

# Guide to Article 4 Direction for Trowse: Questions & Answers

## ***What is an article 4 direction?***

An article 4 direction requires homeowners to apply for planning permission for minor alterations to their properties and land that would otherwise be allowed to be made without the need for planning permission. The ability to make alterations is granted through legislation referred to as 'permitted development rights.' An article 4 direction withdraws some of these rights and is served for housing in an area when the character of that area can be affected by minor alterations, for example in conservation areas.

## ***Why is the direction being served on Trowse?***

Trowse is a unique conservation area within the district, being mainly characterised by houses built by the Colman family for their workers. They adopted a traditional Georgian red brick style for their housing and this makes a very significant contribution to the overall character of the village. The direction will help to ensure that when changes are being made a consistent design approach is taken.

## ***Which part of my house is affected?***

The direction only relates to front and side (i.e. principal) elevations and land that can be seen from the highway. Works which require planning permission include: alterations and extensions to the front and side of a house; altering and demolishing fences, gates and railings; painting unpainted front and side elevations; alterations and replacement of chimney stacks; replacing windows and doors; altering roof coverings; insertions of rooflights; insertion of solar panels and solar thermals.

**The direction does not affect rear elevations – although normal planning regulations will still apply for planning permission e.g. for rear extensions.**

## ***Can I add a porch or extension to the front of the property?***

The flat elevations of terraces, which are very important to the character of the conservation area, means that porches stand out and can disrupt 'visual harmony'. Permission will not generally be granted.

## ***Can I demolish or alter my front garden wall and/or remove railings?***

Demolition or alterations to front garden walls, or the removal of railings, will require planning permission. Railings are very important to the character of the conservation area and should be preserved. Where lost, replacement railings are encouraged.

## ***Can I paint my house?***

Permission will be required for painting principal front and side elevations (where visible from the highway) that are not currently painted. Repainting already painted surfaces with a new colour will not require permission, although the choice of sympathetic colours is encouraged.

### ***Can I demolish a chimney stack?***

Chimney stacks are also an important traditional feature of conservation areas. Any changes to a stack, for example lowering the height, will require planning permission. If a stack is in poor condition and structurally dangerous, planning permission will be granted for rebuilding on a like for like basis with good matching bricks.

### ***Can I replace or upgrade my windows?***

It is always preferable to upgrade original windows with insulation lining and/or secondary glazing, or replacement 'slimlite' double glazed panes, rather than wholesale replacement. However, it is recognised that some windows are in poor repair and need replacing, and other windows have already been replaced with poor quality or inappropriate modern designs. An opportunity exists for the enhancement of the area through reinstating the traditional window styles.

If replacing a window there is the option of using high quality rot resistant wood such as accoya, or high quality uPVC. In either case it is important that the windows closely match the original window design. (Where the original design no longer exists, neighbouring properties may provide a design reference). Side opening casement windows should be flush fitting and not stormproof design. Sash windows should:

- Slide up and down
- Have the correct number of windows panes
- Have the frame installed so that it is set back behind the existing brickwork rather than 'flush' (except Block Hill Cottages).
- Specify a 'Putty line' for the design of external glazing bars
- Have an increased height of bottom rail, and vertical rather than diagonal division of frame

### ***Can I replace my door?***

There is now a variety of door styles. The traditional solid 'Victorian style' four panel door or 'Georgian style' six panel door can both be considered acceptable. Neighbouring properties can provide a cue as to what design to choose. Top panels may be glazing if desired. Ideally, door colours should be traditional.

### ***Can I change roof coverings or insert rooflights?***

Traditional roof coverings should be preserved and/or carefully replaced on a like for like basis where necessary. Older tiles should be placed on front roof slopes. Permission will be required if you change the type of roof covering or the colour. Planning permission will be required for rooflights on the front or side roof slopes where visible from the highway.

### ***Can I install solar panels and solar thermals?***

When the direction is confirmed, planning permission will be required for any solar panels or solar thermals on front facing roof slopes or side slopes where they face the highway. Normal planning regulations apply for solar panels and solar thermals on rear roof slopes.

***Do I need to pay for planning permission?***

Normal planning fees apply. Please see: <https://www.south-norfolk.gov.uk/planning/do-i-need-planning-permission>

***What do I need to submit?***

Please read the general advice on submitting an application. An application should include:

- Existing photos of property can be acceptable rather than a survey drawing.
- Details of the design of the item e.g. window sections or detailed design of railing.

For window and door design either the joiner or manufacturer should be able to provide you with profile and section drawings, or technical brochures can be submitted.

If you have any other queries, please contact Chris Bennett, Senior Conservation and Design Officer, on 01508 533828