

2 Understanding the Context
Character Study CHECKLIST

SUBJECT	DESCRIPTION	CONSIDERATION	CHECK	NOTES
Wider setting	What is the wider setting of the site and the location of the settlement in relation to other settlements within the region?	Function of the settlement and relationship to adjacent areas	Yes	The design proposal has been carefully considered to be congruent with the surrounding location. This includes it consideration of scale, materials and arrangement.
	What is the wider context within which the site is located?	Settlement + site context	Yes	The site can be considered to be semi rural - fringe site.
Settlement structure	How is the settlement within which the site is located structured and where does it connect to? Does it have a linear structure along a main route or is part of a grid of streets for example?	Historical development	Yes	Refer to Historic impact assessment.
	What is the existing hierarchy and network of streets and spaces within the settlement and how does this contribute to its character?	Structure and hierarchy of streets and spaces	Yes	The design is based on the traditional 'Farm stead' configuration.
	Are there any places or uses that provide a focus for the settlement?	Identity	Yes	The central courtyard and landscaped lake provide a focus point.
	What is the prevailing density of the settlement? Does it vary and what would be appropriate for the application site?	Density of development	Yes	The density has been reduced from 10 (Pre-APP) to 7 units. This provides ample room for the dwelling and is suitable for the environment.
	How does the existing settlement mark arrival points or the meeting of routes? Can this be drawn upon to mark gateways and nodes within the proposal?	Gateways and nodes	N/a	The access is proposed from an existing vehicular cross-over.
	How large are existing plots or blocks within the settlement? Is the pattern regular or irregular?	Plot and block size	Yes	The plots are generous and proportionate to the houses.
Landscape character/ natural features/ topography	What is the broad landscape character, the underlying geology and how might this influence the development? Are there particular landscape, arboricultural, ecological or geological characteristics, for instance, that give a place its essential character?	Landscape and settlement character	Yes	Mature trees to southern and eastern boundaries, generally flat across the site.
	Are there landscape features (trees, hedgerows, ecological or geological), within the site that give the place its character and can these be incorporated into the proposals?	Existing landscape features, water features, trees, hedges	Yes	All existing trees are to remain. Enhanced planting and landscaping will complement the existing trees.

SUBJECT	DESCRIPTION	CONSIDERATION	CHECK	NOTES
	Are there any important views to and from the site and beyond that are valuable and should be retained? Understanding how the new development will be perceived from the surrounding area.	Views and skyline	N/a	The site is screened with a dense hedge row.
Streets and public spaces	What is the prevailing level of enclosure for existing street types within the settlement? Does this contribute to their character? How are spaces enclosed?	The containment of streets and public open spaces	Yes	Standalone houses set back from the road with well established landscaped boundaries. Houses not generally seen from the road.
	Are there particular public realm characteristics, such as planting, form, materials to draw influence from?	Layout and form of spaces	Yes	Semi rural street language used - Post and rail fences, Hoggin, layered planting.
	How does the interface between private and public spaces contribute to the settlement's character?	Public and private space interface	Note	Standalone houses set back from the road with well established landscaped boundaries. Houses not generally seen from the road.
	How does public art contribute to the settlement's character?	Public art	N/a	Landscaping and planting form the sense of space.
Built character	What is the local built character and how does this provide cues for appropriate design forms?	Scale, form and massing	Yes	Two storey detached and semi-detached houses, with some attic conversions, dormers and pitched clay tile roofs.
	Does the building frontage define the public realm or are there front gardens? What are the prevailing boundary treatments?	Treatment of building frontages and boundaries	Yes	Surrounding houses and buildings are set back from the public highway.
	Are there common building types prevalent within the settlement? Can these be re-interpreted?	Building types	Yes	Detached and semi-detached houses.
	Are there common building materials within the settlement which would be relevant to the proposal?	Use of materials	Yes	Clay tiles, brick, timber cladding.

2 Understanding the Context
Site Appraisal CHECKLIST

SUBJECT	COMPONENT	SITE APPRAISAL	CHECK	NOTES
Physical Environment	Topography and views	What is the topography of the site and how will this influence the proposals? How is the site viewed or overlooked from afar? Are there prominent overlooked areas that may be best left undeveloped? How can the development provide a well-defined external image to the countryside?	Yes	The site is generally flat with mature trees to the southern and western boundaries. There are no key views in or out of the site.
	Geology and ground conditions	What is the existing geology of the site? Are there areas of the site which are difficult to build on, contaminated or less porous than others?	Yes	The site is typically Weald Clay Formation, which is suited to slab and pile foundations - which are not
	Orientation and microclimate	How is the site orientated? Can this be capitalised on?	Yes	The site is oriented North-South, which is an advantage from a solar gain perspective. An efficient layout has been developed that allows the primary orientation of each house on an East-West axis.
	Air quality, noise	Are there areas of the site which are affected by noise or poor air quality such as adjacent to major strategic roads or rail infrastructure or existing cultural or community buildings?	Yes	Acoustic fence panels have been proposed on the North and Western boundaries.
	Drainage and hydrology	Are there areas of the site which are affected by noise or poor air quality such as adjacent to major strategic roads or rail infrastructure or existing cultural or community buildings?	No	N/a
	Flooding	Are there areas of the site within the flood plain? Are there areas of the site prone to flooding?	No	Flood Risk Zone 1
	Services	Are there existing services and/or capacity to serve the development? Are there any existing utilities or service infrastructure that may constrain your development. For instance overhead power lines or a significant sewer.	No	No overhead cables, or service infrastructure that would limit the development.
Heritage	Archaeology	Are there likely to be any archeological remains within the area? Is an archeology study required?	N/A	No evidence archeological remains in the area.
	Historic assets	Are there any historic assets on the site or does the site form the setting of a Heritage Asset?	Yes	Refer to Historic buildings and settings assessment.

SUBJECT	COMPONENT	SITE APPRAISAL	CHECK	NOTES
Landscape	Tree Protection Orders (TPOs)	Are there any TPO's on the site?	No	No TPO's
	Existing features	Are there any existing features such as trees, hedgerows, watercourses, or areas of woodland that have value and should be retained?	Yes	Mature trees and planted boundary to the East and South.
	Ecology and biodiversity	What is the existing ecological and biodiversity value of the site? Are there particular areas or features which have a high ecological/biodiversity value that should be protected? Is there opportunity for habitat creation and enhancement?	Note	The perimeter is well planted, the interior of the plot is recently graded soil / very little ecological value
Highways	Access	What are the existing access arrangements for the site? Does an alternative means of access have to be introduced?	Note	There is an existing crossover shared with an existing business 'contego' with good visibility.
	Connections and Links	Are there existing rights of way across the site? Can the site connect back to an existing neighbourhood and be integrated with an existing street network?	No	N/a

2 Understanding the Context
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG1: Character Study	Has the applicant clearly identified whether the site lies within or adjacent to any area with a statutory or non-statutory planning designation?	N/a	N/a
	Has the applicant understood the implications of these designations on the development of the site?	N/a	N/a
	Has the applicant carried out a Character Study and covered the topics set out in the relevant checklist?	N/a	N/a
	Has the applicants Character Study included an evaluation of the landscape character of their site and its setting?	N/a	N/a
	Has the applicant identified the potential opportunities for new development to make a positive contribution to the character of a settlement?	N/a	N/a
DG2: Site Appraisal	Has the applicant prepared a detailed Site Appraisal and identified the constraints and opportunities that apply to their site?	N/a	N/a

3 Establishing the Structure
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG3 and 4: Natural Resources	Has the design proposal used the physical characteristics of the site identified in Section 2 to influence the form and layout of new development?	Yes	Orientation has been considered - ASHP's.
	Has the proposal maximised the site resources in response to Principles DG3 and DG4?	Yes	Orientation has been used to mitigate south facing windows / overheating
DG5: Water Features and SuDs	Where applicable has the design sought to retain, enhance and/or re-establish surface water features identified in Section 2 as positive features?	N/a	N/a
	Has the design incorporated the use of sustainable urban drainage as an integral part of the layout and landscape structure?	Yes	Refer to Proposed Drainage Strategy.
DG6: Ecology and Biodiversity	Have landscape features with high biodiversity/ecological value identified in Stage 2 been retained and incorporated within the proposals?	Yes	Category A tree
	Do the proposals deliver net biodiversity gain?	Yes	Refer to BNG
	Have new habitats been created within the landscape structure to encourage additional species?	Yes	New medium sized pond.
DG7: Topography and Strategic Views	Does the design work with the topography and integrate the buildings within the landscape?	Yes	Refer to BNG
	Have important views been identified and does the layout of development respond appropriately to these?	N/a	Internal views have been created with a backdrop of perimeter planting.
DG8: Connect with the Existing	Does the proposal integrate with existing routes and access points, and create direct and attractive connections through the site for pedestrians, cyclists and vehicular modes?	Yes	Refer to proposed site plan
	Does this movement network respond to topography and landscape features and integrate public rights of way?	N/a	N/a

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG9: Reduce the Reliance on the Car	Does the proposal prioritise the needs of the most vulnerable road users first creating an attractive network of safe and convenient pedestrian and cycle routes?	Yes	Accesible spaces with wide footpath of wheelchairs and buggies.
	Does the proposal incorporate space for public transport where appropriate?	N/a	N/a
DG10: Anticipate Future Development	Is the design future proofed by providing streets that later phases of development can connect into at the edge?	N/a	N/a
DG11: Heritage Assets and the Historic Landscape	Does the design respond to, celebrate, enhance and preserve any heritage assets and historic landscapes within the proposals?	N/a	N/a

4 Site Layout, Streets and Spaces

CHECKLIST (Part One)

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG12: Connected Street Network	Does the design provide a clear street hierarchy and network of open spaces?	Yes	Refer to proposed site plan.
	Does the design create a grid network of streets and perimeter blocks?	N/a	N/a
	Do development blocks take account of natural features orientation and topography?	N/a	N/a
DG13: Frontage	Does the design provide enclosure of street space and continuous frontages with corners of blocks appropriately emphasised?	N/a	N/a
DG14: Enclosure	Does the proposal provide an appropriate sense of enclosure appropriate to the street hierarchy and achieve a human scale?	Yes	Refer to proposed site plan & proposed visuals.
DG15: Legibility, and Street Hierarchy	Does the structure or layout of the proposed development appear easy to navigate and easy to understand?	Yes	Refer to proposed site plan.
	Has the applicant demonstrated how the use of landmarks, marker buildings and vistas has informed the proposal?	N/a	N/a
DG16: The Development Edge	Has the applicant (where applicable) demonstrated how their proposals provides a positive edge with building frontages facing site boundaries served by roads that run adjacent to the site edge?	N/a	N/a
	Has the applicant (where applicable) demonstrated a sensitive response to the rural edge? This will normally require less density and additional soft landscaping along the boundary.	Yes	Enhancement and retention of perimeter planting.
DG17: Pedestrian Friendly Streets	Are the proposals designed as social spaces with the needs of pedestrians, cyclists and public transport users put above the needs of the motorist?	Yes	Well layed out, safe, cluster of houses with shared amenity spaces.
	Is the street environment designed to encourage pedestrian movement through appropriate pavement widths, avoiding unnecessary barriers or clutter and providing places for pedestrians to rest, gather and socialise.	Yes	Routes are safe and clearly defined

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Are traffic calming measures integrated within the design of the streets?	N/a	N/a
DG18 - 20: Car Parking	Is parking for both residents and visitors proposed at an adequate level in response to the location of the site and in locations that safeguard the quality of the street environment?	Yes	Refer to proposed site plan.
	Is the parking provision in line with West Sussex County Council Parking standards?	Yes	Refer to proposed site plan.
	Have car club spaces and electric charging points been incorporated into the proposals? (larger sites only)	Yes	Charging points have been included.
DG21-23: Refuse, Storage and Utilities	Has the layout of development been designed to facilitate service vehicles and refuse collections?	Yes	Refer to proposed site plan
	Are sub-stations and pump stations carefully designed and integrated into development so that they do not detract from the quality of streets and public spaces?	N/a	N/a
	Are utility runs located where they do not impact on the potential for street tree planting?	Yes	Refer to proposed site plan, no utility runs near existing trees.
	Are refuse and recycling facilities conveniently located and unobtrusive	Yes	Refer to proposed site plan.

4 Site Layout, Streets and Spaces

CHECKLIST (Part Two)

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG24: Plan for Cyclists	Does the design provide adequate cycle parking in suitable locations for both public and private users?	Yes	Refer to proposed site plan.
	Does the design include for secure and convenient storage of bicycles in residential dwellings?	Yes	Refer to proposed site plan.
DG25: Open Space	Does the design link existing and proposed landscapes and open spaces to form open space networks and contribute and respond to the hierarchy of existing open spaces?	N/a	N/a
	Are all spaces designed with a specific role or function to avoid residual, unused or neglected spaces?	Yes	Refer to proposed site plan.
	Do the proposals provide the appropriate level of open space in accordance with MSDC Infrastructure and Contributions SPD?	Yes	Refer to proposed site plan.
DG26: Play Space	Where applicable has the design provided the appropriate level of playspace in accordance with the MSDC Infrastructure and Contributions SPD?	N/a	N/a
	Is the design for playspaces in line with guidance on inclusive play, including Design for Play: A guide to creating successful play spaces (Play England, August 2008)?	N/a	N/a
DG27 - 28: Trees and Soft Landscape	Has tree planting and soft landscaping been provided within street designs? Are tree species appropriate for their location and to the nature and hierarchy of the street.	Yes	Refer to proposed landscape plan
	Has the applicant demonstrated that the species selected are appropriate for the location?	Yes	Native tree and shrub selections, refer to proposed landscape plan
	Has the applicant demonstrated that the long-term maintenance and management of landscape elements have been considered to ensure their successful establishment?	Yes	Refer to proposed landscape plan, designed with native species / low maintenance.
DG29: Public Realm	Has a suitable palette of high quality materials been proposed that responds to the character of the place as identified in the Character Study?	Yes	Vernacular materials of Clay tiles, weatherboarding and brick have been chosen.

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Has the selection of street furniture been restricted to essential items and have functions been combined where possible?	Yes	A small seating area has been included near the new pond, low lumen bollard lights for way finding.
	Is the street furniture simple, high quality, well designed, robust and responsive to its setting?	Yes	Generally street furniture has been minimised, individual items such as the entry gate will be designed to be in keeping with the surrounding area.
	Has a lighting strategy been proposed that: minimises the impact of lighting columns on the streets; accords with the design approach to other street furniture and avoids causing light pollution particularly in sensitive and dark rural areas?	Yes	Low lumen bollard lights for way finding with downward facing external lights to entrance areas. Lighting generally only used where necessary.
	Has the location, design and integration of utilities within the landscape been considered to mitigate their impact on the public realm?	N/a	N/a
	Has the provision of public art been considered?	N/a	N/a
DG30: Inclusive Design	Has the applicant demonstrated that the principles of inclusive design have been considered and incorporated within the design from the outset?	Yes	The scheme has been designed to be inclusive and accessible to all.

5 Site Optimisation and Mixed Use
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG31-32: Increased Density	Has the applicant demonstrated that their site is located in an appropriate location in which to promote development of a scale, height and massing that is greater than the prevailing context?	Yes	
	Has the applicant demonstrated that their proposals do not cause unacceptable impacts on adjacent properties in respect of daylighting, sunlighting and overlooking?	N/a	N/a
	Has the applicant demonstrated that their proposals do not adversely impact on views of the wider townscape?	N/a	N/a
DG33: Tall Buildings	Where a tall building is promoted is the height proportionate to the buildings role, and the importance of the location in the local context?	N/a	N/a
	Where a tall building is promoted is it of outstanding design quality and does it make a positive contribution to the skyline when viewed from any direction?	N/a	N/a
	Where a tall building is promoted does it enhance the character and distinctiveness of an area without adversely affecting established valued townscapes and views?	N/a	N/a
	Where a tall building is promoted does it present a positive relationship with the street and deliver a high quality public realm?	N/a	N/a
	Where a tall building is promoted has it been demonstrated that it does not adversely impact on the microclimate and amenity of the proposal site and the surrounding area?	N/a	N/a
DG34: Increased density in Urban Extensions	Does the urban extension promote development at a range of densities in order to aid legibility and to increase distinctiveness?	N/a	N/a
	Is development taller and / or more compact along main streets to increase the sense of enclosure?	N/a	N/a
DG35: Mix of Uses	Does the proposal provide a mix of uses conveniently located to meet local needs? (where appropriate)	N/a	N/a

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Are these uses located where they are easily accessible and visible to attract custom?	N/a	N/a
	Are servicing areas designed so that they do not visually dominate the streetscene?	N/a	N/a
	Is adequate cycle and car parking provided and in a convenient location?	N/a	N/a
DG36: Mixed Community	Does the proposal provide a mix of residential dwelling types and tenures to meet local need?	Yes	Of a size and mix that are typical to the surrounding area.
	Are affordable homes ‘pepper-potted’ throughout the site, and have the same external appearance and quality of finishes as private housing?	N/a	N/a
	Are buildings designed so that they can be altered internally or externally over time without the need for demolition or rebuilding as needs change?	Yes	Flexible, adaptable layouts, loft conversions possible.

6 High Quality Building Design
CHECKLIST (Part One)

PRINCIPLE	DESCRIPTION	CHECK	NOTES
Response to Character	Do the proposals demonstrate a response to the character of the area as identified within the Character Study in Section 2?	Yes	
Response to Constraints and Opportunities	Do the proposals demonstrate a response to the site constraints and opportunities as identified within the Site Appraisal in Section 2?	Yes	
DG37: Sustainable Buildings	Are buildings designed to minimise the use of resources and energy?	Yes	Refer to sustainability statement.
DG38: Respond to Context	Has the applicant demonstrated an architectural approach and identity borne from the place and reflected through the Character Study?	Yes	
	Does the new development adopt a simple form in-keeping with the character of the area? If not is the reason justified?	Yes	Pitch clay tile roof with gables, typically found in the surrounding area.
	Is the choice of window design appropriate to the overall design approach?	Yes	Triple glazed windows conserve energy.
	If balconies are proposed do they integrate well with the rest of the facade?	N/a	N/a
	Does the roofscape proposed reflect the simple roof structures characteristic within the District?	Yes	Pitch clay tile roof with gables, typically found in the surrounding area.
	Are larger buildings broken up into a series of smaller spans or modules of a simple form to ensure the roof does not dominate the building or surrounding area?	N/a	N/a
	If chimneys are incorporated into the design are they reflective of the character of the area?	Yes	Commonly found in the vicinity.
	If dormers are incorporated into the design are they reflective of the character of the area?	N/a	N/a

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Are they positioned to line up with openings on the main façade?	N/a	N/a
	Is the palette of materials and detailing proposed of high quality and reflective of the character of the area as established through the Character Study?	Yes	Refer to House type elevations.
DG39: Scale and Height	Does the design generally reflect or respond to the scale of the existing settlement and positively contribute to the character as identified in the Character Study in Section 2? If not has a strong justification been provided?	Yes	
	Does the scheme incorporate variations in height responding to the location within the proposal, for instance reflecting the street hierarchy, enhancing legibility of an important corner or node or emphasising a particular use?	Yes	There is a variety in roof scapes and topography.
	Is the location of any apartment buildings justified and justifiable?	N/a	

6 High Quality Building Design
CHECKLIST (Part Two)

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG40: Active Frontages	Does the development ensure that all streets and public spaces have good natural surveillance from buildings?	Yes	All public spaces are visible from the private dwellings.
	Are active ground floor uses proposed on busy commercial streets / town centre locations?	N/a	Semi rural environment.
	Does the scheme avoid exposed, blank gable ends with no windows fronting the public realm?	Yes	Mix of materials, roof heights and windows.
	Do corner buildings 'turn the corner' providing frontage to both streets?	N/a	No corner plots exposed.
	Has the applicant demonstrated how the use of corner buildings has been considered in order to aid legibility?	N/a	No corner plots exposed.
	Are all property entrances directly onto and easily visible from the public realm? Are they legible and welcoming?	Yes	Clearly defined entrance thresholds
	If there are apartments within the scheme are their communal entrance cores generous, well lit by natural light and naturally ventilated?	N/a	Private dwellings
	Does the development clearly define public and private space through the use of appropriate boundary treatments? If not, is this justified?	Yes	Clearly defined mixed boundaries within the development.
	Are these boundary treatments reflective of the area as established in the Character Study?	Yes	Layered planing with suitable ground finishes.
DG41: Sloping Sites	Does the development respond to a sloping site with the building stepping to follow the slope where appropriate?	Yes	Slight level changes provide visual interest.
DG42: Utility Meters / External Pipes	Are utility meters located where they are both convenient and unobtrusive?	Yes	Located within garage areas.

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Are external service pipes and other apparatus grouped together and discretely located on elevations so that they are not prominent?	Yes	No services pipes exposed.

7 Business Parks / Employment Areas
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG43: Layout of Employment Areas	Has the layout of employment areas (where appropriate) been designed taking a landscape led approach that links to natural assets, creates open spaces for workers and minimises the impact of car parking and servicing?	N/a	N/a
	Has the landscape and visual impact of the building been considered and is it sited and planting proposed where necessary to mitigate any visual impact?	N/a	N/a
DG44: Commercial Buildings	Do employment buildings (where appropriate) respond positively to the character and architectural traditions of the district in terms of scale, mass, form, materials and detailing?	N/a	N/a
	Is the ground floor of commercial buildings articulated to create a more human scale with entrances generous and welcoming?	N/a	N/a
	Do reception areas and office space positively contribute to the surveillance of entrance areas and forecourts?	N/a	N/a
	Is signage on commercial buildings in proportion with the scale of building and appropriate to the streetscape?	N/a	N/a
	Has adequate consideration been given to long term sustainability including the use of renewable energy?	N/a	N/a

8 Residential Amenity
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG45: Privacy	Does the proposal demonstrate that privacy will be achieved for new and existing residents?	Yes	Mixture of private and public areas within the design proposal.
DG46: External Amenity Space	Does the proposal provide suitable and useable external amenity space for all residents?	Yes	Generous front and rear gardens are provided.
	Is private outdoor amenity space designed as an extension of the living space with direct access provided?	Yes	Level access to outside areas.
DG47: Daylight / Sunlight	Do all dwellings benefit from daylight and sunlight levels that conform to BRE standards?	Yes	Large windows with cross ventilation and plenty of daylight.
	Does the proposal avoid providing north facing single aspect apartments and if south facing single aspect apartments are proposed are these designed to avoid overheating?	Yes	All properties have multiple aspects.
DG48: Noise, Air and Light Pollution	Is the proposal designed to minimise the impacts of noise, air and light pollution?	Yes	Careful consideration has been given to any solution on-site. Acoustic screens and planting to be used.

9 Household Extensions
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
Responding to Local Character	Has the applicant demonstrated how the proposal responds to and respects the character of the area and the immediate neighbourhood?	N/a	N/a
Consider your Neighbours	Has the applicant considered and demonstrated that the proposal does not cause significant harm to neighbouring properties in relation to overshadowing, privacy or an oppressive or overbearing impact?	N/a	N/a
DG49: Responding to Original Property	Is the extension a simple, uncomplicated building form that compliments and coordinates with the scale, form and massing of the original dwelling? The original building should remain the dominant element of the property.	N/a	N/a
	Do the materials proposed match those of the existing dwelling or has the applicant demonstrated the appropriateness of the alternatives proposed?	N/a	N/a
	Is the roof form appropriate to the original dwelling? Generally this should be constructed with the same angle of pitch as the existing roof.	N/a	N/a
	Does the proposed extension respond to the existing pattern of window and door openings?	N/a	N/a
DG50: Front and Side Extensions	Does the front extension, canopy or porch reflect the character of the property in terms of scale, details and materials?	N/a	N/a
	Does the side extension respond to the character of the street?	N/a	N/a
	Does the side extension retain important gaps within the street scene and avoid creating a 'terracing effect'?	N/a	N/a
DG51: Rear Extensions	Does the rear extension respond to the character of the existing dwelling and avoid impacting on adjacent buildings and gardens?	N/a	N/a
DG52: Loft Conversions and Roof Extensions	Are any proposed dormer roof extensions set within the roof slope?	N/a	N/a

PRINCIPLE	DESCRIPTION	CHECK	NOTES
	Does the position and proportion of dormer windows respond to the location of existing windows and/or doors?	N/a	N/a

10 Building Conversions
CHECKLIST

PRINCIPLE	DESCRIPTION	CHECK	NOTES
DG53: Traditional Building Conversion	Does the proposed conversion retain the integrity and appearance of the original building, and its defining architectural characteristics?	N/a	N/a
	Has a structural report been submitted (where appropriate) to demonstrate that the building is capable of conversion without substantial rebuilding or extension?	N/a	N/a
	Has the conversion used the existing openings in elevations for windows and doors? New windows or doors should be added sparingly and should not significantly alter the overall proportion of solid wall to openings. A simple window design is usually most appropriate.	N/a	N/a
	If additional floors are introduced, do they avoid cutting across tall windows? Do internal subdivision of the buildings respond sensitively to internal architectural details (eg ornate timberwork and plasterwork)?	N/a	N/a
	Does the landscaping, boundary treatments and access roads reflect the character of the site and setting?	N/a	N/a
DG54: Office to Residential Conversion	Does the conversion remodel the existing buildings so that it responds to the prevailing streetscape / townscape?	N/a	N/a
	Does the conversion adequately respond to challenges in respect of daylighting, natural ventilation, thermal performance and servicing?	N/a	N/a
	Does the proposal provide appropriate amenity, parking and storage?	N/a	N/a