

**GREAT LINFORD PARISH COUNCIL
PLANNING POLICY GUIDE
ANNEXES & CONVERSIONS**

WHAT IS AN ANNEXE?

Applications are sometimes made either directly for an “annexe”, either a single storey detached dwelling, in the rear garden or as a garage conversion with side and rear extension.

The accommodation may be described as accommodation for an older parent but is often described as a ‘Study’ or ‘Playroom’.

More often than not it is not linked or connected in any way to the existing house.

Neither does it have any additional parking space/s.

An annexe can be defined as:

An extension to a main building, or a building used as an addition to a main one nearby, to be used as ancillary accommodation.

ANCILLARY (**needs planning permission**) generally anything you (as a person) could do normally in a standard house as built; e.g. eat, sleep, sit comfortably, pray, study, watch tv, shower.

Also ancillary use can be incorporated as long as it’s subordinate to the incidental, i.e. shower room for gym or small bar area, these are seen to not materially extend the normal living accommodation at the property.

INCIDENTAL (permitted development) generally everything else. Including; storage, swimming, bowling, gym, art studio, or something that can be classed as a hobby.

An incidental use is "parasitic" on the primary use- it cannot exist without it.

Clearly if a proposed “annexe” or garage conversion/extension to dwelling is a totally separate and self-contained dwelling house, without any physical link to the existing house.

- It is not an extension to the main building, as it has no physical link.
- Neither might it be a building used as an addition to or ancillary accommodation to the main one nearby as the facilities are self-contained and are for the use of the occupants, not those occupying the main dwelling.
This however is a matter of judgement.

CONSIDERATIONS

1. Is it an “annexe” or a separate dwelling?

In one case, planning application 09/01820/FUL

Erection of detached annexe to rear, the Planning Officer advised GLPC:

“I advised that the principle of a single storey annexe at the above-mentioned location could be acceptable. I highlighted that I noted that the detached annexe would have its own kitchen and bathroom and usually we would like to see that some facilities are shared between the annexe and main dwelling.”

2. Could the “annexe” be sold for use as a separate dwelling?

Does the proposed developments have, or would be possible to provide, a door giving independent access to the highway, so creating two separate dwellings on the site.

Is there any door or opening link between the proposed ‘annexe’ garage conversion/ extension and the existing dwelling?

If the ‘Annexe’ or garage conversion/extension has two floors, is there a separate staircase to the first floor accommodation and no access to the existing first floor accommodation?

NOTE it is possible to block up the door or close an opening with further permission from the Local Authority.

3. Is there adequate allocated parking on plot for the number of bedrooms in the total development?

Milton Keynes Council adopted new Parking Standards Supplementary Planning Document [SPD] in January 2016 replacing Adopted Parking Standards 2005 & Addendum to Parking Standards 2009. Incorporating an update of relevant aspects of Milton Keynes Council's New Residential Development Design Guide (2012) Supplementary Planning Document (SPD)

If the development falls within the relevant Zone of the MK SPD 2016 and for User Class C3 [Residential dwellings] parking spaces for each dwelling must be provided in accordance with the number of bedrooms, plus unallocated on-street visitor parking.

- Garages do not count as parking spaces.
- Parking spaces in front of garages must be at least 6 metres long in order to allow access to the garage without a car overhanging the footway.
- Detached homes with 5+ bedrooms will generally be expected to have at least 2 on-plot, independently accessible parking spaces.
- The internal dimensions required for a garage are 3 metres x 7 metres.
- Parking spaces should be a minimum of 5.0m x 2.5m.
- Each space must be independently accessible - no 'tandem' parking.
- Where the parking space adjoins a dwelling an additional 1.0m wide space should be provided.
- Where the parking space adjoins a wall/fence an additional 0.5m wide space should be provided.

POLICY T15

Development proposals should meet the following vehicle parking requirements:

- i. Car parking provision must not exceed the Council's maximum standards.
- ii. On-site parking should not be reduced below the maximum standard if it would be likely to result in offsite parking causing problems that cannot be resolved by on-street parking controls.
- iii. Parking areas should be well designed in terms of safety, circulation and appearance and assist access by pedestrians and cyclists.

4. Overall is the 'annexe' or conversion an overdevelopment of the site and what impact does it have on the amenity of adjacent residents to the side or rear?

Refer to the GLPC Planning Policy Guide DESIGN

GLPC WOULD RECOMMENDS REFUSAL OF PLANNING PERMISSION WHEN

1. Without any shared facilities or physical link to the existing house the "annexe" garage conversion/extension could be considered as a separate dwelling house.
2. There is a real chance that any "annexe" garage conversion/extension could be provided with independent front door access and sold as a separate dwelling.
3. No additional allocated or unallocated visitor parking is provided to meet that required by MKC Standards.
4. The proposed "annexe" or garage conversion/extension could be considered to be an overdevelopment of the plot. The existing dwelling may have already been extended.

GLPC WOULD ALSO REQUEST A CONDITION BE APPLIED RESTRICTING USE OR SALE. EXAMPLES

Either

The single-storey, study and garage conversion hereby permitted shall be used solely as study and playroom accommodation to {INSERT ADDRESS}. Solely for the use of members of the family, residing at the premises and not to be let or sub-let, or transferred separately from the main property.

Or

The extensions hereby permitted shall be used as ancillary accommodation to {INSERT ADDRESS} Solely for use by members of the household residing at the premises and shall not be let or sub-let, or transferred separately from the main property.

NOTE The subtle differences in the wording between **family and household** residing at the premises.

Family is preferred by GLPC as it is more specific.