



City of Westminster

PLANNING & CITY DEVELOPMENT



SATELLITE DISHES

A Guide to Installation, Siting and Design
Supplementary Planning Guidance

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Produced by the Department of Planning and City Development,
City Hall, 64 Victoria Street, London SW1E 6QP
www.westminster.gov.uk

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Introduction

Recent years have seen a significant increase in the use and variety of telecommunications equipment. Much of this needs to be fixed to a building to work efficiently and, in many instances, this will require the permission of the City Council.

The City of Westminster has over 11,000 listed buildings and over 75% of the borough falls within a conservation area. This makes it particularly important that all types of telecommunications equipment is well designed and carefully sited, so as to minimise any visual impact.

This guide aims to:

- Explain when you need to make an application to install a satellite dish.
- Explain how to make an application for planning permission or listed building consent.
- Provide advice on design and siting of such equipment as well as alternatives to satellite dishes.

This guidance is primarily for householders wishing to install a satellite dish. However, the general principles also apply for commercial premises and for the installation of communications equipment other than satellite dishes. This guidance does not apply to mobile phone masts, which are covered by separate legislation. Sources of further advice, particularly on types of equipment not covered by this booklet, can be found in the appendices.

Any * marked terms are explained in the Glossary at the back of this document.

Westminster's Planning Policies

This document is Supplementary Planning Guidance which elaborates on the City Council's statutory planning policies.

All planning decisions are based upon these policies, which are set out and explained in the City of Westminster's Unitary Development Plan (UDP), which was adopted in January 2007. This can be viewed at: www.westminster.gov.uk/environment/planning/unitarydevelopmentplan.

Relevant policies in the Unitary Development Plan include: DES1, Principles of Urban Design and Conservation; DES6, Roof Alterations and Extensions; and DES5, Alterations and Extensions.

This document supersedes Westminster's previous Guide to the Siting of Satellite Dishes (December 1998), and incorporates recent changes to legislation relating to the number and types of satellite dishes which may require planning permission.

Planning Regulations

Before you buy or install a satellite dish, you should check whether you need to apply for planning permission or listed building consent and whether you need the permission of the landlord or building owner.

PLANNING PERMISSION

In certain circumstances, satellite dishes can be installed without the need to apply for planning permission under what are known as 'permitted development rights'. This depends on a number of criteria including (i) the size of the equipment; (ii) the type and height of building to which it is attached; and (iii) whether the building is situated within a conservation area*.

These regulations come from central government legislation - The 'Town and Country Planning (General Permitted Development Order 1995 (as amended)).'

The tables on page 6-7 and flow chart on pages 14-15 of this booklet will help you work out if you need planning permission. Details of how to submit a planning application are included on page 10.

Please note that some sensitive areas, where minor alterations to a building can have a harmful effect on character, are subject to an 'Article 4 Direction*.' This means that small alterations, including installation of satellite dishes, may require an application for planning permission. There are a number of such directions in Westminster, and these are listed in the back of this document (see page 22).

If you are not sure whether you will need to apply for planning permission in your particular case, please contact the Planning Department for further advice (see Contacts at the end of this booklet).

Is Planning Permission Required?

The following tables will help you determine whether you require planning permission to install a satellite dish on your building. Please note that on listed buildings, you will almost always require listed building consent, even if planning permission is not required (see pages 8-9).

Satellite Dishes on Flats and Commercial Buildings <u>15 metres or more</u> in height	
Number of antenna(s)	Up to 4 antennas are permitted
Size of antenna(s)	All antennas are permitted to be up to 130cm in length*, except where they are located on a chimney. Chimney mounted antennas are limited to 60cm in length.
Location Restrictions	Antennas should not exceed the highest part of the roof by more than 300cm.
Restrictions in Conservation Areas*	Antennas are not permitted on a chimney, wall or roof slope that both faces and is visible from a road.

Satellite Dishes on Dwelling Houses, Flats and Commercial Buildings <u>under 15 metres</u> in height	
Number of antenna(s)	Up to 2 antennas are permitted.
Size of antenna(s)	Single antenna are permitted to be up to 100cm in length. For 2 antennas, one is permitted to be up to 100cm in length; any second antenna is limited to 60cm in length. Chimney mounted antennas are limited to 60cm in length.
Location Restrictions	In buildings or dwelling houses which have a chimney stack, antennas should not protrude above the highest part of the roof by more than 60cm, or the highest part of the chimney, whichever is the lower. In buildings or dwelling houses without a chimney stack, antennas should not protrude above the highest part in the roof. Antennas should not protrude above the highest point of the chimney.
Restrictions in Conservation Areas*	Antennas are not permitted on a chimney, wall or roof slope that both faces and is visible from a road.

LISTED BUILDING CONSENT

Listed buildings* are buildings of special architectural or historic interest. Even if planning permission is not required, it will almost always be necessary to obtain 'listed building consent' from the City Council before erecting telecommunications equipment on a listed building, or within its curtilage*. The City Council will consider the impact the satellite dish will have on the character and special interest of the building. It is recommended that you contact a design and conservation officer in the Planning Department to discuss proposals before an application for listed building consent is submitted. Page 10 explains how to submit an application for listed building consent.

If you install telecommunications equipment without the necessary consents, the City Council may require you to remove or relocate it, at your expense.

Other Aerial Systems

Telecommunications equipment installed and used by Licensed Code Operators* are controlled by different planning requirements, not covered in this booklet.

Larger scale equipment erected by others, such as radio taxi firms, private radio operators and diplomatic missions, will almost always require planning permission.

COUNCIL OWNED PROPERTY

CityWest Homes, the City Council's Arms Length Management Organisation, is responsible for the management of all Westminster Council owned properties.

You are not allowed to fix satellite dishes to council owned property without first obtaining written consent from CityWest Homes, on behalf of the council as landlord. This is obtained after you apply for planning permission and/or listed building consent (where it is required). However, you may obtain conditional consent from CityWest homes prior to applying for planning permission.

Many council owned residential blocks also have access to cable television. For more information about the availability of cable television in your block, please contact your local estate office (see Contacts at the end of this booklet).

OTHER TENANTED/LEASED PROPERTY

Other lessees and tenants who are considering installing a satellite dish should seek approval from their direct and superior landlords before incurring any expense.

BUILDING REGULATIONS

Building regulations approval is not required for telecommunications equipment less than 1.5m in diameter* and securely fixed to the structure of the building. Dishes greater than 1.5m in diameter, or those not securely fixed, are controlled under Section 30 of the London Building Acts (Amendment) Act, 1939. In these cases an application for building regulations approval is required by the District Surveyor in the council's Building Control Department. (see Contacts at the end of this document)

Making an Application

When making an application for planning permission or listed building consent you will need to submit the following: (Please submit four copies of all information.)

- Completed application forms.
- A location plan at 1:1250 scale with the application site clearly outlined in red.
- Photographs showing:
 - the building viewed from the street with an 'X' showing the location for the satellite dish clearly marked on this.
 - the roof of the building with an 'X' showing the location for the satellite dish clearly marked on this.
 - the rear of the building with an 'X' showing the location for the satellite dish clearly marked on this.
- A manufacturer's brochure with details of size, design, colour etc. of the proposed equipment.
- The appropriate fee, where applicable.

Pre-application Checklist

Before submitting your application, check that you have done the following:

Have you...

- Investigated the use of alternative systems?
- Considered the possibility of sharing?
- Checked with the City Council what consents are required?
- Obtained consent from your landlord first?
- Sought to minimise the visual impact of the equipment in terms of size, siting and appearance?

Advice on Siting and Design

The City Council is keen to strike a balance between the legitimate needs of businesses and residents for satellite dishes and telecommunications equipment and the desire to protect important views and street frontages, especially within conservation areas and on listed buildings.

Equipment should always be carefully chosen and positioned discreetly, so that it is not visible from the street, or from other public spaces.

Even if no formal approval is required from the City Council, you should follow the general advice given in this leaflet with regards to siting and design. When located carefully and sensitively, satellite dishes can usually be installed without detracting from the character and appearance of the surrounding area. You should also consider alternatives to satellite television, which may have less visual impact (see below for further guidance).

CHOICE OF EQUIPMENT

Equipment, including any supporting structures, should always be of the smallest possible size. It should be coloured to blend with its surroundings and background. A mesh or transparent dish is likely to be less obvious than a solid one.

In some instances, a domestic satellite dish can be painted in a smooth matt masonry paint to match the colour of the part of the building to which it is attached.

Feed cables must also be located discreetly. These should be tacked into a recess wherever possible and, where appropriate, painted to match the background.

SITING

Dishes or antennas should always be sited to be as inconspicuous as possible. Equipment should not normally be installed on building frontages or roofs. It is usually preferable to locate equipment to the rear of properties, or where it can be hidden from view by a parapet or otherwise screened (see figure 2 on page 16).

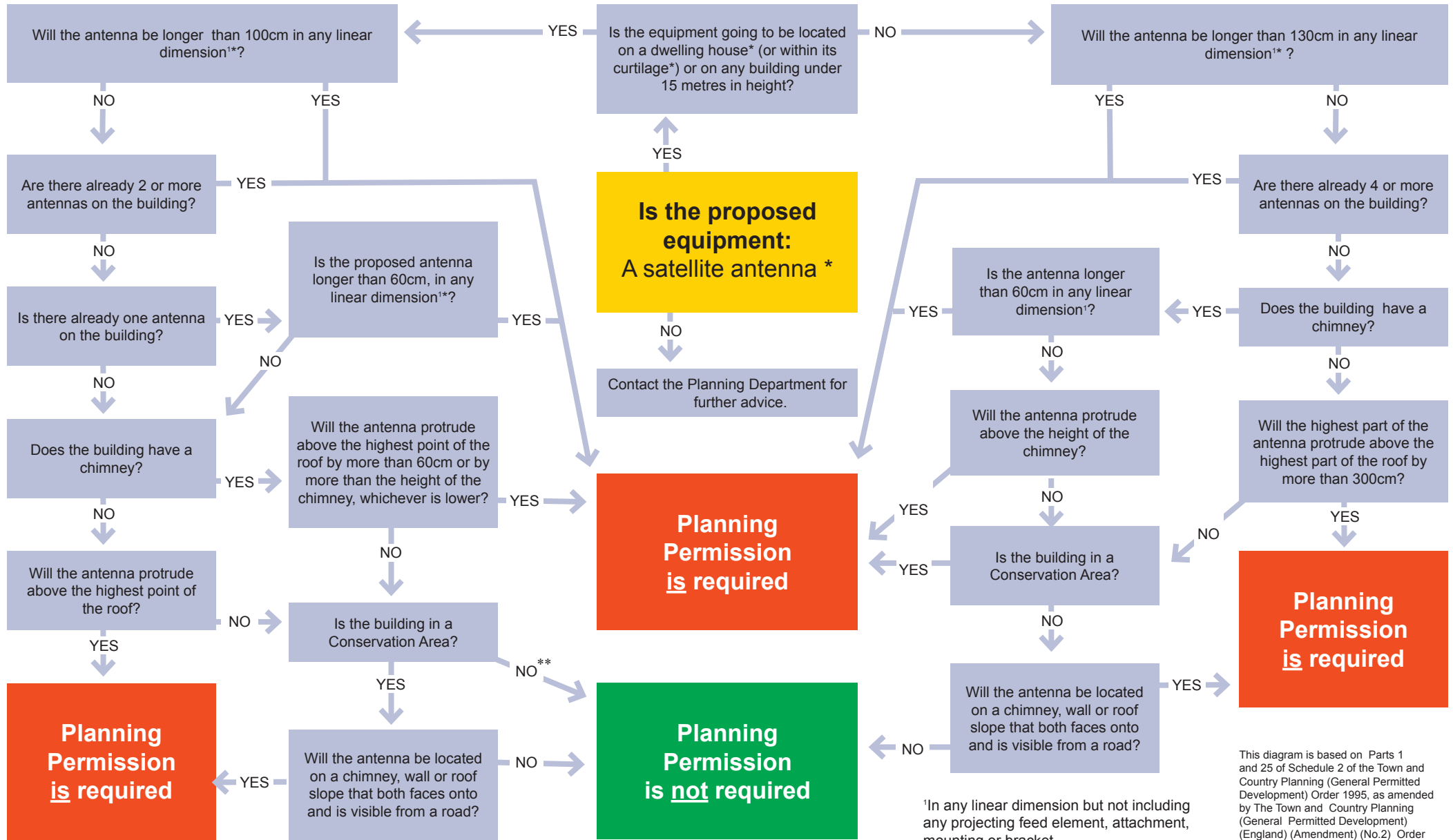
Redundant equipment should always be removed before new equipment is installed. The planning department may apply a condition to your planning permission for any new equipment to require this.

Planning permission is unlikely to be granted for telecommunications equipment that is visible from street level and is considered to harm the character or appearance of the building and locality. In built-up areas, roofscapes can also be overlooked from surrounding buildings, and the impact on high level views will also be considered.

Figure 2 (p16) illustrates those locations for satellite dishes on domestic buildings which are normally preferred. In the case of listed buildings and in conservation areas, more stringent controls will apply.

When is Planning Permission required for the erection of a Satellite Antenna* ?

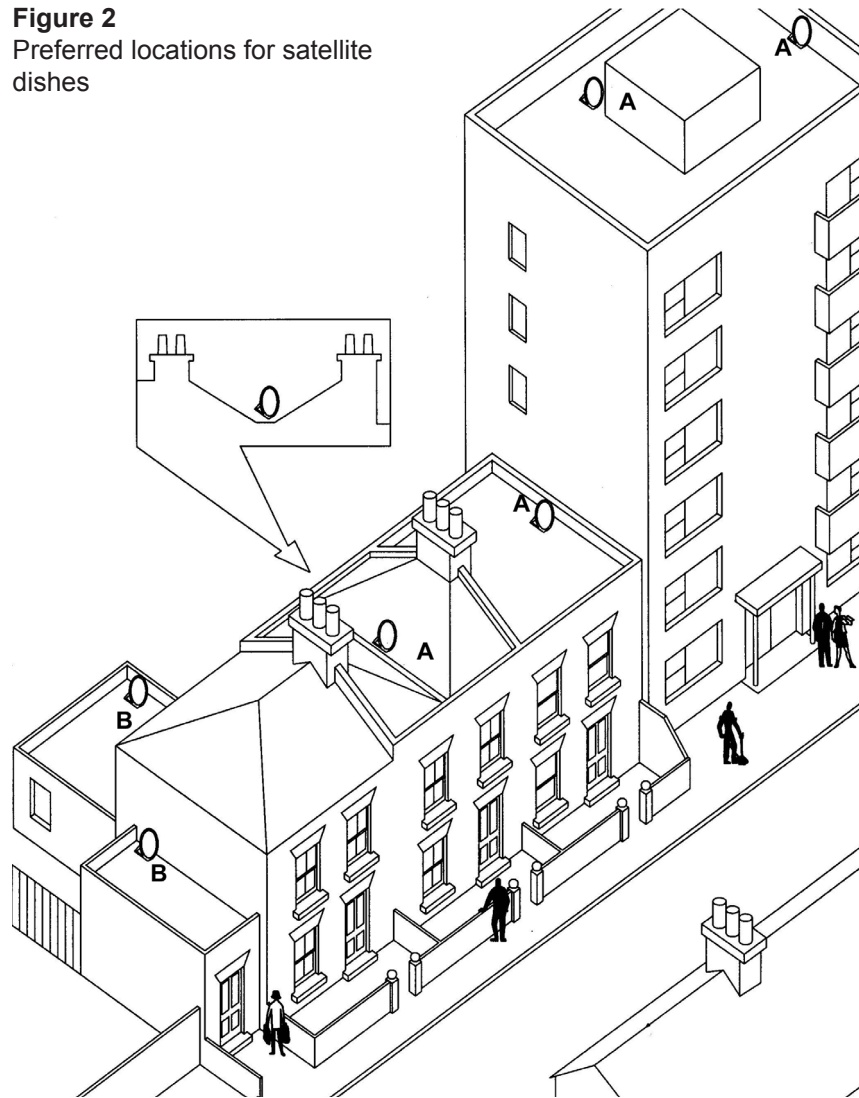
To determine if planning permission is required for an antenna* start at the yellow shaded box titled 'Is the proposed equipment:...' and follow the appropriate arrows on the flow diagram.



This diagram is based on Parts 1 and 25 of Schedule 2 of the Town and Country Planning (General Permitted Development) Order 1995, as amended by The Town and Country Planning (General Permitted Development) (England) (Amendment) (No.2) Order 2005.

¹In any linear dimension but not including any projecting feed element, attachment, mounting or bracket.

Figure 2
Preferred locations for satellite dishes



The following may be acceptable locations:

- Concealed behind roof parapets and walls below ridge level (A)
- Set back on side and rear elevations (B)

CONSERVATION AREAS* AND OTHER SENSITIVE SETTINGS

Within conservation areas, the City Council will consider the effect of equipment on the character and appearance of the area.

Planning permission and/or listed building consent may be refused for equipment that would harm the character or appearance of a conservation area, or the special architectural or historic interest of a listed building.

Buildings and structures visible from a distance, or from viewpoints such as the Royal Parks, are particularly sensitive; as are installations that would affect the setting of a listed building or the setting of a conservation area. The City Council would not view the proliferation of equipment favourably, where it is readily visible.

ALTERNATIVES AND SHARED SYSTEMS

You should also consider alternatives to satellite television. A range of systems do not require satellite dishes including cable television systems or other alternative such as terrestrial digital television and DSL Broadband, which use home telephone lines.

These do not require planning permission and have no visual impact. However, if you live in a listed building, in some instances, cable television may require listed building consent and you should contact the Planning Department for advice. Addresses for advice on alternative systems and suppliers can be found in the appendices at the back of this document.

In suitable locations, dishes can also be shared by different users, to reduce the number required. Shared systems serving a block of flats or a number of separate properties will minimise the external effect of the equipment.

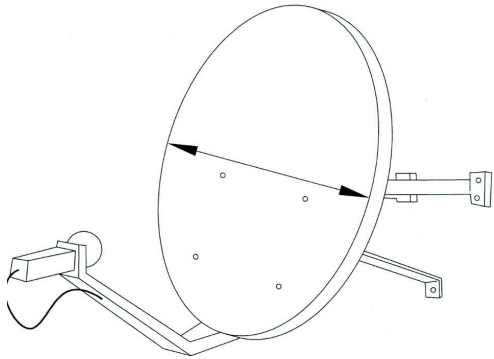
Glossary of Terms

Satellite Antenna (or dish or aerial)

Apparatus designed to transmit or receive microwave radio energy to or from satellites, most commonly used to receive direct television broadcasting signals.

Length/ Linear Dimension

The measurement of the antenna is made in a straight line, from the edge of the antenna to the opposite edge of the antenna, as shown below. This can be in any linear direction and the measurement should only include the antenna and not any attachment needed to fix it to the wall or roof, or connect it up to your equipment.



Dwelling House

A single residential property does not include a building containing one or more flat, or a flat contained within such a building.

Curtilage (of a dwelling house)

The land, including any outbuildings and the boundary walls or other features, belonging to a dwelling house.

Highway

A road or footpath to which the general public has access.

Conservation Area

An area of special architectural and historic interest, the character and appearance of which it is desirable to preserve or enhance, designated by the Local Planning Authority under the provisions of the Planning (Listed Buildings and Conservation Areas) Act 1990.

Listed Building

Listed Buildings are buildings of special architectural or historic interest. The statutory lists of buildings are compiled by the Secretary of State for Culture, Media and Sport under the Planning (Listed Buildings and Conservation Areas) Act 1990, on advice from English Heritage.

Terrestrial Microwave Antenna

Apparatus designed to transmit or receive signals from another land based antenna. Most are used by Licensed Code Operators (see below).

Licensed Code Operator

A company which has been granted a licence to install and operate telecommunications equipment and services (under Section 7 of the Telecommunications Act, 1984). Such operators include British Telecom, mobile phone companies and Westminster Cable Television (The activities of these companies are covered by planning regulations not detailed in this leaflet).

Article 4 Directions

Local authorities can make 'Article 4 Directions' which remove certain 'permitted development rights' in certain areas. This means a planning application is required for minor development which otherwise could be undertaken without the need for permission, for example for alterations to frontages, windows or doors to a dwelling house.

There are seven Article 4 Directions within Westminster. These are at the following locations:

- a) 1-47(odd) and 2-56 (even) Abbey Gardens, NW8
- b) 1-27 (all) Bridstow Place, W2
- c) 1-37 (odd) Bristol Gardens, W9
- d) 6-10 (all) Moncorvo Close, SW7 [Ennismore Gardens]
- e) Queen's Park Estate, W10 (most properties)
- f) and g) 1, 4, 8, 11, 12 and 13 Relton Mews, SW7
- h) Gardens fronting 168-208(even) Sussex Gardens, W2

Further Information

The following documents can be consulted for additional information:

Westminster City Council Publications:

City of Westminster Unitary Development Plan (January 2007). Available at: <http://www.westminster.gov.uk/environment/planning/unitarydevelopmentplan>

Design Guides and Advice:

Repairs and Alterations to Listed Buildings (April 1996)

Roofs: A Guide to Alterations and Extensions (March 1995)

Development & Demolition in Conservation Areas (April 1996)

Mews: A Guide to Alterations (March 1992)

Strategic Views in Westminster (May 1994)

A Guide to Planning Enforcement (March 2005)

Available to download on the City Council's website at: <http://www.westminster.gov.uk/planningpublications>

Other Publications

Her Majesty's Stationary Office (HMSO)

The following documents are available from the HMSO website at: <http://www.hmso.gov.uk>

The Town and Country Planning (General Permitted Development) Order (1995)

The Town and Country Planning (General Permitted Development) (Amendment) Order (2005)

Planning Policy Guidance Note 8 (PPG 8):
'Telecommunications' (December 1992)

Planning Policy Guidance Note 15: (PPG 15) 'Planning and the Historic Environment' (September 1994) Department of Communities and Local Government

Department for Communities and Local Government

A Householders Planning Guide for the Installation of Antennas, including Satellite Dishes.

This publication is available free of charge from Communities and Local Government publications, PO Box 236, Wetherby LS23 7NB

Tel: 0870 1226 236 Fax: 0870 1226 237

Textphone: 0870 1207 405,

Email: communities@twoten.com

<http://www.communities.gov.uk/index.asp?id=1144585>

Contacts

To find out if a property is listed, in a conservation area or is affected by an Article 4 Direction; to obtain copies of design guidance or planning application forms, or to report a breach of planning control contact the planning department at the number below:

Tel: (020) 7641 2513 or Fax: (020) 7641 2515

E-mail: PlanningInformation@westminster.gov.uk

If you need advice on design or listed building issues, ask to speak to an officer in the relevant area team in Development Planning Services. Or write to:

**Development Planning Services
Department of Planning and City Development
Westminster City Council, City Hall,
64 Victoria Street,
London SW1E 6QP**

For advice regarding the installation of equipment on council owned property, please contact your local estate office, via **CityWest Homes**, contact details below:

CityWest Homes
21 Grosvenor Place
London
SW1X 7EA
Tel: 020 7245 2000
Fax: 020 7245 2001
E-mail: info@cwh.org.uk

Contact details of all local estate offices can be found on the CityWest Homes website at: <http://www.cwh.org.uk>

Building Control

Westminster District Surveyors, 6th Floor, Westminster City Hall, 64 Victoria Street, London, SW1E 6QP
Telephone switchboard: 020 7641 7230
Fax: 020 7641 7115

Other Useful Addresses

The Confederation of Aerial Industries

For advice on professionally qualified installers.
Fulton House Business Centre
Fulton Road
Wembley Park
Middlesex HA9 0TF
Tel: (020) 8902 898
E-mail: office@cai.org.uk

Radio, Electrical and Television Retailers' Association Ltd. (RETRA)

For advice on reputable suppliers of antenna equipment.
RETRA House
St. John's Terrace, 1 Amphill Street, Bedford MK42 9EY
Tel: 01234 269110
E-mail: retra@retra.co.uk

Office of Electrical Communications (Ofcom)

UK regulatory body for the telecommunications industry, to whom complaints about the industry should be addressed.
Ofcom
Riverside House
2a Southwark Bridge Road
London SE1 9HA
Tel: 0845 456 3000
www.ofcom.org.uk

Digital TV Advice

You can compare different digital TV services including prices, set-up costs and channel offerings, on Digital UK's website: <http://www.digitaluk.co.uk/en/how/options.html>
Telephone: 0845 6 50 50 50

The government's website on Digital TV also has advice on different digital systems and how to receive these:
<http://www.digitaltelevision.gov.uk>

You may like to use this space to keep a record of the important details which apply to your property and which may affect your proposal to install a satellite dish. The information will also be useful when discussing your requirements with the planning officer or contractor.

Address

The property **is/is not** a dwelling house (see Glossary).
(Delete as appropriate)

The property is situated in the

Conservation Area. (Delete if not applicable)

The property **is/is not** council owned.

The property is a Grade listed building.

(Delete if not applicable)

The property **is/is not** covered by an Article 4 Direction*.
(Delete as applicable)

The property is m/ft high and/or
storeys above ground level with a **flat/pitched** roof. (Delete
where not applicable)

The length* of the proposed dish iscm (see
Glossary).

Proposed locations of dish on property, if known, (bearing
in mind the need to minimise the effect on the property's
external appearance)

It **will be/will not** be seen from the highway. (Delete as
appropriate)

Translation Service

If English is not your first language and you do not have a relative or friend who can translate this document for you, we can arrange to send you a translation. Please write to the address below, giving your name, address and first language.

Spanish

Puede que el inglés no sea su lengua materna y si no tiene un amigo o familiar que pueda traducirselo, nosotros podemos enviarle una traducción. Por favor escriba a la dirección que a continuación figura indicando su nombre, dirección y su lengua materna.

French

Si l'anglais n'est pas votre langue principale et si vous n'avez pas un ami ou un membre de votre famille qui puisse le traduire pour vous, nous pourrions vous en faire parvenir une traduction. Ecrivez à l'adresse ci-dessous en donnant votre nom, adresse, et première langue.

Portuguese

Talvez Inglês não seja a sua primeira língua, e caso você não tenha um amigo ou parente que possa traduzi-lo para você, nós podemos tomar providências para que uma tradução lhe seja enviada. Favor escrever para o endereço abaixo, dando o seu nome, endereço e a sua primeira língua.

Chinese

如果英語不是你的母語，而且你沒有親戚或朋友能為你翻譯這份文件，我們可以安排寄給你一份翻譯。請寫信到以下的地址，告訴我們你的姓名，地址和母語。

Bengali

যদি ইংরেজী আপনার প্রথম ভাষা না হয় এবং আপনার কোনো আত্মীয় বা বন্ধু না থাকে, যিনি আপনার জন্য এই ডকুমেন্ট অনুবাদ করতে পারেন, তাহলে আপনাকে আমরা একটি অনুবাদ পাঠাতে পারি। অনুগ্রহ করে নিচের ঠিকানায় লিখুন, আপনার নাম, ঠিকানা ও প্রথম ভাষা উল্লেখ করুন।

Arabic

إذا لم تكن الانكليزية هي لغتك الأصلية، ولا يوجد لديك من أقارب أو أصدقاء ممن يستطيع مساعدتك في ترجمة هذه الوثيقة، فمن الممكن ان نرتب لك مترجماً. يرجى الكتابة إلى العنوان أدناه مع ذكر اسمك وعنوانك ولغتك الأصلية.

Urdu

اگر انگریزی آپ کی پہلی زبان نہیں ہے، اور آپ کا کوئی ایسا رشتہ دار یا دوست نہیں ہے کہ جو اس دستاویز کا ترجمہ آپ کے لئے کر سکے، تو ہم آپ کے لئے ترجمہ جموں کے انتظام کر سکتے ہیں، برائے مہربانی، اپنا نام، پتہ، اور پہلی زبان جو آپ بولتے ہیں، نیچے دے دیں گے۔ پتہ پر لکھیں۔

Farsi

چنانچه انگلیسی زبان اصلی شما نیست و فامیل و دوستی نیز ندارید تا این سند را برایتان ترجمه کند، میتوان ترجمه آن را برایتان ارسال کنیم. برای این کار لطفاً با ذکر نام، آدرس و زبان مادری با آدرس زیر مکاتبه کنید.

Serbo Croat

Ako engleski nije vaš maternji jezik i nemate rodaka ili prijatelja koji bi mogli da vam prevedu ovaj tekst, mi vam možemo poslati prevod. Molimo vas da napišete pismo na dale pomenutu adresu i da u njemu navedete vaše ime, adresu i maternji jezik.

Department of Planning and City Development, Westminster
City Council, City Hall, 64 Victoria Street, London SW1E 6QP

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