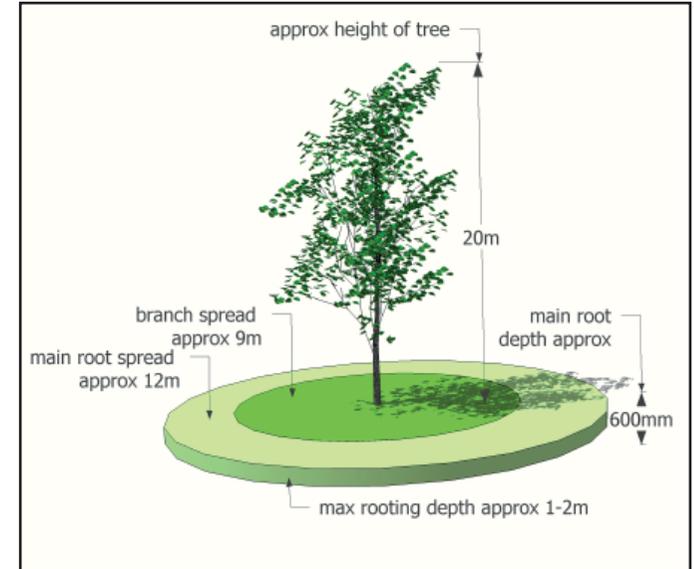
*When selecting a new tree or hedge species for a garden, it is important to choose one that is suitable for the size of space available and the soil conditions in the garden. An unsuitable species could significantly reduce sunlight to adjoining houses (particularly if evergreen), create too much shade in the garden, require lots of maintenance and pruning to keep it in check, and in the case of gardens with heavy clay soils, vigorous roots could affect house foundations boundary walls and underground services. The use of native tree and hedge species is encouraged in the interest of enhancing diversity and providing suitable wildlife habitats.*

*When choosing a new tree, check that the height it will ultimately grow to is suitable for the size of the garden, and that the species is suitable for the soil and climatic conditions. Remember that trees should not be planted too close to the house, boundary wall, or underground services to avoid*

*damage to foundations, structures and pipework from tree roots and storm damage.*

*When choosing a new boundary hedge, choose a species that is suitable for the space available, and can be pruned easily to keep it at the appropriate height and width. Remember that conifer species such as Leyland and Lawson's cypress are not suitable for many urban gardens as they grow quickly and will not tolerate hard pruning to keep them in check.*

*Advice on tree and hedge species suitable for your particular garden size and soil condition should be available from garden centres and general guidance is available from the relevant websites listed at the end of this Guide.*



*An indication of the significant root spread of a large tree on typical soil, unimpeded by ditches, walls or other obstructions  
Source: Adapted from 'Trees and Development - A Guide to Best Practice'*



*Retaining mature trees and planting can enhance the setting and soften the visual impact of an extension*



*Fast-growing evergreen hedges and trees can quickly take over a small garden and become unsightly*

*III: Do not overlook, overshadow or have an overbearing impact on neighbouring properties.*

Access to good levels of natural light and privacy is essential to people's comfort and wellbeing in their homes.

In designing an extension, it is important to ensure that not only do rooms in the new extension have good access to daylight and sunlight, but also that the extension itself through its location or height, will not significantly reduce the amount of daylight and sunlight enjoyed by neighbouring properties or severely overshadow them. Good levels of natural light are particularly important in the habitable rooms of a house such as kitchens, living rooms, conservatories and bedrooms as well as any private external patio or sitting-out area located to the rear of the house.

As well as blocking out light to a neighbouring property, a poorly located and bulky extension can also feel oppressive or overbearing when experienced from adjoining residential properties. This effect can be magnified along a terrace of houses where a 'tunnel effect' can be created by a series of rear extensions.

It is important that the occupants of both the new extension and neighbouring properties enjoy reasonable levels of privacy in their homes and gardens, and so careful consideration needs to be given to the location of new windows in an extension.

The living conditions, or 'amenity', of neighbouring properties can be affected by a new extension being built.

There are three main issues to consider:

1. Will it have an overbearing impact?
2. Will it significantly overshadow the neighbouring property?
3. Will it reduce privacy below reasonable levels?

In considering these issues, it is important to take account of any significant changes in site level between neighbouring properties, and the orientation of the properties and proposed extension, as these factors may increase or decrease the overbearing or overshadowing impact.



*A well-designed extension will allow lots of natural light to penetrate but will not overshadow neighbouring properties*  
Boyd Cody Ltd.

Source: Irish Architecture Gallery, [www.riai.ie](http://www.riai.ie)

### Consulting with your Neighbours

*Although there is no legal requirement to consult with your neighbour when drawing up plans for an extension or before submitting a planning application, it is good practice and in your interest to let neighbours know about work you intend to carry out to your property as they are likely to be concerned about work that might affect them, as you would be if the roles were reversed. You may be able to meet concerns your neighbours have by modifying your proposal.*



## Key points to address in the design

### Overbearing impact

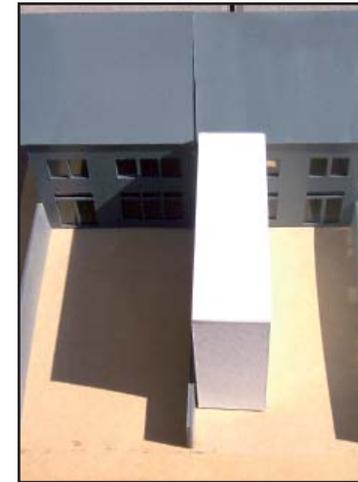
- ✓ Locate extensions, particularly if higher than one storey, away from neighbouring property boundaries. As a rule of thumb, a separation distance of approximately 1m from a side boundary per 3m of height should be achieved.
- ✓ Use light coloured materials on elevations adjacent to neighbouring properties.
- ✗ Two-storey extensions will not normally be accepted to the rear of terraced houses if likely to have an overbearing impact due to close spacing between houses.
- ✗ Where a scheme of two-storey extensions is proposed to the rear of terraced properties, they should not normally protrude from the rear wall of the houses more than 1.5 times the distance of the gap between the extensions ('tunnel effect' diagram above right).

### Daylight and over shadowing

- ✓ Locate and design an extension so that it will not significantly increase the amount of shadow cast on the existing windows or doors to habitable rooms in neighbouring properties.
- ✓ Assess the impact of the shadow cast by extensions that are two-storey or higher on the daylight received by neighbouring properties. If the assessment demonstrates that the proposed extension will result in significant overshadowing or loss of light to habitable rooms in the adjoining dwelling, redesign to reduce impact. ('Assessing the Shadowing Impacts' opposite page).

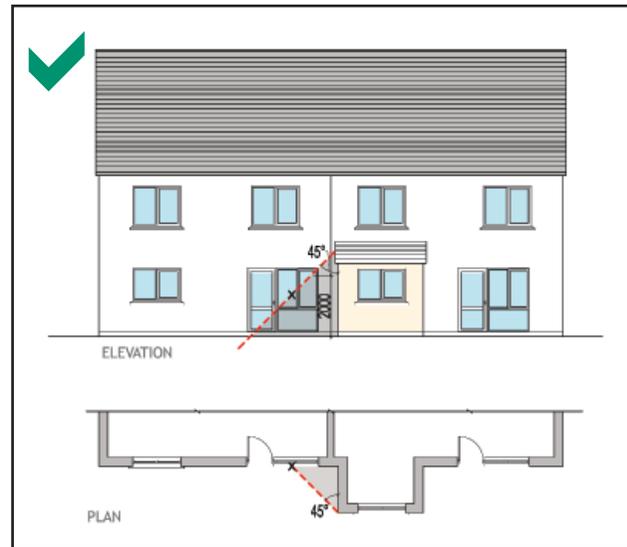


A 'tunnel effect' can be created along terraces by two-storey rear extensions

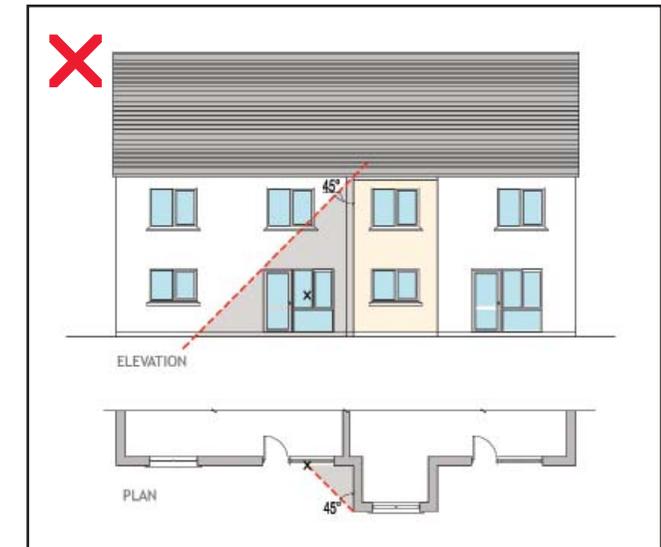


These models demonstrate how different scales and designs of extensions have the potential to cast varying degrees of shade

- ✓ Prevent significant loss of daylight to the window of the closest habitable room in a neighbouring property, by not locating an extension within the 45° angle of the centre point at 2m above ground level of the nearest main window or glazed door to a habitable room, measured on both plan and elevation. If the extension has a pitched roof, then the top of the extension can be taken as the height of its roof halfway along the slope. (See diagram graph)
- ✗ Do not plant tree or shrub species such as evergreen conifers along party boundaries that will mature and grow so high or dense that they overshadow or block out light to the neighbouring properties.



If possible, avoid locating an extension within the 45° angle on both plan and elevation

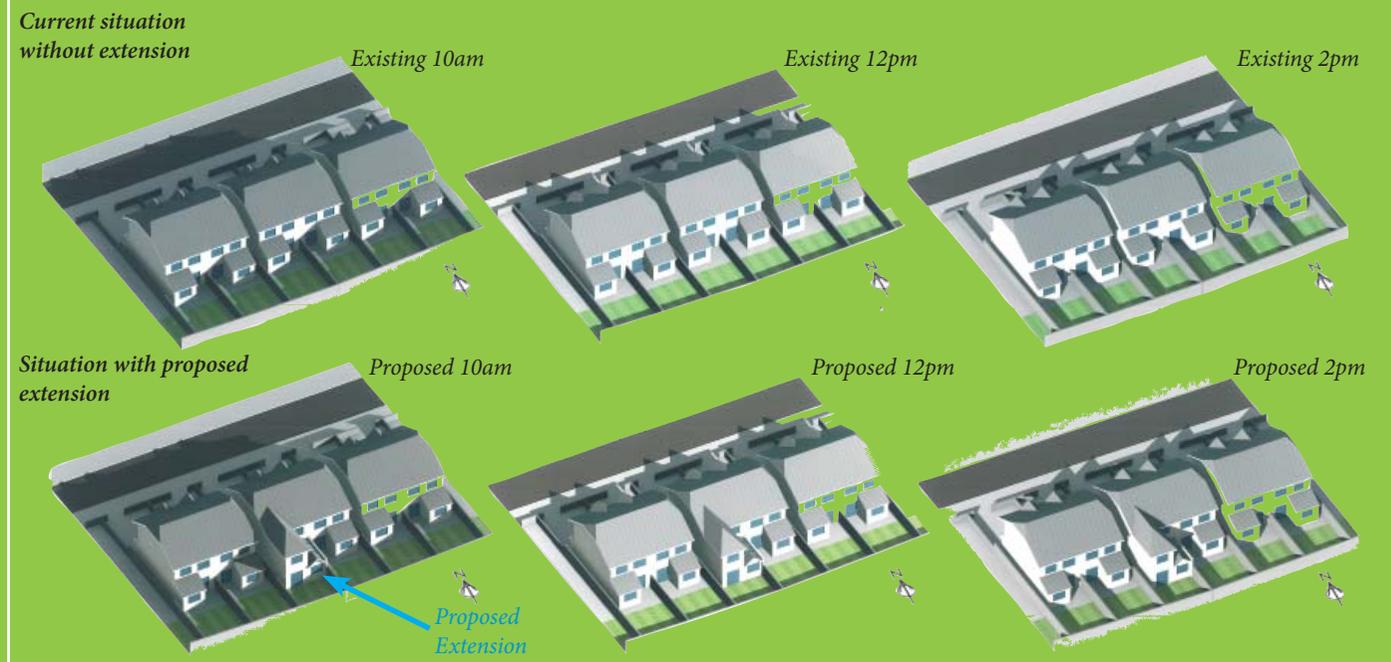


A significant amount of light is likely to be blocked from a habitable room if the centre of the nearest window lies within the 45° lines of the proposed extension on both plan and elevation

### Assessing the Shadowing Impacts

Shadow diagrams are best undertaken by a suitably qualified person. They are a useful way of assessing the impact of a new extension on neighbouring properties. The Council may request that shadow diagrams are submitted with planning applications for extensions of two-storeys or higher. Such diagrams should show firstly the pre-extension situation for both the application site and neighbouring properties (including any approved extensions or alterations that are not yet built), and secondly, the situation with the proposed extension in place. The shadow diagrams should illustrate the situation at 10.00am, 12.00 midday and 2.00pm on 20th March.

In order to avoid creating an adverse impact on the amount of light enjoyed by existing properties, a proposed extension should not reduce the amount of sunlight received by a main living room or garden or private amenity space in adjoining properties by more than 0.8 times their former values.



Sun shadow diagram illustrating the impact of a proposed extension at different times of the day on March 20th

## Overlooking and loss of privacy

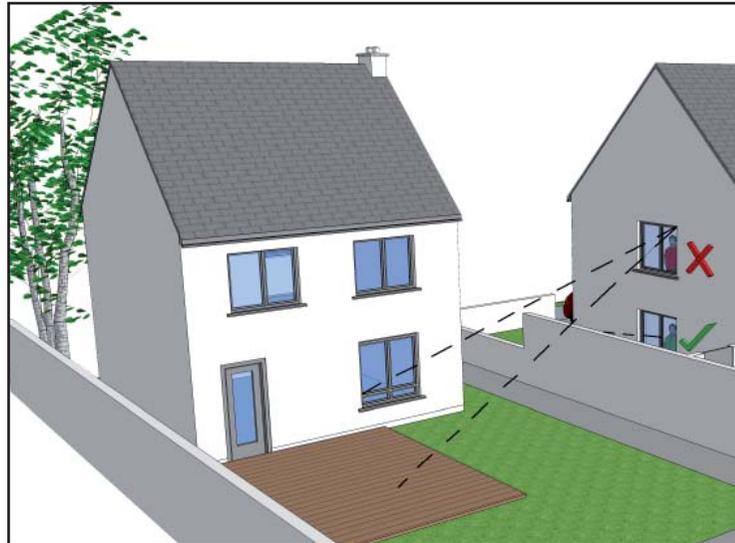
- ✓ Where a new window could result in overlooking or loss of privacy to neighbouring properties, consider alternative design solutions (but always ensure the design complies with necessary fire regulations)
  - reposition the window so it is not facing directly into a window in the adjoining property,
  - insert a high level window with a sill level of 1.7m or higher above the internal floor level of the room,
  - use angled windows with directional views
  - if the window is at ground floor level, provide a fence or wall to screen it.
- ✓ Provide frosted or opaque glass windows with restricted openings in bathrooms, halls and stairways.
- ✓ Design the extension layout so rooms that might overlook neighbouring properties are corridors / bathrooms / stairways etc.
- ✓ Arrange the internal layout of habitable rooms within an extension so that windows will allow a reasonable level of light into the rooms but won't directly overlook windows to habitable rooms or the private patio or sitting-out area of neighbouring properties.
- ✓ As a rule of thumb, ensure there is at least 22m between directly opposing windows at first floor level in the rear elevation of properties.
- ✗ Do not provide balconies and roof terraces unless they are specifically designed to avoid the potential for overlooking to neighbouring properties, for example with the use of solid or opaque enclosures.
- ✗ Do not use opaque or frosted glass in windows to habitable rooms.

### Encroachment issues

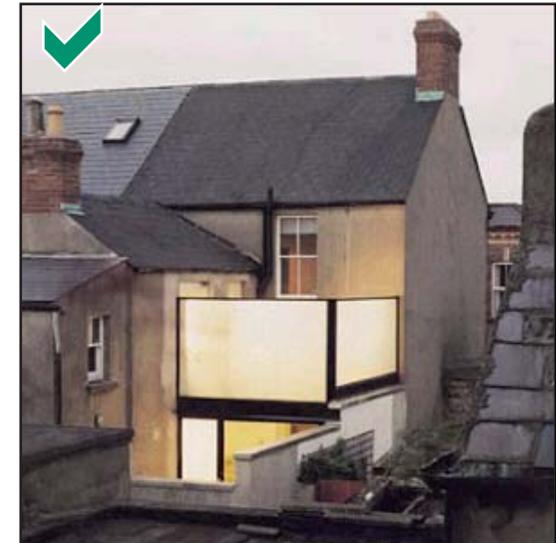
- Do get your neighbour's permission in advance if you need temporary access to their property in connection with the construction of an extension, e.g. to erect scaffolding or render the gable wall.
- Remember that no part of an extension including foundations, gutters, drainage pipes, or eaves should cross, overhang or oversail the boundary with neighbouring properties unless the neighbours have given written agreement to such encroachment.
- Consult with your neighbour at the earliest opportunity if any shared party wall might be affected by your extension proposals



Example of angled window



Avoid locating windows where they will cause direct overlooking of habitable rooms or private areas of neighbouring properties



Eye-level height boundary panels to avoid overlooking  
Hassett Ducatez Architects

Source: Irish Architecture Gallery, [www.riai.ie](http://www.riai.ie)

## IV: Considerations for different types of extensions

The following guidance on visual design issues address some of the main types of house extension found in South Dublin County

- Porches
- Front extensions
- Side extensions
- Rear extensions
- Attic conversions and dormer windows

While individual extensions may be appropriate the cumulative effect of many different extensions may be jarring on the same house.

The street too may suffer from the cumulative effect of many different extensions that detract from the rhythm of the streetscape.



*The jarring visual effect of a group of extensions to the side, roof and front of a house that do not complement original house or each other*

### Porches

With regard to the design of porches, the best approach will depend on the scale, details and style of the original house and it is useful to bear the following in mind:

- ✓ A porch with a solid appearance (i.e. a greater proportion of brickwork or render to glazing) and a steeply pitched roof will usually be more appropriate for older houses and those of a more traditional design which have pitched roofs of 45° or more.
- ✓ A simple porch structure with a more lightweight appearance (i.e. a greater proportion of glazing to brickwork or render) and either a flat roof or a shallow pitch of 30° or less will be appropriate for a modern house with either a flat or shallow pitch roof and strong horizontal lines e.g. wide windows.
- ✓ Where a house has an arched or other distinctly decorative entrance, it is best to design a porch structure that will enhance and reveal rather than obscure it.
- ✗ Avoid the use of fussy decorative details and features not typical of the house.



*A simply designed porch that successfully reflects the design and character of the house*



*The use of contemporary design and materials add interest but still complement the style and features of the original house*



*Interesting and contemporary design*



*Interesting and contemporary design*



*Porches designed to reveal an arched front door and complement the style of the house*

### Front extensions

- ✓ Keep the extension simple and complementary to the style of the house by reflecting the style and details of the main house, e.g. window location, shape, type, proportion and sill details.
- ✓ Reflect the roof shape and slope of the main house.
- ✓ Match or complement the materials used in the main house.
- ✓ Try to expose and complement rather than hide or cover original distinctive features of a house such as bay windows.
- ✓ Keep front boundary walls or railings, particularly if they are characteristic of the street or area.
- ✓ Try to maintain a minimum driveway length of 6m.
- ✓ Where an integrated garage is to be incorporated into an extension, doors should be recessed by at least 30-50cm from the front wall of the extension and the garage door designed to include vertical elements.
- ✗ Avoid extensions that are dominant or over-large in relation to the scale and appearance of the house.
- ✗ Avoid excessive use of 'cosmetic' features such as mock classical columns, Spanish arches, decorative lattice fascia boards, balustrades, stonework, etc., that are not typical of the design of the original house.
- ✗ Avoid building an extension more than 1.5m in front of the existing front wall of the house if there is a regular building line along the street.



*A front extension in keeping with the scale and design of the original house*



*A front extension that complements the distinctive style of the original house. Note how the garage door has vertical boarding and is sufficiently recessed behind the front wall of the extension to minimise its visual impact*



*A well designed front and side extension that reflects the character and design details of the original house.*



*Excessive use of fussy decorative details not typical of the original house*



*A poorly designed front extension which visually dominates and does not complement the style of the original house*

## Side extensions

- ✓ Respect the style of the house and the amount of space available between it and the neighbouring property, for example:
  - if there is a large gap to the side of the house, and the style of house lends itself to it, a seamless extension may be appropriate;
  - if there is not much space to the side of the house and any extension is likely to be close to the boundary, an ancillary style of extension set back from the building line is more appropriate;
  - if the house is detached or on a large site or in a prominent location such as the corner of a street, it may be appropriate to consider making a strong architectural statement with the extension.
- ✓ Match or complement the style, materials and details of the main house unless there are good architectural reasons for doing otherwise. Where the style and materials do not seamlessly match the main house, it is best to recess a side extension by at least 50cm to mark the change.
- ✓ Leave a gap of at least 1m between the extension and the side party boundary with the adjoining property to avoid creating a terraced effect. A larger gap may be required if that is typical between properties along the street.
- ✓ If no gap can be retained, try to recess side extensions back from the front building line of the main house by at least 50cm and have a lower roof eaves and ridge line to minimise the terracing effect. In the case of a first floor extension over an existing garage or car port that is flush with the building line of the main house, the first floor extension should be recessed by at least 50cm.

- ✓ Match the roof shape and slope of the existing house. In the case of houses with hipped roofs it can be particularly difficult to continue the ridge line and roof shape; however it is more visually pleasing to do so if this will not result in a terracing effect with the adjoining house.
- ✓ Where the extension is to the side of a house on a corner plot, it should be designed to take into account that it will be visible from the front and side. The use of blank elevations will be unacceptable and a privacy strip behind a low wall, hedge or railings should be provided along those sections of the extension that are close to the public pavement or road.



*Ancillary extension that is recessed behind the building line*



*One possible solution for extending adjoining hipped roof houses*



*Seamless extension where materials and hipped roof match the original house*



*Examples of an 'ancillary' extension that reflects the hipped shape of the original roof*



*A good example of 'turning the corner'; a side extension on a corner plot that avoids creating blank elevations*

### Side extensions

- ✗ Avoid creating a terraced effect and awkward join between the rooflines of two adjacent properties if building up to the party boundary.
- ✗ Do not include a flat roof to a prominent extension unless there is good design or an architectural reason for doing so.
- ✗ Do not incorporate blank gable walls where extensions face onto public footpaths and roads.
- ✗ The use of a 'false' roof to hide a flat roofed extension is rarely successful, particularly if visible from the side.
- ✗ Avoid locating unsightly pipework on side elevations that are visible from public view. Consider disguising or recessing the pipework if possible.
- ✗ Extending a hipped roof to the side to create a gabled end or half-hip will rarely be acceptable, particularly if the hipped roof is visually prominent and typical of other houses along the street.
- ✗ Avoid the use of prominent parapet walls to the top of side extensions



*Avoid the use of prominent parapet walls on side extensions*



*Half hipped roof extensions will rarely be acceptable.*



*Avoid awkwardly shaped side extensions to houses with hipped roofs as this can result in a visually unbalanced appearance. Note also parapet wall between extensions*



*Prominent flat-roofed two storey extensions are not normally acceptable*



*The use of a 'false' roof to the front of an extension is rarely successful*



*Avoid extending a hipped roof to create a gabled end over a side extension or creating a terraced effect and difficult joins between rooflines*

### Rear extensions

- ✓ Match or complement the style, materials and details of the main house unless there are good architectural reasons for doing otherwise.
- ✓ Match the shape and slope of the roof of the existing house, although flat roofed single storey extensions may be acceptable if not prominent from a nearby public road or area.
- ✓ Make sure enough rear garden is retained
- ✗ Do not create a higher ridge level than the roof of the main house.
- ✗ The roofline of large extensions to the rear of single storey bungalows should not be visible from public view to the front or to the side of the bungalow.



*Avoid visually dominant and over-large rear extensions where they will be visible from public view*



*Avoid visually dominant and over-large rear extensions where they will be visible from public view*



*A sensitive rear extension to a single storey cottage that provides additional new floorspace but does not overwhelm the scale and appearance of the existing cottage*



*Complement the style and design of the main house, particularly if extensions will be visible from public view*



*Careful attention to scale and detail is particularly important where large rear extensions are visible from public view*

### Attic conversions and dormer windows

- ✓ Use materials to match the existing wall or roof materials of the main house.
  - ✓ Meet Building Regulation requirements relating to fire safety and stairs in terms of headroom on stairs and means of escape.
  - ✓ Locate dormer windows below the ridge of the roof, even if the roof has a shallow pitch.
  - ✓ Locate dormer windows as far back as possible from the eaves line (at least three tile courses).
  - ✓ Relate dormer windows to the windows and doors below in alignment, proportion and character.
  - ✓ In the case of a dormer window extension to a hipped roof, ensure it sits below the ridgelines of the existing roof and matches the materials used in the main house.
- ✗ Do not obscure the main ridge and eaves features of the roof, particularly in the case of an extension to the side of a hipped roof.
  - ✗ Avoid extending the full width of the roof or right up to the gable ends – two small dormers on the same elevation can often be a suitable alternative to one large dormer.
  - ✗ Avoid dormer windows that are over-dominant in appearance or give the appearance of a flat roof.
  - ✗ Avoid the use of flat-roofed dormer window extensions on houses with hipped rooflines.



*Dormer windows should be located so they do not obscure the ridge line of the roof, are set well above the eaves line and balance the appearance of the main house in terms of design. They should reflect the character, materials and details of the main house.*



*Avoid large and dominant roof extensions and dormer windows that are over-scaled in relation to the roof of the house*



*A poorly designed roof extension that does not sit below the ridgelines of the original hipped roof will detract from the appearance and rhythm of hipped roof houses in a visually prominent location*



*Extensions to hipped roofs should sit below the ridgelines and match or complement the materials of the main house*



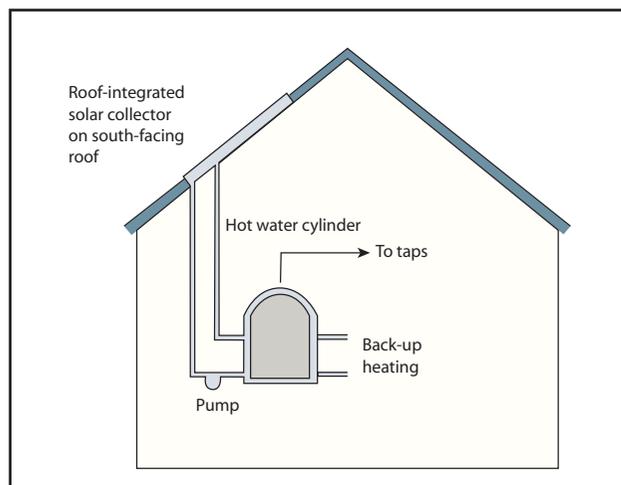
*Avoid creating the impression of a 'flat roof' with badly designed roof extensions*

### V: Use of renewable resources and energy and water saving measures

As well as being good for the environment, taking a sustainable approach to the design of a new extension can save money on electricity and heating bills and make a home more comfortable.

Simple measures can have large benefits:

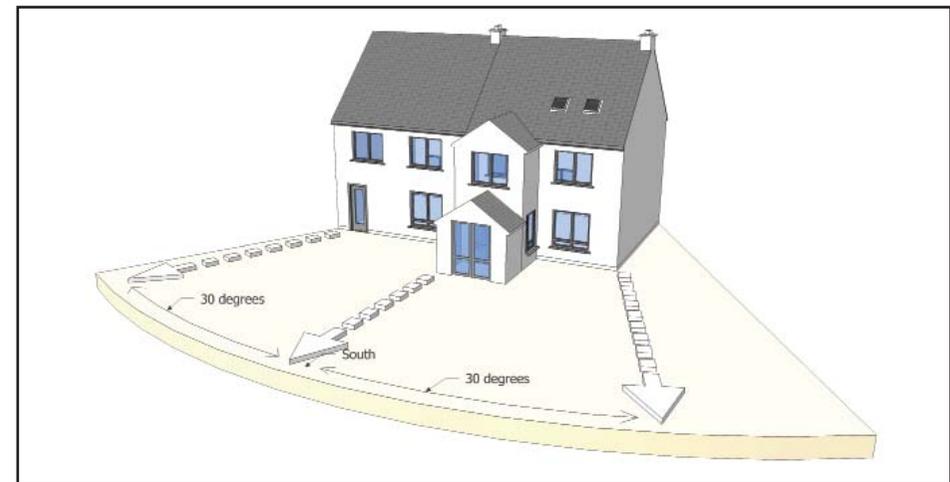
- Designing an extension so that it benefits from passive solar heating reduces the amount of fuel needed for heating the house, thus saving money.
- Providing high levels of insulation will save money on heating costs and result in comfortable living conditions.
- Locally sourced, natural or suitable recycled materials should cost less as transport costs are reduced.
- Low-energy light bulbs save energy costs and dual flush toilets will conserve water.



Domestic solar water heating system

### Key points to address in the design

- ✓ Locate and design the windows to the main habitable rooms of the extension so that they face due south or within 30° of due south to make the most of solar gain.
- ✓ Provide roof overhangs, eaves or projections above large south-facing windows to provide shade and avoid excessive heat gains from summer sun.
- ✓ Think about providing an unheated sunroom or conservatory on the southern elevation.
- ✓ Minimise window openings on north-facing walls to reduce heat loss.
- ✓ Design the pitched roof of the extension so that at least one slope faces south and consider adding solar collectors or panels to it.
- ✓ As a minimum, ensure that the extension is insulated to the standard required under the Building Regulations. Higher levels of insulation will yield considerable savings over time.
- ✓ Use locally sourced building materials from renewable resources where possible
- ✓ Use building materials that are durable, recyclable and environmentally friendly
- ✓ Provide natural controllable ventilation to all rooms to provide fresh air and remove moisture, odour and pollutants.
- ✓ Use windows that have a high resistance to heat loss and 'low emissivity' double glazing which has a special coating to reduce heat loss.
- ✓ Use thermostatic radiator valves that allow temperatures to be controlled in individual rooms.
- ✓ Choose energy efficient lightbulbs and fittings for room where lights are likely to be switched on for long periods.
- ✓ Retain and protect any existing trees and shrubs on the site - they will provide shelter from the wind and a haven for birds and wildlife, particularly in urban areas.
- ✓ Minimise the use of concrete, tarmac or other hard surfaces for car parking to a minimum. Consider the use of gravel, sedum plants, permeable paving or other permeable surfaces instead.



Making the most of solar energy by facing windows of habitable rooms within 30° of due south

### Energy and water saving measures

- ✗ Avoid locating large windows to habitable rooms on north-facing walls if possible.
- ✗ Avoid poorly designed or excessive ventilation which can cause draughts and waste heat.
- ✗ Avoid using tropical hardwoods and other materials from non-renewable sources.
- ✗ Avoid covering large areas of the front or rear garden with hard impermeable surfaces such as concrete which will reduce natural drainage on the site.
- ✗ Avoid undertaking construction work at nesting times if there are birds or bats nesting in the house or garden.



Permeable gravel on parking areas will allow natural drainage to occur

### Building Energy Rating (BER) Certificates

*A European Union Directive on the Energy Performance of Buildings has been in force since January 2009. This Directive requires householders to provide a Building Energy Rating (BER) certificate (to be carried out by a suitably qualified assessor) in the following cases:*

- All new dwellings for which planning permission was applied for on or after 1st January 2007.
- Existing buildings when offered for sale or letting on or after 1st January 2009.

*The certificate will need to be accompanied by an Advisory Report containing recommendations for cost-effective improvements to the energy performance of the building. Implementation of the BER requirements.*

*More information can be found at [www.sei.ie](http://www.sei.ie).*

### Sustainable Energy Ireland

*Sustainable Energy Ireland (SEI) is Ireland's national energy agency. Its website, [www.sei.ie](http://www.sei.ie), provides useful information and guidance on energy efficient heating, sound proofing and other measures that can be incorporated into residential buildings. SEI can also be contacted on 01 836 9080.*



Make the most of south facing elevations with a sunroom or conservatory  
Source: [www.sei.ie](http://www.sei.ie)



An extension that provides sustainable measures will be an attractive addition to a house as well as contributing to reduced heating bills  
Source: [www.sei.ie](http://www.sei.ie)

## SECTION 5

# Planning Permission and Exempted Development

Many house extensions require planning permission. However, there are certain exceptions to this known as 'exempted development', which can be constructed without planning permission.

Categories of exempted development are set out in the Planning and Development Act 2000 (as amended), and the Planning and Development Regulations 2001 (as amended).- Exempted Development 'Development within the curtilage of a House', Classes 1, 3 and 7 set out the main criteria and thresholds relating to extensions, for example; size, height and distance from the boundary.

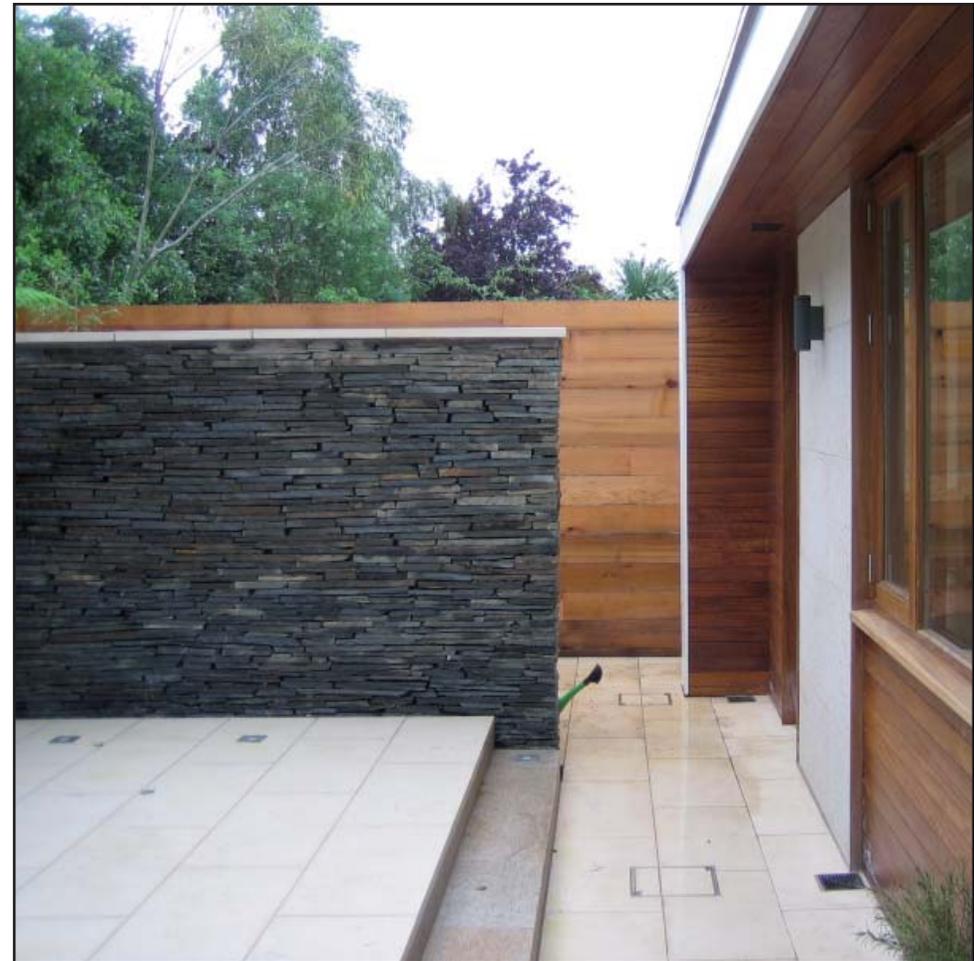
An extension can be constructed as exempted development and without planning permission provided it complies with ALL of the relevant criteria and thresholds. If it doesn't comply with the criteria, then planning permission is required.

This section contains a summary of the main criteria relating to exempted development for extensions. For further details regarding exempted development, refer to the Planning and Development Regulations 2001 (as amended), in particular Articles 6 and 9 and Schedule 2 Part 1 'Exempted Development'; available on the Department of the Environment, Heritage and Local Government website [www.environ.ie](http://www.environ.ie).

It is important to note that:

- Exemptions listed in this section only apply to an existing house.
- Exempted development CANNOT be added to a house under construction
- Exemptions do not apply to apartments or duplexes

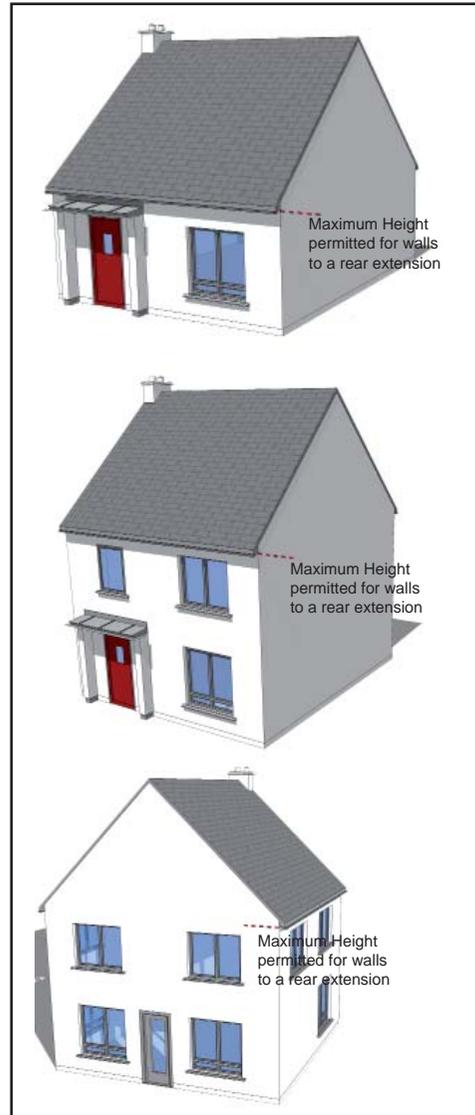
*It is the householder's responsibility to check if planning permission is needed or not for an extension before starting any site preparation or construction work.*



Careful choice of materials to enhance the setting  
Studio D Architects

### Exemption Criteria:

- Extensions (other than porches but including conservatories) should be located to the rear of the house.
- The original floor area of the house will not be increased by more than 40 sq.m. in total.
- If the dwelling has been extended previously, the combined floor area of the proposed extension and the floor area of previous extensions cannot exceed 40 sq.m.
- If a two-storey extension is proposed to a *terraced or semi-detached house*, no more than 12 sq.m. of the total 40 sq.m. can be built above ground floor level.
- If a two-storey extension is proposed to a *detached house*, no more than 20 sq.m. of the total 40 sq.m. can be built above ground floor level.
- Any part of an extension above ground floor level including soffit, fascia, gutter and pipework must be at least 2m away from a party boundary (see Gap (i) Diagram C, page 25).
- Any ground floor window in a proposed extension must be at least 1m away from the boundary it faces onto (see Gap (ii) Diagram C, page 25).
- Any window above ground floor level in an extension must be at least 11m away from the boundary it faces onto (see Gap (iii) Diagram C, page 25).
- The extension should not reduce the rear garden area to less than 25 sq.m in total.

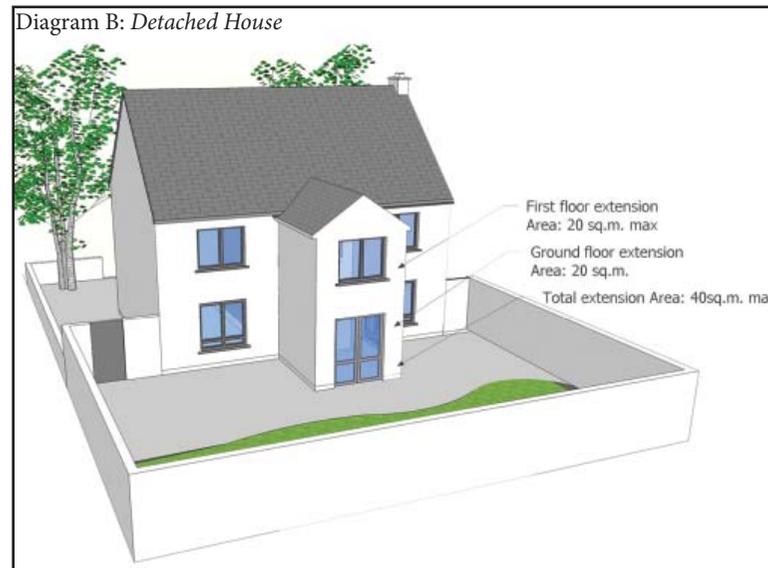


Exempted Development Criteria for wall height

### Exemption Criteria (condt.):

- The extension should not exceed the height of the house.
- If the rear wall of the house does not include a gable, the height of the extension walls must not exceed the rear wall of the house.
- If the rear wall of the existing house has a gable, the walls of the extension (excluding any gable being built as part of the extension) shall not be higher than the side walls of the house.
- In the case of a flat roofed extension, the height of the highest part of the roof may not exceed the height of the eaves or parapet of the original house. In any other case, no part of the new roof may exceed the highest part of the roof of the house.
- Any extension roof should not be used as balcony or roof garden.
- In the case of a porch extension to the front of a house, the proposed porch should be located at least 2m from any public road or footpath, and not have a floor area greater than 2 sq.m. If the porch has a tiled or slated pitched roof, it should not exceed 4m in height or 3m in height for any other roof type.
- Construction of any extension should not contravene any condition of a planning permission relating to the house or estate.
- The extension should only be used for residential purposes.

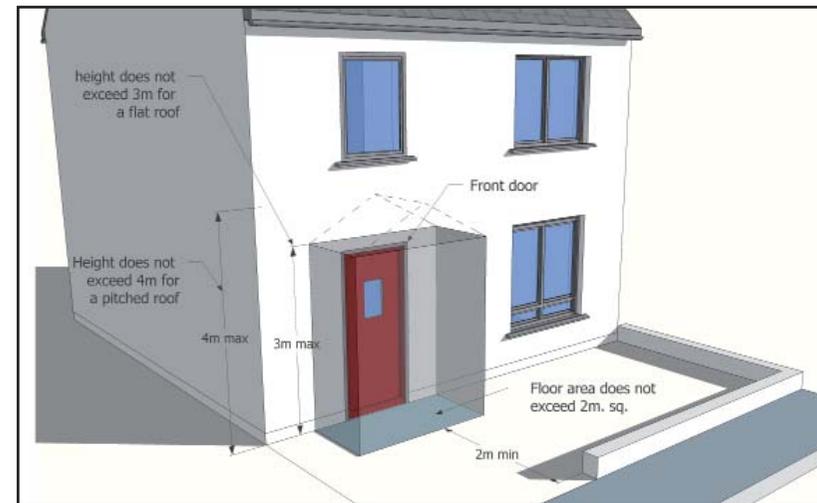
## Exemption Criteria (condt.):



Diagrams A and B:  
Examples of how maximum extension sizes permissible under exempted development for semi-detached, terraced and detached houses might look



Diagram C: Exempted Development Distance Criteria for windows in extensions



Exempted Development Criteria for porches to the front of the house

### How can I check if a proposed extension is exempt or not?

If further advice is required on whether or not planning permission is needed for a proposed extension, then you can contact the Planning Department at South Dublin County Council for advice or, if written advice is required, apply to the Council's Planning Department for a Declaration of Exemption (form available on [www.sdublincoco.ie](http://www.sdublincoco.ie)) with the appropriate fee. A declaration on the matter will be issued within 4 weeks with a report outlining the basis for the decision. If the applicant is unhappy with the decision made by the Council, they can appeal the decision to An Bórd Pleanála.

## Frequently Asked Questions

### *Do I need planning permission to insert dormer windows or rooflights in the roof of my house?*

Planning permission is required for ALL types of dormer windows proposed to any part of the roof of a house.

Planning permission is required for rooflights or skylights proposed on any roofslope of a dwelling that faces onto a public street. Planning permission is not required for rooflights or skylights proposed on the rear roofslope of a dwelling or on roof slopes that do not face onto a public street provided that they lie flush with the existing roof slope. In this case, it should be noted that the number and size of rooflights or skylights proposed should not dominate the roof slope - it is recommended that they do not cover more than 20% of the roof slope on which they are located.

### *Do I need planning permission to make changes to the front of my house?*

Planning permission is required for all extensions proposed to the front of a house (except for the small porch structures illustrated on this page). This includes structures to the front of the house such as a canopy or bay windows, or other changes that will affect the character of the house.

### *Do I need permission to erect a TV satellite dish on my house?*

Where the erection of a dish type antenna used for the receiving and transmitting of signals from satellites is to take place on or around a house the following limitations apply:

- No more than one such antenna shall be erected on, or within the curtilage of a house
- The diameter of any such antenna shall not exceed 1 metre
- No such antenna shall be erected on, or forward of, the front wall of the house
- No such antenna shall be erected on the front roof slope of the house or higher than the highest part of the roof of the house

If any of these restrictions (detailed in 'Class 4 Exempted



*Converting a garage can provide valuable additional living space but may require planning permission*



*Example of solar panels on an extension.*



*Do not widen driveway entrances without planning permission*

Development') are to be exceeded planning permission is required.

In the case of a simple television antenna, other than a satellite television signal receiving antenna, the height of the antenna above the roof of the house shall not exceed 6 metres. If the antenna is higher than this, permission is required.

### *Does a garage conversion need planning permission?*

Garages are often converted into an extra family room or playroom and incorporated into the main living area of the house. If the garage to be converted is attached to the side or rear of the main house, planning permission is not normally required, as long as the combined floor area of the garage conversion taken together with any other extensions does not extend the floorspace of the original house by more than 40m<sup>2</sup>. In such cases, the front garage door should be replaced with a window matching those on the remainder of the property. However, if more significant changes to the exterior of the garage are proposed such as replacing the garage door with both a window and door, planning permission may be required as these changes may alter the character and appearance of the dwelling. It is recommended that you check the situation with the Planning Department.

### *Is planning permission needed for solar panels on the wall or roof of a house?*

Planning permission is not required for the erection of a solar panel on the wall or roof of a house or any buildings within the curtilage of a house as long as it meets the following criteria:

- the total aperture area of any panel combined with any existing solar panels on the house or within the curtilage does not exceed 12sq.m. in area or 50% of the total roof area, whichever is the lesser;
- the solar panel is located a minimum of 50cm from the edge of the wall or roof on which it is mounted;
- the distance between the plane of the wall or a pitched roof and the panel is not more than 15cm;
- the distance between the plane of a flat roof and the solar panel is not more than 50cm.

## Frequently Asked Questions (condt.)

### *Is planning permission needed for garden decks or other landscape works?*

Garden decking or the creation of other hard surfaces are exempt from planning permission provided that the ground level is not altered or raised by more than 1m. Therefore, where ground levels in a rear garden vary considerably, resulting in the decking or hard surface being raised by more than 1m, planning permission will be required.

### *Is planning permission needed to widen an existing entrance?*

A hard surface to provide no more than two car parking spaces can be provided to the front of a house without planning permission. However, widening an existing driveway entrance will require planning permission.

The Council's Roads Department should be consulted if the roadside kerb is to be dished and a roadside concrete apron laid to provide access to car parking spaces in front of a house. The Council's Parks Department should also be consulted if the grass verge or any roadside trees are affected.

### *Is planning permission required to construct or alter a wall in my garden?*

In the construction or alteration of a gate, gateway, railing or wooden fence or a wall of brick or stone you must ensure the following:

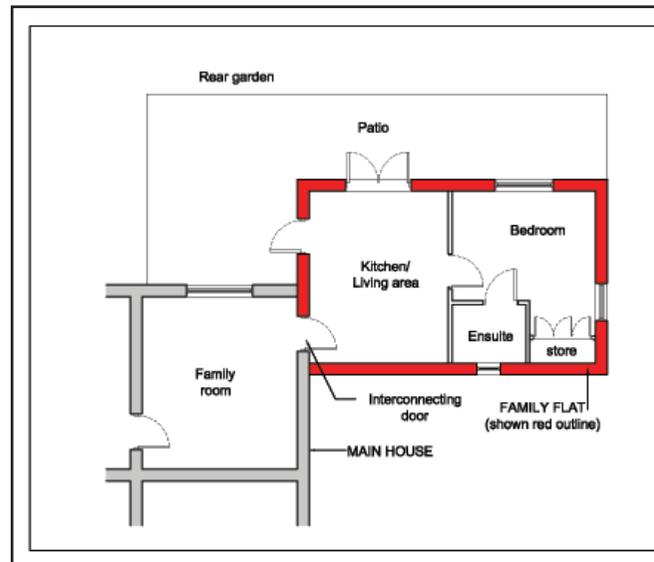
- The height of a wall or fence within or bounding any garden or other space in front of a house shall not exceed 1.2 metres or 2.0m in height if located to the rear of a house.
- Every wall other than a dry or natural stone wall bounding any garden or other space shall be capped and the face of any wall of concrete or concrete block (other than blocks with decorative finish) which will be visible from any road, path or public area, including public open space, shall be rendered or plastered.
- No garden boundary shall be a metal palisade or other security type fence.

The plastering or capping of a concrete block or mass concrete wall does not in itself require planning permission, but in the interests of residential amenity every effort should be made to achieve a finish which is consistent with that of your property and other buildings in the area.

While you may not require planning permission in the circumstances outlined above you should, where a common boundary exists, consult your neighbour. The Planning Authority has no liability in the event of any dispute that may arise in this respect.

### *Do I need planning permission to create a family flat?*

A family flat refers to a unit created through the subdivision or extension of a dwelling to accommodate a member of the immediate family for a limited period. Planning permission is normally required for such development.



*Example of a floor plan of a family flat showing an interconnecting doorway between it and the main house*

In these circumstances the family flat should be

- subordinate to the main dwelling
- generally not exceed 50% of the floor area of the main dwelling
- be linked directly to the main dwelling via an internal access door (at both ground and first floor levels if the extension or sub-division is two-storey in nature).

If an external door to the new family flat is required, it should be located to the side or rear of the new unit rather than to the front of the house.

When a planning application for the creation of a family flat is submitted to the Council, it should include information explaining why a family flat is needed and details of the name of the proposed occupant and their relationship to the householder. A condition will normally be attached to any planning permission granted for a family flat that requires the extended house to be returned to a single dwelling unit when the flat is no longer required as a family flat. This condition prevents it being occupied or sublet as a separate unit to the main house.

### *Do I need planning permission to run a small business from a new extension to my home?*

Many small scale commercial and professional businesses may be carried out by people in their homes where they are secondary to the main use of the house as a residence.

This Guide is not intended to cover extensions proposed specifically for the purpose of running a business from home. Planning permission is normally required for running a business from home and information on the circumstances in which the Council will consider granting planning permission for such businesses can be found in the South Dublin County Development Plan.

## Frequently Asked Questions (condt.)

### What if my house is a Protected Structure or in an Architectural Conservation Area?

Planning permission is required for any works, including extensions, to Protected Structures (including Proposed Protected Structures) or works to the exterior of a structure within an Architectural Conservation Area. Details of Protected Structures and Architectural Conservation Areas in the county can be found in the South Dublin County Development Plan or by contacting the Planning Department's Conservation Officer.

It is recommended that proposals to alter or extend a Protected Structure or a structure within an Architectural Conservation Area are discussed with the Council's Conservation Officer before submitting a planning application.

It is important to note that any person who damages or undertakes works to a Protected Structure without the necessary planning permission is committing an offence.

### Should I notify my neighbours before submitting a planning application?

There is no legal requirement to consult with your neighbour when drawing up plans for an extension. However, where planning permission is required for an extension, the application will be publicised through newspaper and site notices, and the public given an opportunity to make representations to the Council. Therefore, the Council strongly recommends that you discuss your extension proposal with neighbours before submitting a planning application. This can provide an opportunity to resolve minor issues and may help avoid objections being made to the application and subsequent appeals to An Bórd Pleanála.

COMMENCEMENT NOTICE Second Schedule Form of Commencement Notice for Development (Notice to a Building Control Authority pursuant to Part II of the Building Control Regulations, 1997)	
South Dublin County Council Planning Department County Hall, Town Centre, Tallaght, Dublin 24 Telephone: 01-4149000 Street Mail No: 01-4149100 Fax: 01-4149104 Email: <a href="mailto:admin@sdcc.dublincoco.ie">admin@sdcc.dublincoco.ie</a>	
<b>OFFICE USE ONLY</b> Date received: _____ Register Ref: _____ Entered on: _____ Entered by: _____ Fee Received: _____ Receipt No: _____	
I, the undersigned, hereby give notice on behalf of the person(s) named below*, to the above Building Control Authority (in accordance with Part II of the Building Control Regulations) that I/the persons named below* intend to carry out the development as described below. (* Cross out whichever is inappropriate)	
Signature: _____	Date: _____
Name of person(s): _____	
Address: _____	
Tel: _____	Fax: _____ Email Address: _____
Commencement date (of works): _____ Fee payable (€): _____	
<b>26. PROJECT PARTICULARS:</b> (In addition, for Residential Developments, please complete Section 28 below)	
Description of proposed development: _____	
Location of Development: _____	
Planning permission no: _____	
Date of grant: _____	Date of expiry: _____
Fire Safety Certificate Number (if applicable): _____	
<b>28. Residential Development Information:</b> Total number of dwelling units (all phases)*: _____ Total no. of phases** _____	
Phase for this commencement notice: _____ No. of units for this phase/commencement notice** _____	
Commencement date for this phase: _____ (Proposed) end-date for this phase: _____	
* where applicable, i.e. phasing not relevant for single houses. ** include single house figures here also	

### How do I apply for planning permission for a house extension?

You will need to complete a planning application form which is available from South Dublin County Council's offices or can be downloaded from the Council's website [www.sdublincoco.ie](http://www.sdublincoco.ie). The Council will normally make a decision on a planning application for a home extension within 8 weeks of receiving a valid application. A checklist of the plans and information you need to submit for a valid planning application is set out overleaf. A summary of the planning permission process is set out at the end of this Guide.

### Do Building Regulations apply to extensions?

Your development must comply with the provisions of the Building Regulations. A Commencement Notice and relevant fee will need to be submitted to Building Control in the Council not more than 28 days and not less than 14 days before commencement of works. Commencement Notices can be downloaded from the Council's website [www.sdublincoco.ie](http://www.sdublincoco.ie). Primary responsibility for compliance with the Building Regulations rests with designers, builders and building owners.

There are heavy penalties, including fines and imprisonment, for breaches of the Building Regulations. In addition, when it comes to selling a property, there may be difficulties if the purchaser's solicitor cannot be satisfied that the requirements of the Building Regulations have been met.

SOUTH DUBLIN COUNTY COUNCIL

<b>PLANNING APPLICATION FORM</b> (Form No. 2 of Schedule 3 to the Planning and Development Regulations 2006) Planning Department, County Hall, Town Centre, Tallaght, Dublin 24. Tel: (01) 4149000 Fax: (01) 4149104 Email: <a href="mailto:planning_dept@sdublincoco.ie">planning_dept@sdublincoco.ie</a>
<b>PLEASE NOTE THAT INFORMATION SUBMITTED WITH A PLANNING APPLICATION WILL BE AVAILABLE TO VIEW ON THE PUBLIC FILE AND ON THE COUNCIL'S WEBSITE WITH THE EXCEPTION OF CONTACT DETAILS OF APPLICANTS</b> <a href="http://www.sdublincoco.ie">www.sdublincoco.ie</a>
<b>SUPPLEMENTARY INFORMATION</b> It should be noted that each planning authority has its own development plan, which sets out local development policies and objectives for its own area. The authority may therefore need supplementary information (i.e. other than that required in this form) in order to determine whether the application conforms to the development plan and may request this on a supplementary application form. Failure to supply the supplementary information will not invalidate your planning application. However, if it is not supplied, the planning authority may not be able to reach a decision on whether or not to grant permission on the basis of the information available to it. Therefore failure to supply this information could delay the decision on an application or lead to a refusal of permission. Applicants should contact the relevant planning authority to determine what local policies & objectives would apply to the development proposed and whether additional information is required.
<b>STANDARD PLANNING APPLICATION FORM &amp; ACCOMPANYING DOCUMENTATION:</b> Please read directions and documentation requirements at back of form before completion. All questions relevant to the proposal being applied for must be answered. Non-relevant questions: Please mark n/a Please ensure all necessary documentation is attached to your application form. Failure to complete this form or attach the necessary documentation, or the submission of incorrect information or omission of required information will lead to the invalidation of your application.

## Planning Application Checklist

Checklist of plans and information to be submitted for a valid planning application

<input type="checkbox"/>	Completed planning application form.
<input type="checkbox"/>	The page of the relevant newspaper showing the newspaper notice. This must have been published not more than 14 days before submission of the application to the County Council.
<input type="checkbox"/>	A copy of the site notice erected along with a plan showing the position on the land of the site notice (this can be shown on the site layout plan).
<input type="checkbox"/>	The appropriate fee.
<input type="checkbox"/>	A schedule listing all the maps and plans submitted with the application. It is essential that all maps, plans and measurements are in metric scale.
<input type="checkbox"/>	6 copies of a site location plan at a scale not less than 1:1000 in a built-up area and not less than 1:2500 in all other areas. The location plan must show the application site boundary clearly marked in red, other land in the vicinity which is in the ownership of the applicant or landowner outlined in blue and wayleaves shown in yellow.
<input type="checkbox"/>	6 copies of a layout plan at a scale not less than 1:500 showing the application site boundary in red. Existing buildings, roads, boundaries, septic tanks and percolation areas, bored wells, significant trees and other features on and adjoining the application site. Distances of extension from site boundaries should be shown clearly on the plan. Site levels should be shown clearly on the layout plan.
<input type="checkbox"/>	6 copies of drawings, floor plans, elevations and sections at a scale not less than 1:200 showing the proposed extension and the main features of the existing building. Plans should be clearly marked to distinguish proposed extensions / alterations from existing structures. The principal dimensions including overall height should be clearly shown and marked on the plans in metric measurements.
<input type="checkbox"/>	If appropriate, elevation drawings should show the main features of any neighbouring buildings that would adjoin the extension (even if they are not owned by the applicant) at a scale of not less than 1 : 200.

### SOUTH DUBLIN COUNTY COUNCIL<sup>(1)</sup>

#### **SITE NOTICE**

I / We Mr & Mrs T Smith<sup>(2)</sup>  
intend to apply for (tick as appropriate)

- Permission**
- Retention permission**
- Outline permission**
- Permission consequent on the grant of  
outline permission (Reg. Ref. \_\_\_\_\_)**<sup>(3)</sup>

for development at this site<sup>(4)</sup>  
\_\_\_\_\_  
1 Hill View, Tallaght

The development will consist / consists<sup>(5)</sup> of  
<sup>6)</sup> \_\_\_\_\_  
Erection of two storey extension to rear of house

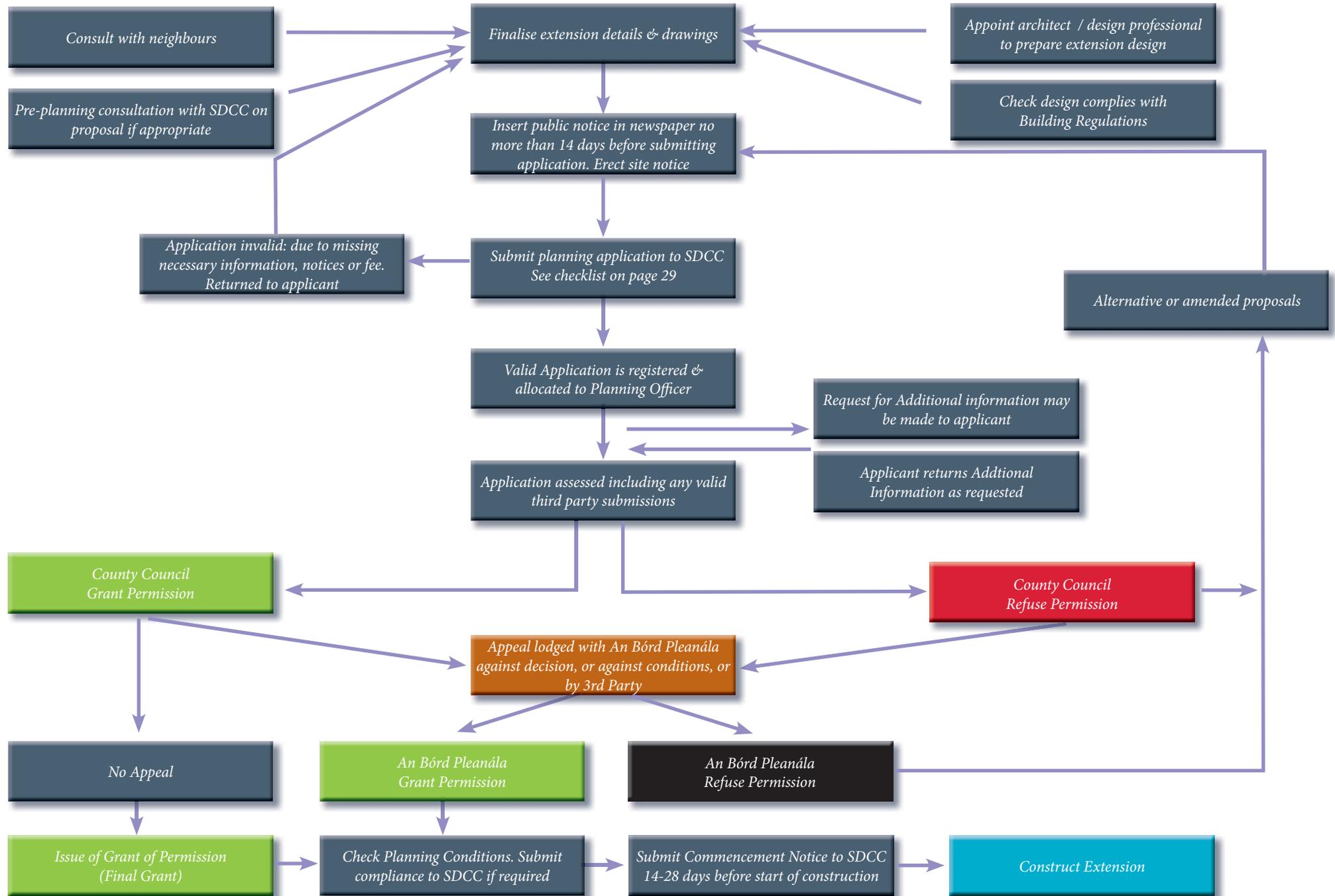
The planning application may be inspected or purchased at the offices of South Dublin County Council, County Hall, Town Centre, Tallaght, Dublin 24, during its public opening hours of Monday to Friday from 9.00 a.m. to 4.00 p.m.

A submission or observation in relation to the application may be made in writing to South Dublin County Council on payment of the prescribed fee of €20 within the period of 5 weeks beginning on the date of receipt of the application by South Dublin County Council.

Signed: Mr T Smith<sup>(7)</sup> (If Agent give address) \_\_\_\_\_  
(Applicant/agent delete as appropriate)

Date of erection of site notice: 16 April 2007<sup>(8)</sup>

Illustration of the Planning Application Process:



## SECTION 6

### Summary

Designing an extension can be a complex business. To get the most from the process including the space and layout you need, bear in mind the following points.

- Think carefully about your space needs and the layout of your house and garden before appointing an architect or designing an extension.
- Take on board the elements of good design set out in this Guide.
- Consult with neighbours before finalising the design of the extension.
- Seek advice from South Dublin County Council if in doubt about whether the proposed extension will require planning permission or not.
- If making a planning application, use the checklist on page 29 of this Guide to ensure that all the necessary information and plans are submitted to avoid the application being invalidated and returned to you.
- A brief summary of the planning application process for an extension application is set out on page 30 of this Guide.

#### Pre-Design Stage

Think about the type, size and space you want to provide

Assess the layout, location and orientation of your house and garden

Check the relative location of neighbouring properties

Look at the design features of your house and local area

Appoint an architect or draughtsman/technician to draw up plans for the extension

#### Design Stage

Respect the appearance and character of the house and local area

Provide comfortable inside space and useful outside space

Do not overlook, overshadow or have an overbearing impact on neighbouring properties

Integrate the extension (porch, front, side or rear extension or attic conversion or dormer window) with the existing house

Conserve water and save energy where possible

Consult with your neighbours about your plans

#### Approval Stage

Check if planning permission is needed for the extension

Check if the extension complies with Building Regulations

## SECTION 7

### Useful Contacts, Websites and Documents

#### South Dublin County Council

County Hall  
Tallaght  
Dublin 24  
Tel: 01 4149000

[www.southdublin.ie](http://www.southdublin.ie)

- South Dublin County Development Plan
- Relevant Local Area Plans
- Relevant Village Design Statements

#### Department of Environment, Heritage and Local Government

[www.environ.ie](http://www.environ.ie)

- PL1 A Guide to Planning Permission
- PL2 Making a Planning Application
- PL5 Doing Work around the House – The Planning Issues
- PL11 A Guide to the Building Regulations
- PL12 A Guide to Architectural Heritage
- Quality Housing for sustainable communities
- Sustainable Residential Development in Urban Areas
- Urban Design Manual 'A Best Practice Manual'

#### Sustainable Energy Ireland (SEI)

Tel: 01 8369080

[www.sei.ie](http://www.sei.ie)

- A Detailed Guide to Insulating your Home
- Your Guide to Building an Energy Efficient Home
- A Detailed Guide to Home Heating Systems
- Your Guide to Renovating your Home
- Your Guide to Renewable Energy
- How to Make your Home More Energy Efficient
- A Consumer Guide to Sustainable Energy

#### Irish Planning Institute

Tel: 01 8788630

[www.irishplanninginstitute.ie](http://www.irishplanninginstitute.ie)

#### The Royal Institute of the Architects of Ireland

Tel: 01 6761703

[www.riai.ie](http://www.riai.ie)

#### ENFO (Information on the Environment)

Tel: 01 8882001 or 1890 200191

[www.enfo.ie](http://www.enfo.ie)

#### Construction Industry Federation

Tel: 01 4066000

[www.cif.ie](http://www.cif.ie)

#### Association of Consulting Engineers of Ireland

Tel: 01 6425588

[www.acei.ie](http://www.acei.ie)

#### Irish Landscape Institute

Tel: 01 6627409

[www.irishlandscapeinstitute.com](http://www.irishlandscapeinstitute.com)

#### Building Research Establishment UK

[www.bre.co.uk](http://www.bre.co.uk)

- Site Layout and Planning for Daylight and Sunlight: a Guide to Good Practice – Peter Littlefair



**Planning Department**  
**South Dublin County Council**  
County Hall  
Tallaght  
Dublin 24

Tel: 01 4149000

Fax: 01 4149104

Email: [planning.dept@sdblincoco.ie](mailto:planning.dept@sdblincoco.ie)

[www.southdublin.ie](http://www.southdublin.ie)