

## Design & Access Statement incorporating Heritage Statement

**0350**

**Project:** Construction of single storey basement beneath front and middle rooms of original house footprint and entrance hall, removal of brick coal cellar, installation of new staircase and construction of front lightwell below ground level.

**Location:** 17 Courthope Road, London. NW3 2LE

**Date:** 28 March 2025

### Revisions

P1 Issued for planning application

28 March 2025

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## **1.00 Introduction**

1.01 This Design & Access Statement is prepared as part of an application for a Householder Planning & Demolition in a Conservation Area for the construction of a single storey basement beneath front room, middle room, and entrance hall of original house footprint, removal of brick coal cellar, installation of new staircase and construction of front lightwell below ground level at 17 Courthope Road a single 3-storey dwelling house with coal cellar (Use Class C3).

1.02 The proposal involves the following;

- i. Construction of single storey basement beneath part original house footprint, incorporating basement level bay window and lightwell all below ground level.

1.03 This statement should be read in conjunction with the following drawings and information;

### **STAC-ed Ltd (Architects)**

0350 F04P1 – Site & Site Location Plans and Cellar, Ground Floor, and First Floor Plans as Existing

0350 F05P1 – Second Floor, High Level Second Floor, Roof Void, and Roof Plans as Existing

0350 F06P1 – Elevation and Sections as Existing

0350 D06P1 – Site & Site Location Plans and Cellar, Ground Floor, and First Floor Plans as Proposed

0350 D07P1 – Elevations and Sections A-A & B-B as Proposed

CIL Declaration

Parking Provision, Tree Survey and Fire & refuse Statement

### **Concept Consultancy (Chartered Civil and Structural Consulting Engineers)**

3422 - Construction Method Statement (CMS) dated April 2025

3422-01A – Proposed Ground Floor Plan

3422-810A – Proposed Underpinning Sequence

3422-811A – proposed Underpinning Propping Sequence Sheet 1

3422-812A – Proposed Underpinning Propping Sequence Sheet 2

### **ST Consult (Southern Testing Environmental & Geotechnical)**

Basement Impact Assessment - Stage 1 Screening and Stage 2 Scoping Report, ref J15878-S1&2, dated 17<sup>th</sup> December 2025

Basement Impact Assessment - Stage 2 Ground Investigation Report, ref J15878-S3, dated 18<sup>th</sup> February 2025

Basement Impact Assessment - Stage 4 Report, ref J15878-S4, dated 12<sup>th</sup> March 2025

Ground Movement Assessment and Building Damage Assessment Report, ref J15878-GMA, dated 12<sup>th</sup> March 2025

## **2.00 Site Context and Planning History**

- 2.01 No.17 Courthope Road is a mid-Victorian 3-storey + coal cellar mid-terrace 19thC. (circa 1880-90's) single residential property.
- 2.02 The property is located within the London Borough of Camden and is not listed, nor are the properties surrounding the site.
- 2.03 The property is not included in Camden's Local Heritage List
- 2.04 The property does not fall within an Article 4 Direction area apart from the blanket 'basement excavations'.
- 2.05 The property is located within the Gospel Oak ward and falls within the Mansfield Conservation Area, designated in 1990. The area boundaries are Parliament Hill and the London Overground North London Line to the north, Gospel Oak Station to the east and Fleet Road and Mansfield Road to the south.

The Conservation Area is sub divided into 2 distinct areas, the property is located within Sub area 2; which is *'late Victorian predominately residential in character and is laid out on a loose grid pattern'*.

- 2.06 The property lies within Flood Zone 1 and is considered.
- Surface Water flooding - 'Low' probability (2040 - 2060 – 'Low' probability)
  - Rivers and Sea flooding – 'Very Low' probability (2036 – 2069 – 'Very Low' probability)
  - Groundwater – 'Unlikely' in this area
  - Reservoirs – 'Risk of flooding' in this area (see FRA by Bold Environment Ltd)

The site also falls outside of the Camden Local Flood Risk Zone and the Critical Drainage Area.

- 2.07 The property is located on the west side of Courthope Road which runs roughly on a north / south axis joining Mansfield Road in the south to Savernake Road in the north. Gospel Oak station is to the east. Courthope Road inclines gently from south to north, the closer to Parliament Hill Fields it gets; every paired set of terrace houses steps up from the last one.
- 2.08 The house and plot is orientated on a roughly east / west axis with a small front hard standing area for refuse bins and a west facing rear garden surrounded by shared garden walls . There are no trees on the site.
- 2.09 The Conservation appraisal notes *'the main building type is the three-storey house, without basements, which generally forms part of a terrace.... The buildings are flat fronted with a projecting bay window over two storeys, recessed paired entrance doors, visible pitched roofs and prominent chimney stacks and party walls and original two or three storey part width rear extensions.'*

This property has a three-storey rear extension (outrigger) culminating in a flat roof.

- 2.10 On plan the property has a standard Victorian terrace layout with separate entrance hall and staircase, two principle ground floor rooms divided by load-bearing wall and a rear kitchen and pantry in the outrigger with outside w.c (now used as garden store). The upper two floors are laid out each with two bedrooms directly over the two principle rooms, with washing facilities and a further bedroom in the rear outrigger on each floor. A pitched roof and loft space is set over the principle rooms, the rear outrigger has a flat roof.
- 2.11 The property is finished with London stock brick to both front and rear elevations with painted stone detailing to the bay windows, door surround and window lintels to the front elevation. The rainwater goods are a mix of metal painted black and black uPVC. Windows are replacement timber double glazed conservation box sashes with stone cills.
- 2.12 There are two planning applications for works to the property shown on the planning register as follows;
- 2024/5364/P** – Conversion of loft incorporating two rooflights to front elevation and two dormers to rear and the erection of a ground floor rear single storey wrap around extension and creation of terrace to roof of rear outrigger. – Approved 21 January 2025
- 2025/0547/P** - Conversion of loft incorporating two rooflights to front elevation and raising of party walls to form mansard and two dormers to rear elevation and creation of terrace to roof of rear outrigger. – Refused 27 March 2025
- 2.13 There are no planning applications for works to the neighbouring property No.15 Courthope Road shown on the planning register.
- 2.14 There are several planning applications for works to the neighbouring property No.19 Courthope Road shown on the planning register as follows;
- Ref **28700** – Change of use and works of conversion to provide 2 self-contained dwelling units. – Approved 25 June 1979
- Ref **9292026** – Re-pollarding of two Lime trees. – Refused, alternative action suggested 31 January 1992.

2.15 Map of Gospel Oak ward with the Mansfield Conservation Area shown and 17 Courthope Road highlighted with a red circle.



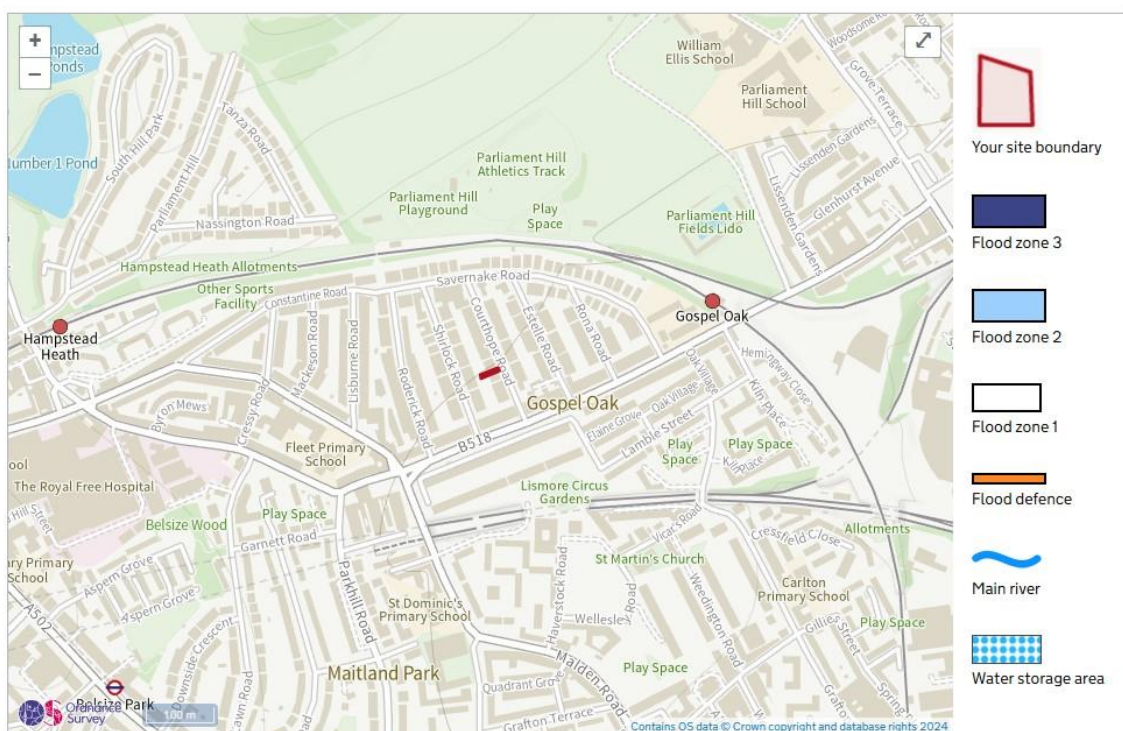
## 2.16 Site Location Plan with 17 Courthope Road highlighted in red



## 2.17 Flood Zone Map with 17 Courthope Road highlighted in red. The site is in Zone 1

### Flood map showing the flood zone your site is in

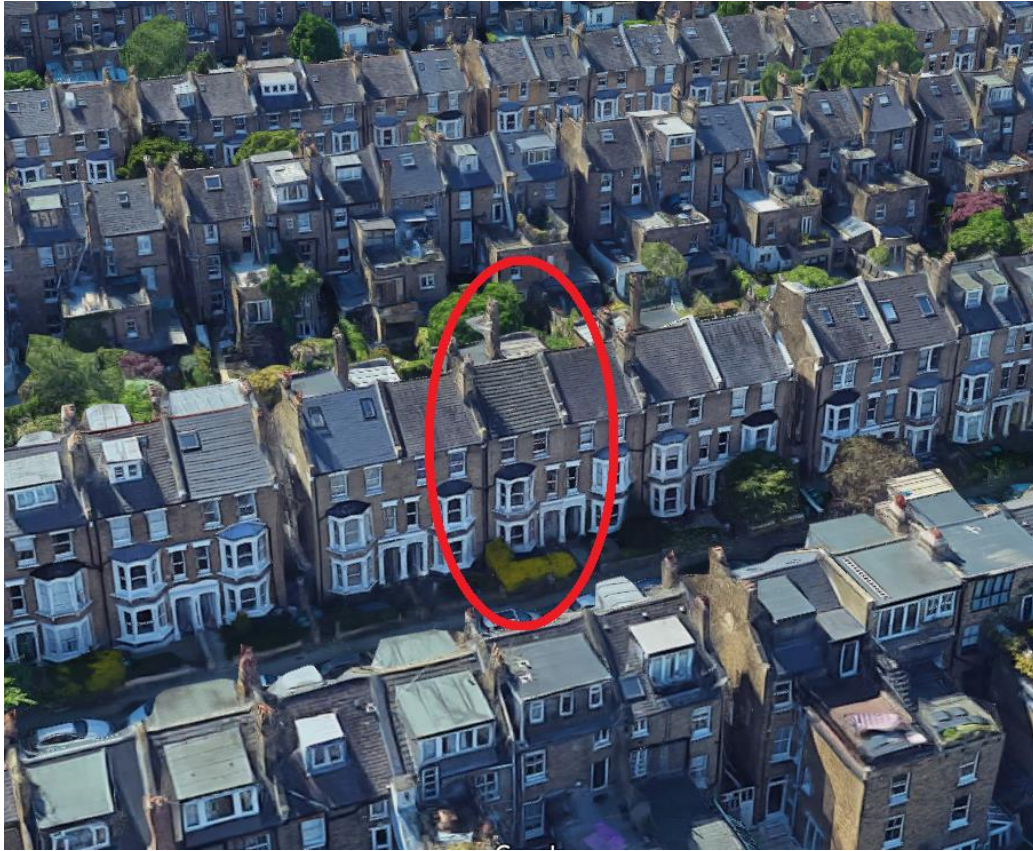
The map shows the flood risk to your site and the surrounding area.



► [What the flood map shows](#)



2.18 Aerial photograph looking west showing front elevation of 17 Courthope Road.



2.19 Aerial photograph looking north-east showing rear elevation of 17 Courthope Road





2.32 Front elevation



Rear elevation 'outrigger'



2.33 Rear elevation



Rear elevation



### **3.00 Proposed Scheme**

- 3.01 The proposed scheme wishes to increase the floor space within the property by removing the brick coal cellar and excavating beneath the front and middle rooms and entrance hall of the original property to create a single storey basement (40sq.m GIA) with new access staircase below the original main house staircase to form a bedroom or cinema room, a w/c or shower room and a utility room.

New underpinning to the party walls and front and rear walls will be installed with the front wall having a bay window with sash windows of similar proportions to the ground floor, together with a lightwell to bring natural light into the basement front room. The sash windows will provide a total window area of 3.5sq.m versus a bedroom floor plan of 15.5sq.m, giving a window to floor area ratio of 22%. The lightwell will have horizontal glass or grille at ground level, none of the lightwell will be above ground level apart from a 100mm upstand brick on edge as per the Flood Risk Assessment guidelines to preserve the character of the street frontage whilst maintaining the amenities of the neighbours.

The basement will be fully insulated and comprise of a cavity drain membrane to the walls and the floor to keep the area dry and warm, as well as keeping any sound from travelling to neighbouring properties.

#### **3.02 Existing building**

The original coal cellar will be removed as part of these works. The new construction depth is approximately 3.7m below the current ground level, providing a clear internal height of 2.7m. The property from the outside will not change and the front lightwell will stop at ground level, apart from a 100mm brick on edge upstand as recommended in the FRA. The front garden is 19sq.m, the lightwell will take up 3sq.m. There is no vegetation where the lightwell is proposed, as the front garden is set to paving with a low wall and hedge to the boundary.

Neither neighbour has a basement apart from the original coal cellar.

## **4.00 Planning Policy & Considerations**

### **4.01 Planning Policy**

The relevant Camden planning policies to this application are noted below;

#### **NPPF December 2024**

#### **London Plan (2021)**

#### **Camden Planning Guidance Basements January 2021**

**Draft New Camden Local Plan** – Regulation 18 Consultation Version January 2024, so the new draft plan policy numbering has been used below;

- Policy D6 – Basements

#### **Mansfield Conservation Area Appraisal and Management Strategy (2008)**

The above policies cover mostly the same points for proposed basement construction, we have therefore taken the draft New Camden Local Plan as our basepoint and noted how the design relates to the issues thus highlighted;

### **4.02 Policy D6: Basements**

The council will only permit basement development where it is demonstrated to its satisfaction that the proposal would not cause harm to;

**A.i.** – Neighbouring properties; - The proposed extension at basement level would not impact on light, outlook, or privacy to the neighbouring residential properties. The small scale of the front lightwell and position of the bay window set below ground floor level provides for a low level of light spill which would not harm neighbouring occupiers or residents.

**A.ii.** – The structural, ground, or water conditions of the area; - **Concept Consultancy** (Civil and Structural Consulting Engineers) and **ST Consult** (Environmental & Geotechnical Consultants) have been engaged by the client to provide the required reports to show that the proposals impact on drainage, flooding, groundwater conditions and structural stability in the form of a Basement Impact Assessment (BIA) and a Basement Construction Plan (BCP), a Ground Movement Assessment (GMA) and building Damage Assessment have also been included as part of the submission.

**A.iii.** – The character and amenity of the area; - The basement would only be visually expressed at ground floor level by the installation of a lightwell in the front garden. The lightwell would cover a small section of the front garden and has been kept deliberately discreet; being no higher than the surrounding ground level, a grille or glass set flush with the ground will provide protection in lieu of railings. The front garden is further obscured by the existing low-level wall and hedging.

**A.iv.** – The architectural character of the building; and – see above

**A.v.** – The significance of the heritage assets – see above.

**B.** The council will require an assessment of the scheme's impact on drainage, flooding, groundwater conditions and structural stability in the form of a Basement Impact Assessment and where

appropriate, a Basement Construction Plan - See item A.ii.

The siting, location, scale, and design of basements must have minimal impact on, and be subordinate to, the host building and property. Basement development should;

**C.i** – Not compromise of more than one storey – The proposed basement is single storey.

**C.ii** – Not be built under an existing basement – The proposed basement is not built under an existing basement.

**C.iii** – Not exceed the footprint of the host building in area, except for works to create a lightwell or access – The proposed basement does not exceed the footprint of the host building.

**C.iv** – Be set back from neighbouring property boundaries if built outside of the original footprint – Not applicable as it is not built outside of the original building footprint.

**C.v** – Avoid the loss of garden space or trees of townscape or amenity value – The new lightwell reduces the front garden by 3sq.m and is not considered to be detrimental to the garden space or amenity value.

The council will require applicants to demonstrate that proposals for basements;

**E.iii** – have sought to offset the carbon impact of the construction of the basement by reducing energy demand across the whole of the building – The whole property will undergo a refurbishment as part of the works which include the proposed basement. The basement will be fully insulated along with the rest of the property to bring it up to meet or surpass current building regulations, this will include the existing host building walls which are of solid Victorian construction. A new energy efficient heating and lighting system will also be installed throughout.

#### 4.03 **Conservation Area Appraisal**

The basement level would only be visually expressed at ground floor level by the installation of a front lightwell. The lightwell would measure 3m wide x 0.9m deep with a brick upstand around the edge projecting 100mm just above the general level of the garden as noted in the Flood Risk Assessment. A grille or toughened glass sheet will cover the opening for safety in-lieu of any railings to minimise the impact on the street frontage and host property. This lightwell will be partially screened by the low-level front wall and hedge to the property street boundary.

The front wall of the lightwell will be a bay window with sash windows using the same proportions and detailing as the ground floor bay.

The Mansfield Conservation Area Statement states that 'the unaltered front gardens make an important contribution to the streetscape and character of the residential area.' The statement specifies that 'the creation of a lightwell fronting the highway could harm the relationship between the building and the street, the appearance of the building and the streetscene.' Especially where they consume much of the front garden area.' In this case the lightwell takes up 3sq.m of a 19sq.m front garden, retaining 16sq.m of garden. In accordance with the appraisal no railings will be used around the lightwell with safety being dealt with via a glass sheet or metal grille laid flush with the ground will help to keep the lightwell discreet and not detrimentally harm the appearance of the front garden.



The proposal will still allow for the 2x240L refuse wheelie bins in the front garden behind the current wall and hedge and no vegetation will be permanently removed from the front garden. If any of the boundary hedge to No.15 is required to be moved whilst works take place, it will be replaced in its mature state following completion of the lightwell.

#### 4.04 **Construction Method Statement – Concept Consultancy**

The Construction Method Statement (CMS) details the design of the structural solution for the proposed basement and structural alterations. The report is based on the findings highlighted in the Basement Impact Assessment (BIA) and demonstrates how all the relevant design issues have been addressed and where any constraints has impacted on the construction of the basement.

#### 4.05 **Basement Impact Assessment – Southern Testing**

Southern Testing were employed to provide the Basement Impact Assessment (BIA) and have provided the following information submitted as part of the application;

**Stage 1 – Screening** (Desk Top Study and Interpretation),

**Stage 2 – Scoping** (Assess in more detail the factors to be investigated in the impact assessment and potential consequences).

**Stage 3 – Ground Investigation Report** (Presents exploratory hole logs, test results and interpretation of these data, including monitoring of two bore holes, one at the front and once at the rear of the site).

**Stage 4 – Report** (Conclusion of above Stages inc. non-technical summary of overall findings to allow structural engineer to complete their design and the CMS).

**Ground Movement Assessment and Building Damage Report –** (Presents Ground Movement Assessment results and an estimate of the Category of Damage to the nearby buildings) - Very Slight to both neighbours.

#### 4.06 **Flood Risk Assessment – Bold Environmental Ltd**

The site is within Flood Zone 1 and not within a Critical Drainage Area (as confirmed within the Camden Surface Water Management Plan). On these terms an FRA would not be required.

However, an FRA requirement is usually triggered for basements if there are other potential sources that are readily identifiable. In this case it's potential reservoir flooding from Hampstead Pond No.1.

Although the risk is likely to be very low due to management of the pond levels, we have provided an FRA Screening Study as neither groundwater nor surface water are problematic at this location.

### **5.00 Accessibility**

5.01 There is no change to the accessibility of the property under this proposal

## **6.00 Heritage Assessment**

### **6.01 Description of heritage asset**

See items 2.01 – 2.14 'Site Context' for a description of the heritage asset and photographs

### **6.02 Heritage assets that will be affected by the works and impact**

See item 4.03 'Conservation Area Appraisal'

## **7.00 Conclusion**

- 7.01 The single-storey basement extension proposed is in line with government policy as long as this does not affect the heritage setting.
- 7.02 The basement extension is discreet and deliberately subservient to the original period house.
- 7.03 The proposals will only be seen by the compact lightwell to the front of the property which will not protrude above the current ground level apart from a brick on edge upstand and will not remove any vegetation in keeping with the architectural style of the property and the Conservation Area.
- 7.04 Other properties within the local area have basement extensions with discreet lightwells. This proposal seeks to provide a design which enhances the property rather than detracts, whilst preserving the amenity of neighbours.
- 7.05 The extension and general refurbishment of the property including updates to the services will make use of modern materials and design standards to minimise the heat loss from the building in winter and reduce the carbon emissions of the property.
- 7.06 The proposals enhance and improve the property in terms of sustainability and the usability of the house for modern family living whilst maintaining the character.