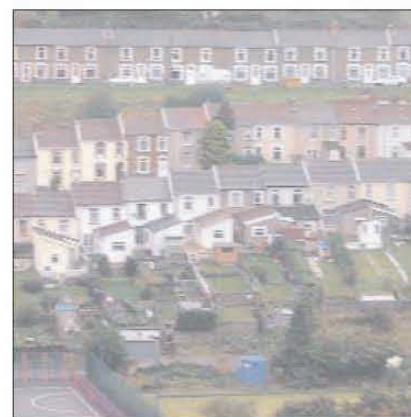


Supplementary Planning Guidance LDP7

Householder Development

(Revision Number 3)
Adopted January 2017



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introduction

This guidance was originally produced as an all-Wales guide by the Planning Officers Society for Wales (POSW), in conjunction with the Welsh Government (WG), under the title “A Design Guide for Householder Development”. Caerphilly County Borough Council was the lead authority in progressing commission of the guide.

Minor alterations have been made to reflect changes in legislation which are not regarded as material changes. Therefore, it was not deemed necessary for Revision 3 of this guide to undergo public consultation. Procedures concerning internal consultation have been adhered to, however, and the guide has been approved by Council as Supplementary Planning Guidance to the LDP.

purpose of this document

The main purpose of this document is to improve the standard of design in householder development, and to provide the Council with a comprehensive structure for managing the design and development process. It also gives developers a strong basis for developing proposals with some certainty that the design objectives they are working to are the same as those expected by, and acceptable to, the Council.

The effect of this will be to ensure that new development makes a positive contribution to creating and maintaining sustainable and attractive communities throughout Caerphilly County Borough.

Section 1 of this document gives guidance on design to householders who are planning alterations or extensions to their properties. It explains the design issues that the Council will want you to consider.

However, you are also recommended to follow the guidance for changes that do not require planning permission.

Section 2 sets out the information you will need to submit with your planning application.

policy context

National planning policy for Wales requires that all new development, extensions and alterations to existing properties are well designed.

Well designed and built alterations or extensions can help homeowners meet their changing needs, add value to property and enhance the local area. With good design, it is also possible to reduce energy bills and avoid the unnecessary waste of natural resources.

However, badly designed alterations and extensions can spoil the appearance of a building and have a negative impact upon surrounding streetscapes and visual appearance of the area, as well as the living conditions of neighbours.

[Section 1]

preparing your design

Achieving good design need not be difficult. By following the 4 steps outlined on the following pages you will address the most important design issues before you submit your planning application.



step 1

what permissions do I need?

Planning permission

You can find out if you need planning permission for most projects on the Planning Portal website. The Planning Portal provides a range of information and an interactive guide for many common building work projects.

Certain minor changes to your house and small buildings in the garden may be allowed by planning rules and are known as 'permitted development'.

For a formal decision as to whether planning permission is required you can apply to the Council for a 'Lawful Development Certificate'. This type of application clarifies if planning permission is required. If it is not required, you will get a certificate to confirm this. If planning permission is required, you will then need to submit a formal planning application.

When you have decided what works you propose to carry out, you should use this guide to assess whether your proposal would comply with this good practice guidance. If you are unsure of any aspect of this guide you should contact the planning department for further advice.

If you require formal advice as to whether your proposal is likely to be considered acceptable you may make an application for Pre-Application advice. Details are available on the Council's website (a fee is payable for this service).

Other permissions

In addition you may require one of the other special permissions or consents below:

- **Listed Buildings:** If your property has a special historic or architectural character it may be a listed building which gives it special protection under planning laws. This means that before undertaking any works you will need to get listed building consent from the Council for most alterations, extensions and other works that affect the character of the listed building both externally and internally;
- **Conservation Areas:** If your property is within a conservation area your permitted development rights may be restricted. In certain conservation areas even minor alterations to the exterior of a property may require planning permission and trees around your property may be protected;
- **Tree Preservation Orders:** Some trees which are important to the local area are protected by tree preservation orders (TPO) set by the Council. If your works affect a TPO you may need special permission from the Council;

- All works must comply with **Building Regulations** and should be approved for compliance with these regulations. Advice is available from the building control department.
- **Protected Species:** Some houses may hold roosts of bats which are protected by law. Natural Resources Wales (NRW) must be notified of any proposed action which is likely to disturb bats or their roosts. If you think your property may be used as a roost for bats you should contact NRW to get their advice on how to proceed. Note also that all birds are protected whilst they are nesting and should not be disturbed during this period.

If you carry out any work including building an extension or making alterations that need planning permission or another consent without first obtaining the necessary permissions you may have to put things right later at considerable inconvenience and cost.

Other Consideration

Community Infrastructure Levy

Your development may be liable to pay the Community Infrastructure Levy (CIL). This allows local planning authorities to raise funds from developers who are undertaking new building projects in their area. The funds raised go towards infrastructure that is needed to support growth, such as schools and transport improvements. Not all developments are liable for CIL. For further details visit the Council's website.

step2

consider professional design advice

A professional advisor can help you prepare plans that meet the Council's requirements.

- Finding Finding Professional Advice: The Royal Town Planning Institute, (RTPI), The Royal Institute of Chartered Surveyors (RICS) and the Chartered Institute of Architectural Technologists (CIAT) can provide advice, and the Royal Society of Architects Wales can provide guidance on selecting and appointing an architect. Contact details are provided at the end of this document. Alternatively you may know someone who has carried out similar work and may be able to recommend someone to assist you. It is a good idea to obtain references from previous clients if possible;
- Preparing a brief: It is in your interests to write down your design requirements, how much you want to spend and what drawings are required to accompany your planning application as a brief to the designer. An important part of your brief should be to meet the requirements of this guide.

step3

Speak to your neighbours

- After you make a planning application the Council will consult your neighbours and may publicise your application with a site notice. If your neighbours or other third parties object in writing to the council, it may delay your application. Planning officers may suggest changes to your proposals if it adversely affects neighbours;
- You should speak with your neighbours to explain your proposals before completing your plans. If your proposals affect a party wall you will need to comply with the 1996 Party Wall Act.

step4

follow the design guidance

You should check with the planning department what drawings and plans they will require with your application. Submitting incomplete or inadequate drawings can slow down your planning application. Advice on typical requirements is given at the end of this document.

You should follow the guidance set out in this guide to help you achieve a good design. The Council will check if your plans follow this guidance. If they do not you may be refused planning permission.

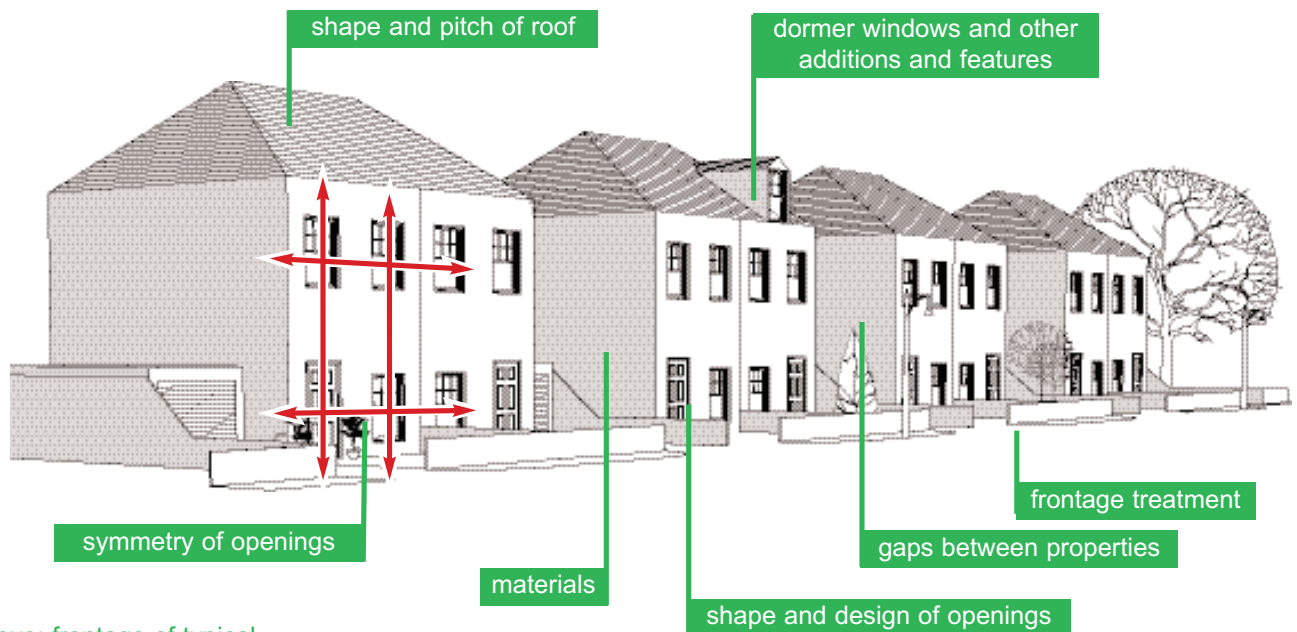
[guidance notes]

- 1** understanding your house and area
- 2** extensions and conservatories
- 3** garages and outbuildings
- 4** dormer windows and rooflights
- 5** boundary treatments
- 6** planting
- 7** providing for access and parking
- 8** raised decks and balconies
- 9** resource efficiency
- 10** crime prevention

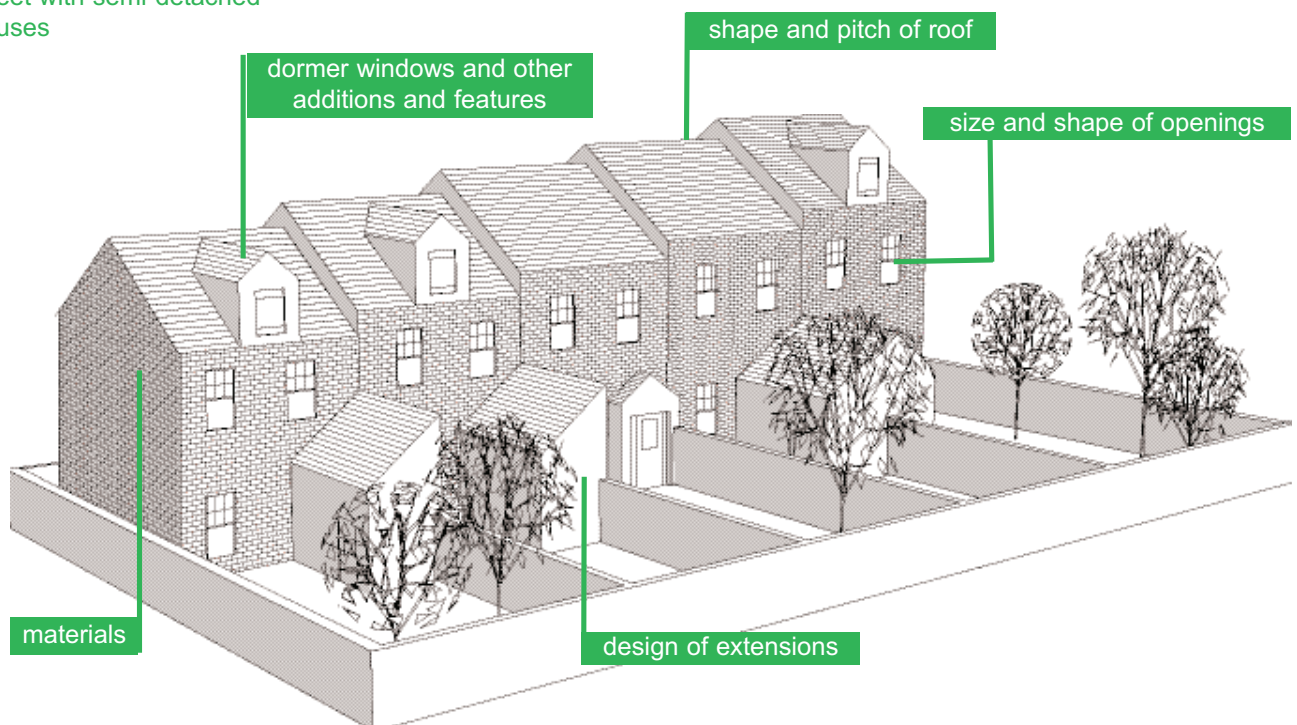
guidancenote1

understanding your house and area

One purpose of the planning system is to safeguard the existing qualities of buildings and streets. Extensions and alterations should be designed to complement the character of your property and street or area. To achieve this you need to understand the character of your property and area. In particular you should consider how your proposals will fit in with the characteristics shown on the drawings below.



above: frontage of typical street with semi-detached houses



above: rear view of typical terraced street

guidance note 2

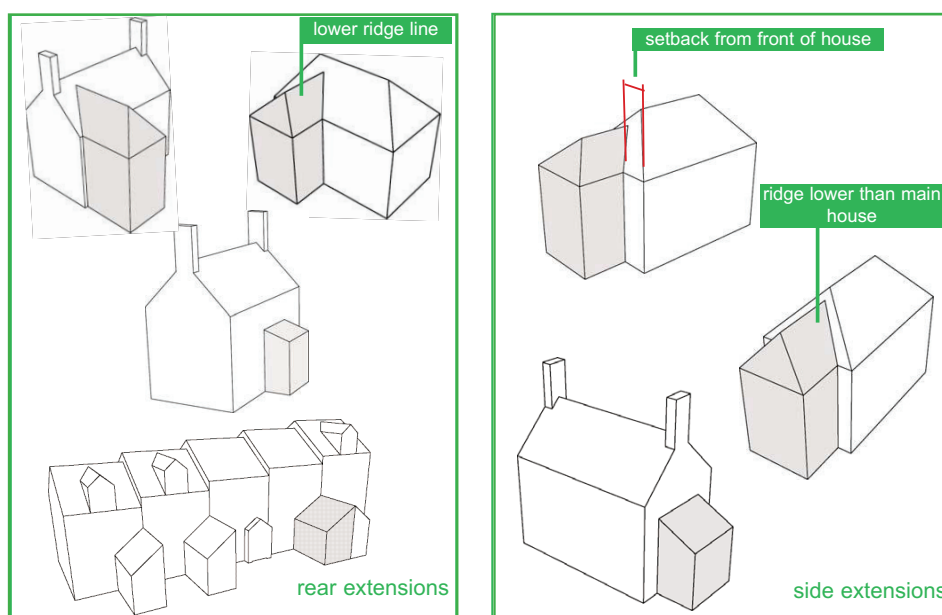
extensions and conservatories

An extension or conservatory is likely to be the most significant change you will want to make to your property. If poorly designed, it will affect your property, neighbours and street.

The size, shape and position of extensions and conservatories:

Key principles to consider when considering the size, shape and position of your extension are set out below. Front extensions will only be allowed where the context is appropriate e.g. if your house is set in large grounds or there are already such extensions in the street.

- the extension or conservatory should not normally dominate your house. As a general rule all extensions should be smaller than the original property, and with the exception of front porches they should be located to the rear or the side of the property, although the context and quality of the existing house and proposed extension will be taken into account;
- where possible, the roof pitch of the extension should be similar to that of the house;
- where possible the extension or conservatory should leave a reasonable space around the house and an adequate area of garden;
- on corner plots extensions or conservatories need to respect the street scene and have suitable boundary treatments;
- Depending on the type of extension proposed, there may be a need to provide off-street parking or where an existing off-street parking space is replaced as a result of an extension, or the conversion of a garage, there will be a need to provide replacement parking within the front curtilage of your property. Further information can be found in guidance note 7.



Avoiding over-shadowing of and overbearing impact on adjoining houses:

Extensions and conservatories should not cast large shadows over, or have an overbearing impact on, a neighbour's house or garden. As a general rule single storey extensions on the common boundary and near to a ground floor window of any principal room in an adjoining property, should be no longer than 4 metres, whilst two-storey extensions on the common boundary should be no longer than 2 metres at first floor.

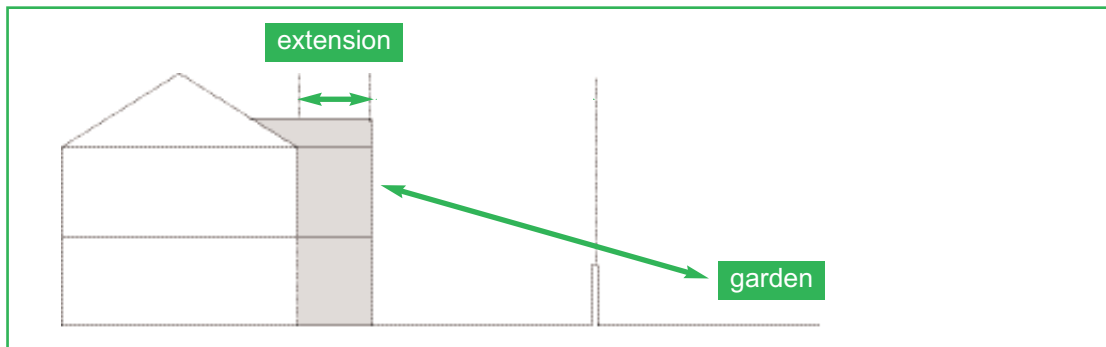
A 'principal room' can be defined as one of the main rooms of a house, such as a living room, main bedroom, and dining room.

Those limitations can be exceeded depending on the context of the proposed extension such as:

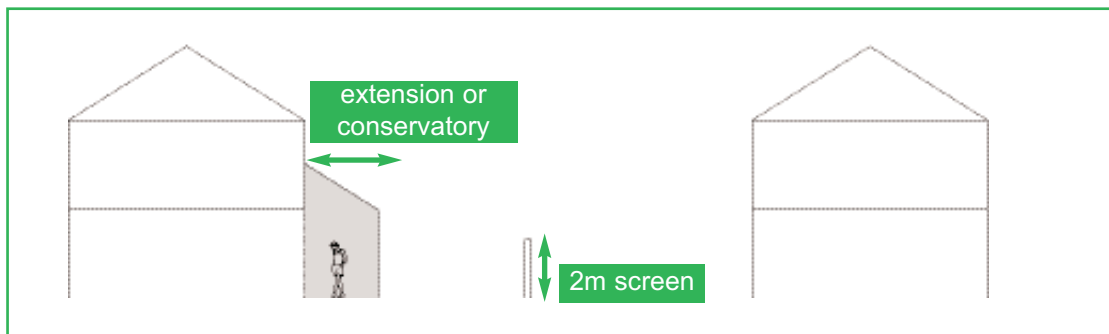
- The orientation of the houses
- The location of any windows in the neighbouring houses, and the rooms that they serve
- Existing extensions at neighbouring properties
- The location of any outbuildings
- Where the extension does not breach a line taken at 45 degrees from the centre of the nearest ground floor window of any principal room in an adjoining property
- The size of the garden where the extension is being built

Privacy and overlooking:

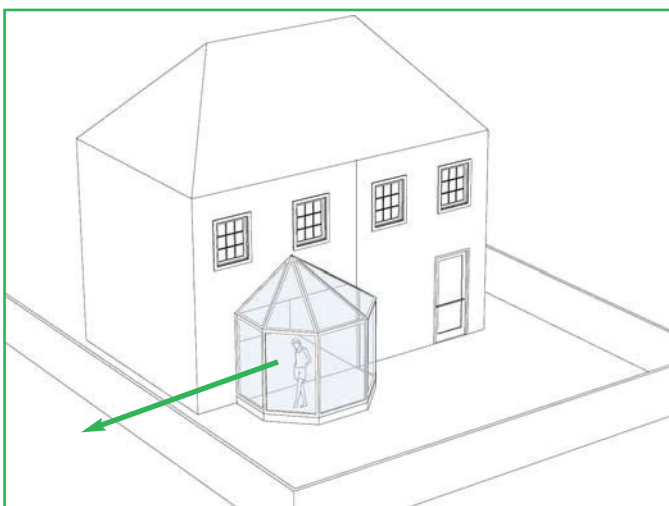
Extensions should not significantly reduce the privacy of neighbouring houses or gardens. If habitable rooms such as bedrooms, living rooms, studies or kitchens are proposed on the first floor or above, care should be taken to avoid direct overlooking from windows and balconies particularly where the extension is close to the boundary. In some cases such as sloping sites, care should be taken to avoid overlooking from ground floor extensions.



Overlooking of a neighbour's garden can be avoided by ensuring an adequate separation distance



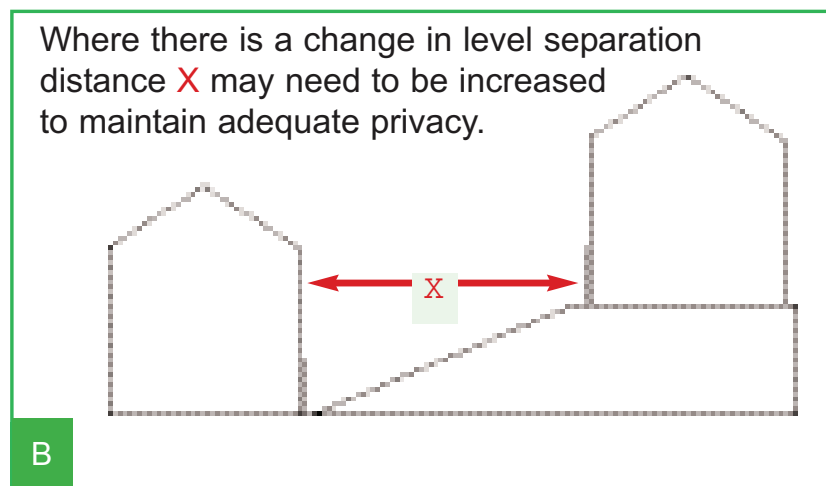
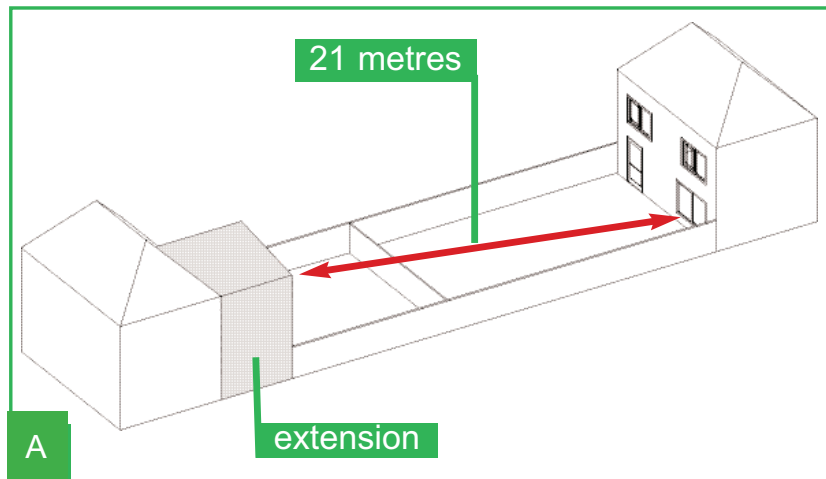
The erection of a 2 metre wall or fence can provide a privacy screen between a single storey extension or conservatory and a neighbour's garden



Conservatories should not overlook a neighbour's garden. This is particularly an issue where the conservatory is elevated, but the problem can often be overcome by screening, i.e. a wall, or obscure glazing in the conservatory.

Two storey extensions in a back to back situation:

- Where a proposed window to a lounge, dining room, bedroom or kitchen will directly face a similar window or a neighbouring property the distance between them should be at least 21 metres in a back to back situation. (Diagram A below);
- If buildings are at different heights, these minimum distances may need to be increased to maintain adequate privacy. (Diagram B below).



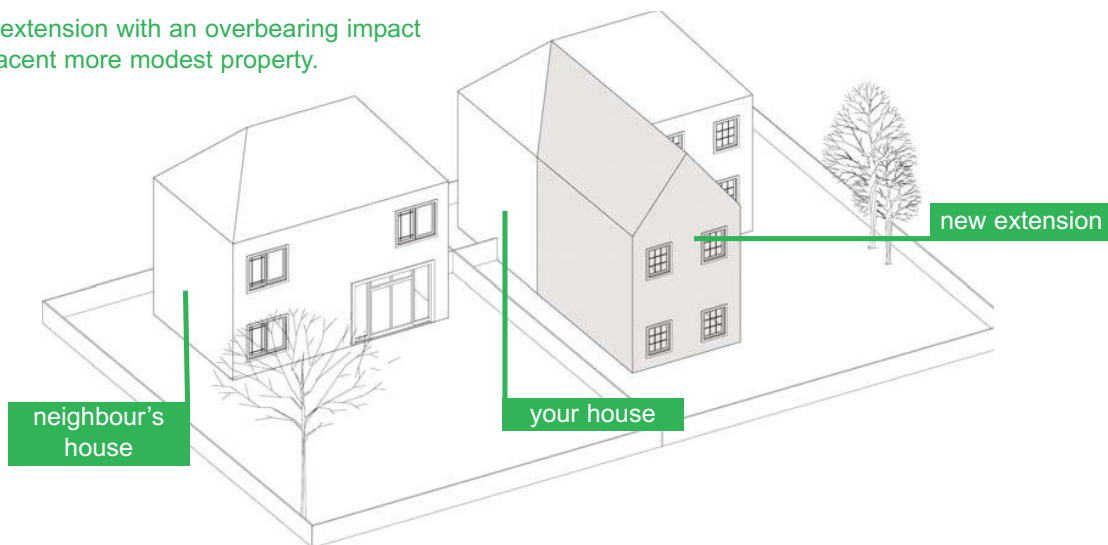
Single storey extensions:

Shorter distances may be acceptable for bungalows, single storey extensions and conservatories depending on the arrangement of the windows and boundary fencing or hedge planting. The planning department will advise you on what is acceptable in your particular circumstances.

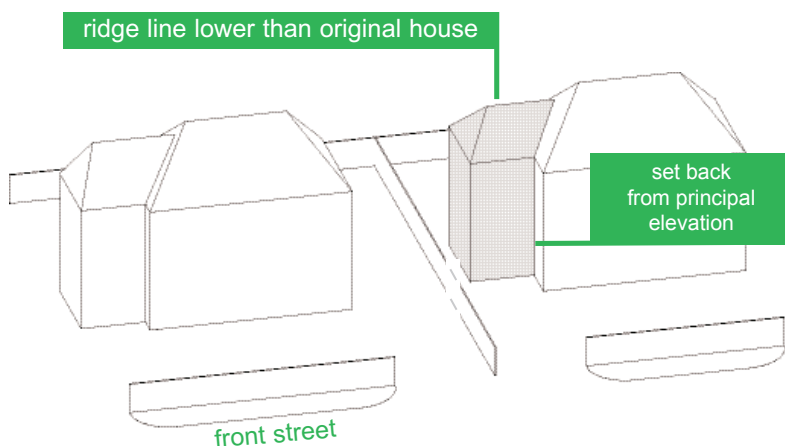
Avoiding 'overbearing'

Extensions and conservatories should not be overbearing to your neighbours. As a general rule, two-storey extensions should not be positioned very close to the boundary adjacent to the garden of a neighbour's property.

large new extension with an overbearing impact on the adjacent more modest property.



Maintaining an adequate gap between adjacent properties:



Where possible side extensions should be designed to avoid a terracing effect. This is particularly important for streets with detached or semi-detached houses where large side extensions and garages can fill the gaps and create the impression of a terrace.

In these circumstances, side extensions & conservatories should be sufficiently set back from the front of the property and have a lower roof ridge line than the house to avoid this terracing effect.

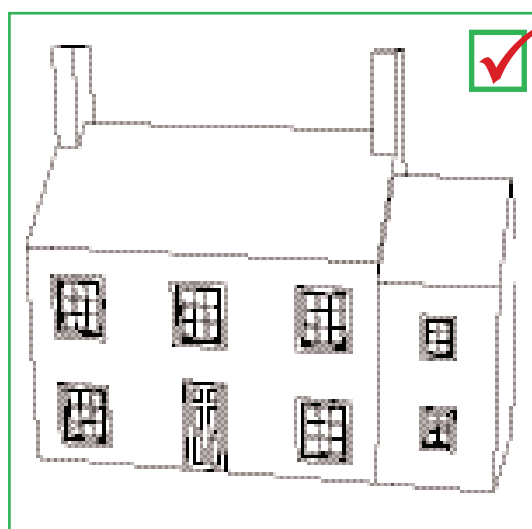
Windows and doors:

To respect the character of the existing building, extensions should normally have windows and doors that are similar to the house in size, shape, design and proportion. They should also reflect the pattern and arrangement of the windows of the house. This will be more important on walls that face a main road.

The visual impact of an extension will also be judged with regard to the wider street scene, for example in a street where the houses have front facing doors the existing main entrance to the house should be kept. Much will depend on the design of the existing house compared to that of the extension and the street scene: however, if the resulting building as a whole is of good design with the door in a different place, the scheme may be acceptable.



side extension: windows of wrong proportion



side extension: windows of similar proportion

Architectural style:

As a general rule, the architectural style of your extension should be similar to your existing house with similar roof details, windows, doors and external materials. If you think a more contemporary approach to the design might be appropriate, you may wish to use the Council's Pre-Application Advice service to obtain formal advice. In either case the Council will want to be sure your proposals will contribute to the quality of the locality.

Using the right materials

You should avoid external materials that clash with the existing property and the surrounding area. This is particularly important for front and side extensions as these are normally more visible from the street.

In most circumstances the materials that are used for an extension, garage or outbuilding should match those of the house. Although it may not be possible to find matching materials, particularly for older houses, and Building Regulations may have requirements such as double glazing that will make it difficult to match existing windows, your proposals will be expected to use materials that complement the colours, tones and textures of your house, unless you intend to change all the materials at the existing house to reflect the extension.



poor example - windows have different shape and proportion to those used for nearby house

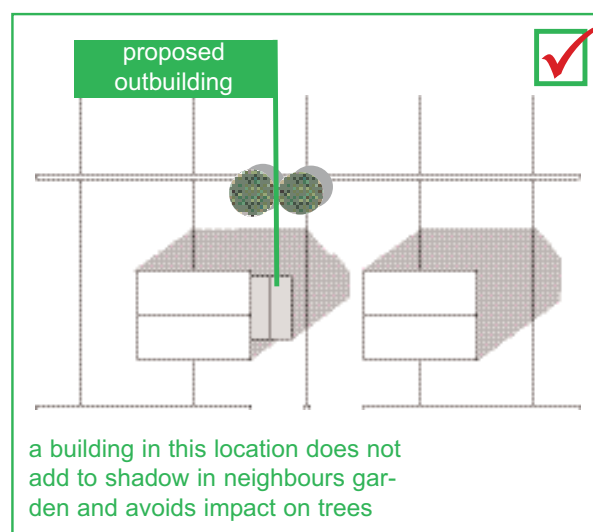
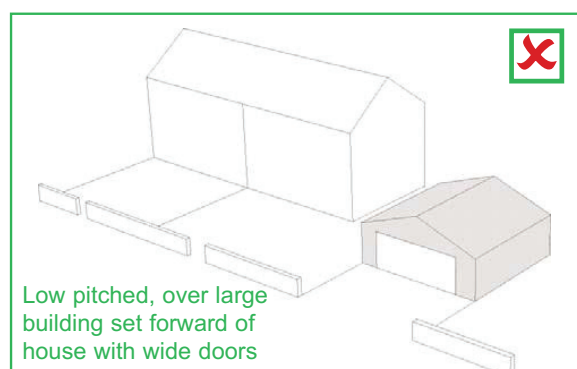
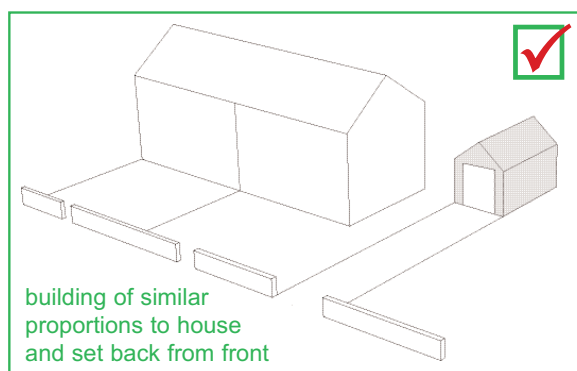
guidancenote3

garages and outbuildings

As a general rule, the architectural style of your garage or outbuilding should be similar to your house with similar roof details, windows, doors and external materials.

Key principles to consider when considering the size, shape & position of your garage or outbuilding are:

- An outbuilding must be smaller in scale and subservient to the house;
- Garages and outbuildings should normally not be in the front of domestic properties and should not be over dominant in relation to the existing and surrounding properties;
- Where the garage has a visual impact on the street scene. Garage doors should be as narrow as practical with two single garage doors preferred over one double door, where they are close to the house and prominent in the street;
- Generally the development of your proposed extension (taking into account the space taken up by other buildings within the boundary of your property, for example garage, shed, conservatory) should not result in the loss of more than 50% of your original garden area. Proposals taking up more of the original garden area than this could be considered to be an over-development of the site;
- Garages and outbuildings should not impact detrimentally on the space about buildings and should be designed to take into account access and parking set out in Guidance Note 7.



guidancenote4

dormer windows and rooflights

Normally dormer windows are discouraged to the front of your house, unless they are an existing local feature.

Sloping roof lights are less intrusive than dormer windows and can reduce the problems of overlooking. Increasing the roof height of a dwelling by altering the eaves height or pitch is very difficult to achieve satisfactorily and will not be acceptable in a terrace or a street in which heights and roof pitches are the same.

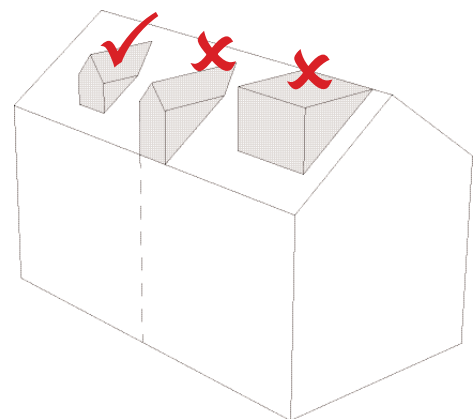
Where planning permission is required, key principles are:

- Dormer windows should be subservient to the main roof and use the same roofing details as the main roof;
- Dormer windows should cover no more than a maximum of 50% of the roof area on which it is located;
- Dormer windows should normally be set well back from the eaves, down from the ridge and in from the sides of the roof;
- New dormer windows should reflect the design of dormer windows that are an original feature of other buildings in your area or street;
- Dormer windows should be positioned to match the pattern of the windows on the rest of your house;
- Two smaller dormer windows are often preferred to one large window.



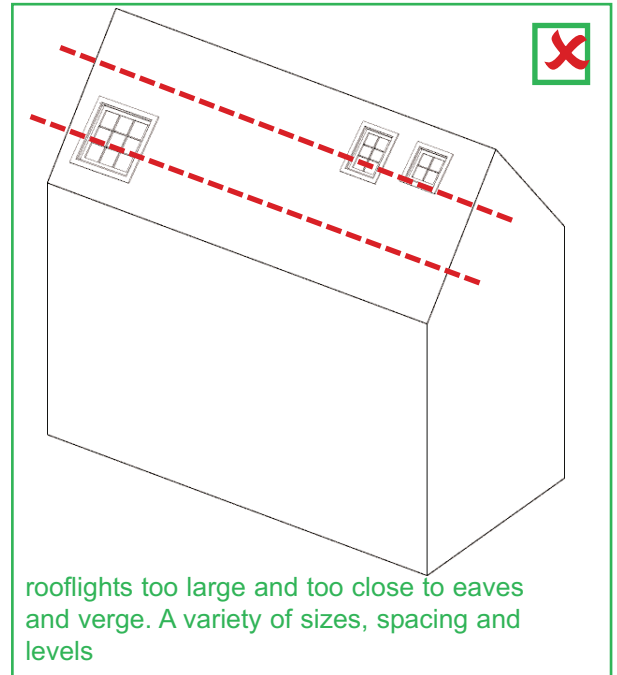
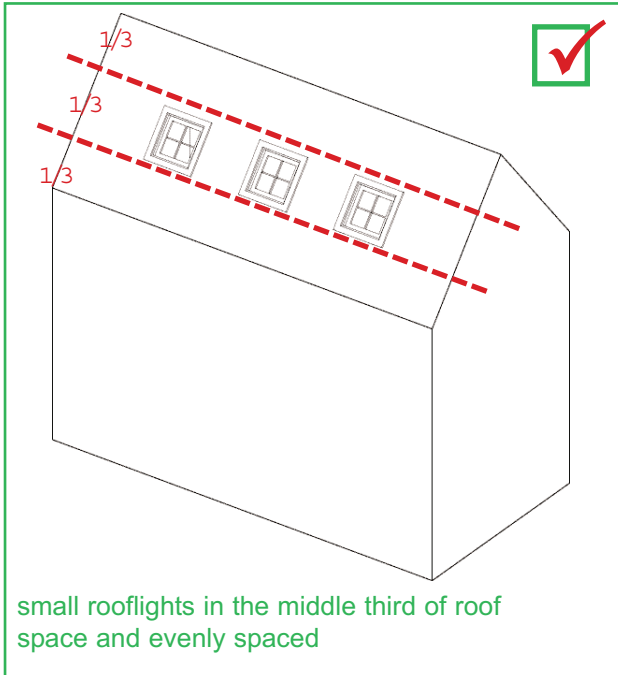
dormers should reflect the symmetry and size of other windows on your house. Often two small dormers are better than one large dormer.

✓ small pitched dormer set well back from eaves, down from ridge and in from sides



✗ dormer face at eaves ridge too high and too close to party wall

- rooflights should ideally be set within the middle third of the roof slope away from gables or roof abutments and chimneys;
- there is more than one roof light on a roof facing a main road they should be at the same level, evenly spaced, and of the same size, shape and design, unless there are practical reasons why that cannot be done;



guidance note 5

boundary treatments

Boundary treatments such as walls, railings and gates contribute to the quality of the street and provide security. They also help to enclose streets and make them more attractive to pedestrians. Streets can become unattractive if boundary treatments vary or are missing.

Key principles:

- Boundary treatments should match height, type and materials of properties on either side. This is particularly important where they are generally the same along a street, or a feature of the locality;
- New boundary treatments should not obstruct views of the house from the street, or of the street from the house.

Consistent frontage treatments contribute to the character of your street and should be retained.

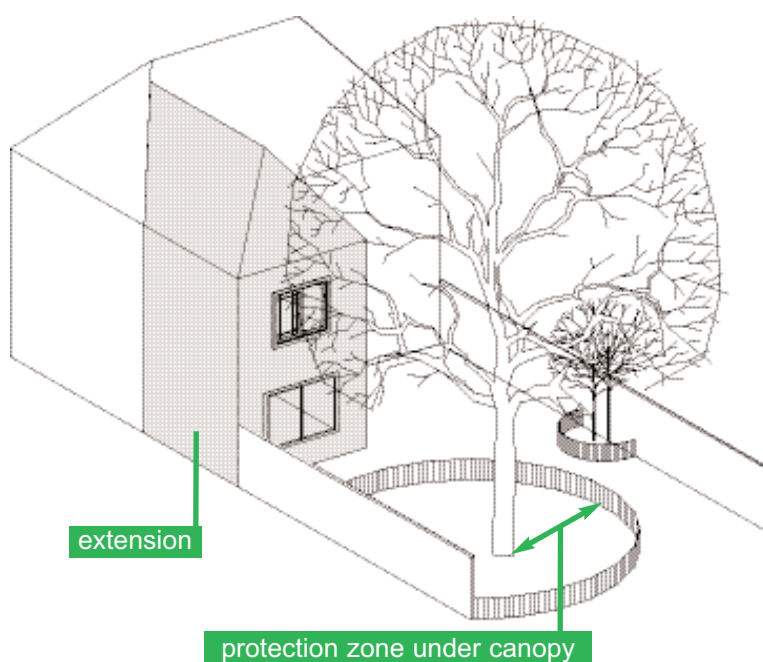


guidancenote6

planting

Existing trees and planting help make areas more attractive and add to the value of your home. However it is easy to damage trees and planting when carrying out works either by affecting the soil around the root zone or by cutting roots in the construction of services and foundations.

- building works should not be carried out underneath tree canopies or within a two metres radius of smaller trees with an undeveloped crown;
- equipment or materials should not be stored underneath tree canopies or within a two metres radius of smaller trees with an undeveloped crown;
- some trees are protected by law by tree preservation orders. It is illegal to carry out work on, or remove these trees without permission. If in doubt check with your council whether any of the trees on your property are protected by tree preservation orders;
- Also, if your property is within a conservation area you should check with the local council before carrying out any work that might affect any trees;
- Further guidance can be found in the Council's Supplementary Planning Guidance LDP 4 Trees and Development.



The roots of large trees generally need to be protected within an area that corresponds with the canopy above. Within this zone building materials should not be stored and roots should not be severed.

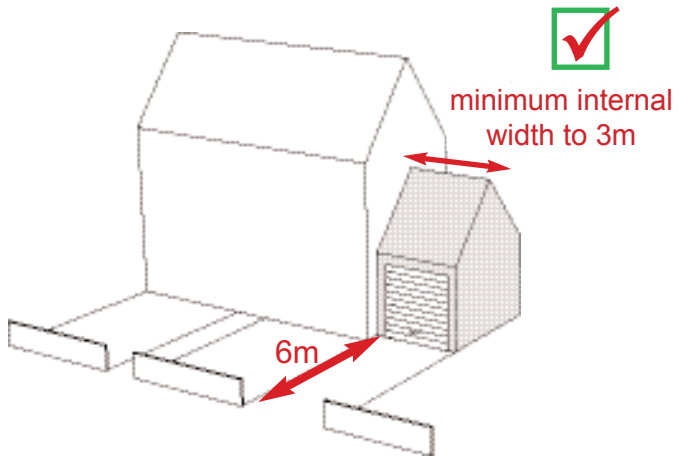
guidancenote7

providing for access and parking

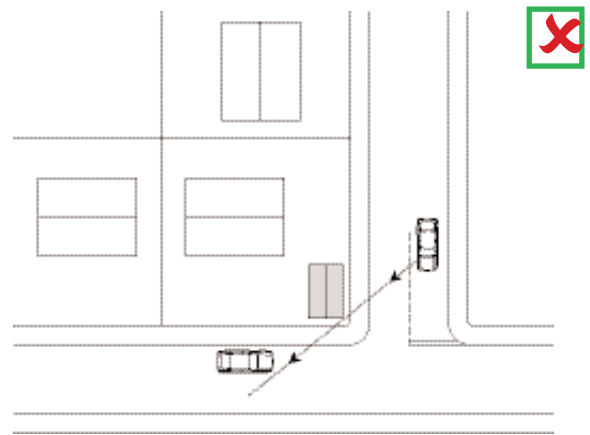
You must obtain a separate technical approval and licence from the highways department of the Council if you intend to construct a new crossing to the pavement or verge or if a new dropped kerb is required. You will also need to apply for planning permission if you want to make a new or wider access for your driveway on to a trunk or other classified road. The highways department of the Council can tell you if the road falls into this category.

Key principles:

- Maintain existing off street parking spaces;
- Check with the Council whether your extension may require additional parking spaces. This may be the case if it includes additional bedrooms or removes spaces, i.e. by building over a drive;
- The access should be safe and the highways department will advise on their safety standards and how to meet them;
- Gates will not be allowed where they open out onto the footway or highway;
- New vehicular access off a main road or a very busy road may require a turning area within your plot so vehicles do not have to reverse in or out;
- Parking spaces should normally measure 2.6m wide by 4.8m long (or 3.6m by 4.8m for disabled parking spaces). Parking spaces, including garages, should measure 3m by 6m, free of wall piers or other obstructions, to allow car doors to be opened (or larger for disabled access, up to 3.8m by 6m);
- Additional parking required will be based on the extension only and will not seek full retrospective compliance with the council's standard. That is to say, if the extension raises the overall parking requirement only the increased space will be required;
- All hard surfaces should be porous or permeable or connected to a positive drainage system;
- Any new garage required to provide for parking should not have a detrimental impact on the safety of users of the highway;
- Where possible vehicles should be parked where they can be seen to reduce the opportunities for criminals;
- The minimum setback for an 'up and over' type garage door is 0.9 metres, when the access to the garage is via a rear lane.



If practicable a garage door should be a minimum of 6 metres back from the front boundary to allow a parked vehicle in front



garage/outbuilding too close to corner for visibility, in front of building line and with insufficient drive

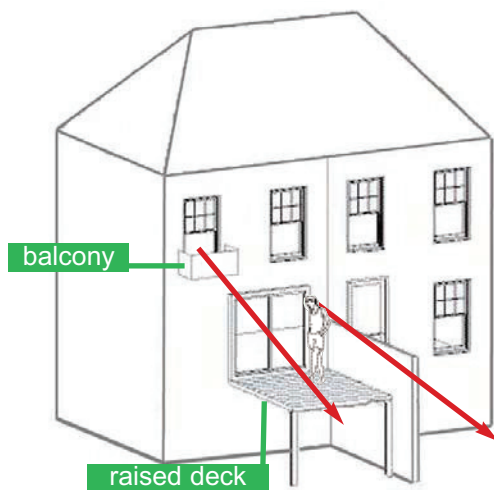
guidancenote8

raised platforms

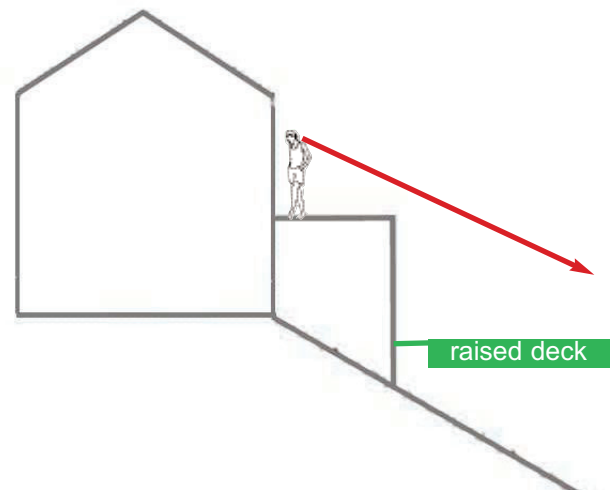
Certain raised platforms including decking, balconies and verandas as well as patios and changing ground levels may require planning permission.

Such works should not result in overlooking, overshadowing or overbearing of your neighbours property. You should also ensure that the raised platform does not dominate the character of the property or have a detrimental impact on the street scene.

Careful consideration should be given to any means of screening that you intend to attach to your raised deck, balcony or veranda.



Potential overlooking from balconies and decking should be avoided



On sloping ground decks can cause severe overlooking problems which should be avoided

guidancenote9

resource efficiency

Buildings have an inherent environmental impact and contribute to CO² “greenhouse gas” pollution.

Resource efficiency means minimising the energy your house needs for heating, lighting and other energy uses. It also means using materials and construction methods that do not require a lot of energy to either produce or build.

Proposals for alterations and extensions which achieve high levels of resource efficiency are encouraged by your local Council.

Key principles:

- wherever possible use materials that are produced locally and which come from a source that can be renewed without harm to the environment. High quality reclaimed materials can save resources and may also provide a better match with the existing building;
- avoid the use of tropical hardwood and look for timber which is certified as coming from sustainable sources; in designing your alteration or extension consider whether there are opportunities to build-in features to produce energy. This may include solar panels or domestic wind turbines. Solar water heating panels can provide 50% of your hot water requirements, while photovoltaic panels and wind turbines can produce some of your electricity. Whilst energy saving features are encouraged, if poorly located they can detract from the character of your house or neighbourhood, especially if the building is listed or within a sensitive area such as an Area of Outstanding Natural Beauty or a Conservation Area. If you are planning to incorporate any of these features you should check whether they need planning permission;
- you can also save energy and heat your home by making the most of heat from the sun, if your extension faces south east to south west. Generally windows on the south side of the building should be larger than those on the north side;
- arrange the internal layout of the extension so that the main habitable rooms are on the southerly side of the building where this does not cause overlooking problems;

- in the summer you can avoid the need for cooling or air conditioning by ensuring that south facing windows are shaded, eg by roof overhangs or trees or reflective blinds;
- although conservatories can provide an additional light room in the winter months they can be very expensive to heat in the winter and can waste energy. Conservatories should be separated from the main house by an insulated wall and closeable doors and windows so that you can avoid having to heat it when it is cold;
- in very heavy rain, water run-off from hard surfacing can overwhelm drains and cause flooding and pollution. You can avoid this by using a 'green' roof, which has turf or plants sitting on a waterproof membrane and must have a low pitch of less than 15 degrees. Permeable paving surfaces such as blocks or bricks set in the ground, allow rain water to drain away gradually. Rainwater butts can provide a useful source of water for garden watering or car washing in drier periods;
- if your proposals involve demolition, re-use as much of the demolition waste as possible on-site;
- provide house entrances away from prevailing winds and protect with a porch or lobby;

A number of contacts for information on renewable energy are given at the end of this document.

guidance note 10

crime prevention

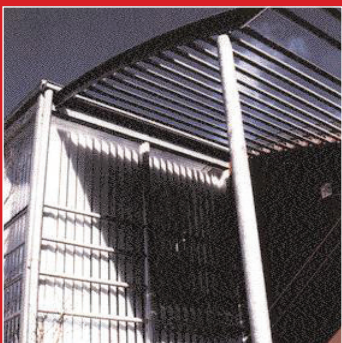
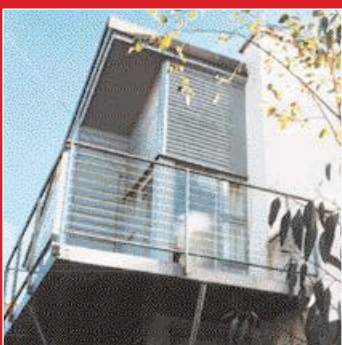
The council is obliged to encourage design that reduces crime under section 17 of the Crime and Disorder Act.

- Put yourself in the position of a burglar. Is your house an easy target? What can you do to make your home more secure?
- If a burglar or thief thinks they can be seen they are less likely to commit a crime so provide good natural surveillance from your home onto the street, your gardens and driveways. This can be achieved by the careful positioning of windows;
- Where possible ensure that you can view your parking area from your house;
- Low boundaries at the front give maximum visibility but high walls and fences of 1.8m provide good security at the rear whilst side entrances should be lockable;

Key security considerations: reducing visibility of rear garden from street, surveillance of drive and street; clear views to street frontage; secure rear fence



- Dusk to dawn operated lighting surrounding your property will deter burglars;
- You should ensure that all locks are securely fitted and meet British Standards;
- Consider fitting a good quality burglar alarm, a proven deterrent.



submitting
your
application

[section2]

Requirements for a planning application

Once you know what applications to make and what permissions you need, you can apply for planning permission. If you have any questions relating to completion of application you should contact the planning department for further advice.

You can apply online via the Planning Portal. The online process guides you through applications and provides help at each stage.

Alternatively, you can complete and submit a paper version of the application form.

When submitting an application the following supporting information is required:

- The standard application form;
- An ownership certificate - Certificate A if you are the owner of the dwelling, Certificate B if you are not the owner or are part-owner of the dwelling;
- Agricultural holdings certificate – this is required whether or not the site includes an agricultural holding. All agricultural tenants must be notified prior to the submission of the application;
- Design and access statement (if required) – this should outline the design principles and concepts that have been applied to the proposed development and how issues relating to access to the development have been dealt with;
- Correct application fee. You can calculate the correct fee for your application by using the Portal's fee calculator;
- CIL Liability Form;
- Plans and drawings as listed below:-

Location plan

- Scale 1:1250 preferably and no smaller than 1:2500;
- Including a North point;
- Outline the application site in red line, and indicate any adjoining land owned or land controlled by the applicant with a blue line;
- Show the application property in relation to all adjoining properties and the immediate surrounding area, including roads;
- Show vehicular access to a highway if the site does not adjoin a highway.

Details of existing site layout - block plan

- Scale, typically 1:200 or appropriate scale to ascertain required level of detail.
- North point, date and number on plans;
- Show the whole property, including all buildings, gardens, open spaces and car parking;
- Indicate all boundaries and the position of nearest buildings;

Details of proposed site layout

- Scale, typically 1:200;
- North point, date and number on plans;
- Show the siting of any new building or extension, vehicular/pedestrian access, changes in levels, landscape proposals, including trees to be removed, new planting, new or altered boundary walls and fences, and new hard-surfaced open spaces;
- Show proposals in the context of adjacent buildings.

Floor plans

- Scale 1:50 or 1:100;
- In the case of an extension, show the floor layout of the existing building to indicate the relationship between the two, clearly indicating new work;
- Show floor plans in the context of adjacent buildings, where appropriate;
- In the case of minor applications it may be appropriate to combine the layout and floor plan (unless any demolition is involved);
- Include a roof plan where necessary to show a complex roof or alteration to one.

Elevations

- Scale 1:50 or 1:100 (consistent with floor plans);
- Show every elevation of a new building or extension;
- For an extension or alteration, clearly distinguish existing and proposed elevations;
- Include details of material and external appearance;
- Show elevations in the context of adjacent buildings, where appropriate.

Cross Sections

- Scale 1:50 / 1:100 (consistent with floor plans), where appropriate.

Other Supporting Information

- Use of photomontages, artist's impressions and / or CAD visualisations to illustrate schemes;
- 3D built models are valuable on major schemes to help show massing and relationship between buildings;
- Bat Survey (if required);
- Tree Survey (if required);
- Structural Calculations (if required).

Further Reading

The following are available from the Welsh Government or Office of the Deputy Prime Minister (ODPM):

Welsh Government 2016, Planning Policy Wales (Edition 9)

Welsh Government 2005, TAN 8 Renewable Energy

Welsh Government 2016, TAN 12 Design

Welsh Government 2014, A Householder's Planning Guide for the Installation of Antennas including Satellite Dishes

The Party Wall Etc Act 1996: explanatory booklet

Protected Trees - A Guide to Tree Preservation Procedures

Welsh Government 2008, Improving your home - A Climate Change Guide

Welsh Government 2014, Householder Permitted Development Rights

Welsh Government 2013, External Solid Wall Insulation – A planning guide for householders

Planning Portal - <https://www.planningportal.co.uk>

Caerphilly County Borough Council - <http://www.caerphilly.gov.uk/Services/Planning-and-building-control>