



Phillips Planning Services Ltd.
Town Planning and Development Consultants

12 MARYON MEWS

LONDON

PLANNING DESIGN, ACCESS AND HERITAGE STATEMENT

**PROPOSED ROOF ALTERATION INCLUDING THE
INSERTION OF TWO ROOFLIGHTS TO FORM
HABITABLE ACCOMMODATION AT SECOND FLOOR
LEVEL WITHIN THE EXISTING LOFT SPACE**

MAY 2015

1.0 INTRODUCTION

- 1.1 This statement has been prepared in support of a planning application which seeks permission for some minor alterations to the roof plane at 12 Maryon Mews and the insertion of two new velux roof lights to create a habitable space at second floor level.
- 1.2 No. 12 Maryon Mews is a modern, two storey dwellinghouse built as part of the residential complex developed to the rear of Nos. 1-8 Maryon Mews on the west side of South End Road in the early – mid 1970s. The property currently comprises a ground and first floor with loft space above. It is part of the loft space which this application seeks to convert into habitable accommodation.
- 1.3 As can be seen on the submitted plans, the conversion of part of the loft space would be enabled through an alteration to the property's roof slope. It is also proposed to add two rooflights to provide natural light to the space.
- 1.4 These proposals have been subject to recent pre-application discussions with council which confirmed that they are considered acceptable and that a formal planning application would be supported. A copy of the written pre-application response is appended to this statement (Ref no. 2015/2272/PRE).
- 1.5 This statement will therefore re-iterate why the proposals are considered acceptable and set out how it conforms with the council's relevant planning policies and guidance documents.
- 1.6 This statement is set out as follows:

1.0 Introduction

2.0 Site Description

3.0 Planning History

4.0 Planning Policy

5.0 Planning Analysis

6.0 Design & Access Statement

7.0 Conclusions

Appendix 1 - Pre-Application Advice
Request Response 2015/2272/PRE

2.0 SITE DESCRIPTION

2.1. No. 12 Maryon Mews is located in the south eastern corner of the modern residential complex. The properties are constructed in London stock brick with tiled roofs of varying pitches. The complex is gated with no public access.

2.2. As noted in Section 1, the property currently benefits from has two storeys with a loft space above. Due to the properties corner position its main existing main roof is formed of two elements; a single pitch sloping in a north easterly direction up to the wall forming the eastern side of building and a pitched roof over the south east corner of the house.

2.3. It is the north eastern sloping roof which is proposed for alteration to enable the conversion of part of the loft.

2.4. To the north west/west of the property is the remainder of the 1970s complex of which no. 12 forms part. To the east is nos. 1-8 Maryon Mews which are two storey residential properties with flat roofs. To the south of the property are the rear gardens of properties situated on Pond Street.



View of the frontage of 12 Maryon Mews

- 2.5. It is noted that a number of properties within the mews have installed rooflights in order to use their loft spaces as habitable spaces.
- 2.6. Maryon Mews is located within the Hampstead Conservation Area.
- 2.7. It is identified within the council's Conservation Area Statement as falling with the 'Willoughby Road/Downshire Hill' sub- area and 'Pond Street/South End Green' character zone and is described as follows:
- "Maryon Mews is a small mews type street with a row of two storey cottages facing the rear of South End Road. There is a development of quite densely packed modern flats/houses over car parking at the western end"*
- 2.8. Nos. 1-8 Maryon Mews are identified as making positive contribution to the character of the conservation area, however no reference is made to no.12 Maryon Mews or the modern residential development in respect of its contribution to the area (e.g. it is not identified as making either a positive, neutral or negative contribution).

3.0 PLANNING HISTORY

3.1. The following planning records have been identified as relevant to no. 12 Maryon Mews on the London Borough of Camden's online planning register:

- | | |
|--------------------|--|
| 15221 | Erection of 17 dwelling units, a garage, a petrol filling station and parking accommodation at nos. 30, 30a and 30b South End Road and 6 & 7 Maryon Mews Approved 03/04/1973 |
| 13106 | Erection of 18 dwelling house, part 2 storeys, part 3 storeys and a garage with maisonettes over, and petrol station and parking accommodation at nos. 30, 30a and 30b South End Road and 6 & 7 Maryon Mews Approved 04/09/1972 |
| 2015/0018/P | Erection of two storey rear extension with internal layout amendments Withdrawn 26/01/2015 |
| 2015/0437/P | Erection of a two storey rear extension, extension to existing conservatory, replacement of rear ground floor timber doors with sliding metal framed doors and relocation of 2 x windows on rear elevation Approved 24/03/2015 |
| 2015/0621/P | Installation of front door and associated surround to infill recessed front porch area (Certificate of Lawfulness) Approved 12/02/2015 |
| 2015/0622/P | Installation of window on front elevation at first floor level (Certificate of Lawfulness) Approved 12/02/2015 |
| 2015/1935/P | Proposed single storey extension to form new front door (Certificate of Lawfulness) Approved 17/04/2015 |

- 3.2. As will be noted, planning permission for the property was granted in the early 1970s as part of the wider residential development to the rear of South End Road and the older part of Maryon Mews. Permitted development rights were not removed from the development.
- 3.3. In the past six months, the applicant has obtained planning permission for rear extensions and lawful development certificates to formally confirm that works to the front door and the insertion of a window to the front elevation are permitted development.
- 3.4. There have not been any previous applications which have sought to alter the property's roof.

4.0 PLANNING POLICY

- 4.1. The London Borough of Camden Policies Map identifies that no. 12 Maryon Mews is located within the Hampstead Conservation Area and the 'South End' Archaeological Priority Area.
- 4.2. The following planning policies are therefore considered relevant to the proposals:

NATIONAL PLANNING POLICY

- 4.3. Section 12 of the National Planning Policy Framework highlights the value of the historic environment and sets out under paragraphs 128-135, the approach which should be taken to assessing applications involving heritage assets such as conservation areas.
- 4.4. In regards to this, it states that the significance of a heritage asset and the impact of a proposal on the significance should be identified and where necessary balanced and weighed against any public benefits amounting from the scheme.
- 4.5. It is however also highlighted at paragraph 138 that *"Not all elements of a World Heritage Site or Conservation Area will necessarily contribute to its significance."*
- 4.6. The delivery of good and high quality design is also emphasised under section 7 of the framework.

LOCAL PLANNING POLICY

- 4.7. Core Strategy policy CS14 set out the council's overarching approach that all developments should be of a high standard through consideration of character and context and highlights the council's objective to 'preserve and enhance' its historic environment.

- 4.8. Development Policies specifically underpinning this strategic policy and relevant to the proposal are policies DP24, DP25 and DP26.
- 4.9. Policy DP24 relates to achieving high quality design in developments (including where altering and extending existing buildings) and sets out a series of considerations which should be taken account. These considerations include the *“character, setting, context and the form and scale of neighbouring buildings”* as well as *“the character and proportions of existing buildings”*.
- 4.10. Further to the character of buildings and their neighbours, policy DP25 sets out the considerations which are required to be considered were a development relates to a heritage asset. In regards to conservation areas it states that:

“In order to maintain the character of Camden’s Conservation Areas, the council will:

a) take account of conservation area statements, appraisals and management plans when assessing applications within conservation areas

b) only permit development within conservation areas that preserves and enhances the character and appearance of the area

c) prevent the total or substantial demolition of an unlisted building that makes a positive contribution to the character or appearance of a conservation area where this harms the character or appearance of the conservation area, unless exceptional circumstances are shown that outweigh the case for retention

d) not permit development outside of a conservation area that causes harm to the character and appearance of that conservation area; and

e) preserve trees and garden spaces which contribute to the character of a conservation area and which provide a setting for Camden's architectural heritage"

4.11. Policy DP26 meanwhile highlights that the residential amenity of occupiers of a development and their neighbours should be protected.

4.12. All of the above policy requirements are also effectively re-iterated in the Camden Planning Guidance 1 (Design) published 2014, in regards to roof alterations/extensions and states that:

"When proposing roof alterations and extensions, the main considerations should be:

- *The scale and visual prominence*
- *The effect on the established townscape and architectural style*
- *The effect on neighbouring properties"*

5.0 PLANNING ANALYSIS

5.1. A review of the relevant policy and the pre-application advice received, sets out that the key matters for consideration in the assessment of this application, are as follows:

- Design (The impact on the character and appearance of no. 12 Maryon Mews and on the wider conservation area)
- Amenity (The impact on visual and residential amenity of nearby and neighbouring properties)

Design

5.2. This application seeks to form habitable living accommodation in part of the existing loft space of no. 12 Maryon Mews through making a small alteration to the north eastern roof pitch. The alteration to the pitch will provide additional headroom for the loft conversion and two rooflights are to be installed to provide natural light to the space.

5.3. As is set out under section 4, relevant policy and guidance sets out that careful assessment and consideration must be made when proposing a roof alteration to ensure that it is of suitable scale, character and form which is in keeping with the property and surrounding area. Furthermore, proposals within conservation areas are required to preserve and enhance the character and appearance of the area.

5.4. The proposed roof alteration is minimal in scale and will effectively raise part of the pitch of the north eastern roof slope. As will be seen on the submitted drawings, the top of roof will continue to sit beneath the height of the eastern parapet wall and will be constructed in materials to match the existing. This will

include the use of matching tiles to the roof and bricks to the north facing side wall where it will require marginal raising.

- 5.5. In noting that both no. 12 and its surrounding complex have extremely varied roof profiles with different pitches and a number of properties benefit from rooflights, it is considered that the alteration would not be disrupting a uniformed roofscape and accordingly would be in keeping with the form and character of the mews complex. The use of matching materials will however of course ensure that the alteration would be simply assimilated into the existing building and the change not be readily apparent. Similarly the use of rooflights will be reflecting an existing feature within the complex.
- 5.6. The assessment of the proposal at the pre-application advice stage, confirmed agreement that this design and approach was in accordance with relevant policy and that the roof alteration would be in keeping with the existing property and surrounding area.
- 5.7. It was similarly concluded that the proposal would not be considered to result in harm to the Hampstead Conservation Area.
- 5.8. As is set out in section 2, there is no reference in the Hampstead Conservation Area Statement to the contribution which the modern part of Maryon Mews or its roofline makes to the area; rather it focusses on what is its predominately late Victorian architecture.
- 5.9. There are also minimal public views of the property and complex, due to being surrounded by other built form, being gated with no public access and the layout and form of the mews complex.
- 5.10. These matters, combined with the assessment that the proposal is of a minor scale and carefully designed to integrate with the property and surrounding area, confirms that the roof alteration would not harm the conservation area.
- 5.11. It is therefore considered that the design of the roof alteration and insertion of rooflights would be in keeping with relevant planning policy and guidance.

Amenity

- 5.12. Policies CS5 and DP26 seek to protect the amenity of neighbouring residential properties. This includes outlook, privacy and access to daylight/sunlight.
- 5.13. As is set out in the pre-application advice response, it is agreed that the careful design of the proposal will not result in a loss of outlook or daylight/sunlight to neighbouring properties.
- 5.14. In regards to this, it was noted that the orientation and position of the altered roof pitch, set beneath the existing eastern parapet wall and use of matching materials would not result in a detrimental impact on the visual appearance of the property nor impinge on access to light at the neighbouring properties.
- 5.15. Although the rooflights did not form part of the pre-application assessment of the proposals, it is similarly considered that their position and orientation on the upper part of the new north eastern facing roof slope means that they will not directly overlook any window in any neighbouring property, and accordingly there will no harm to privacy,
- 5.16. It is therefore concluded that the roof alteration would satisfactorily maintain the amenity of all neighbouring properties and is keeping with relevant policy and guidance.

6.0 DESIGN & ACCESS STATEMENT

- 6.1. In accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2015, a Design and Access Statement must accompany planning applications of this nature.
- 6.2. The format of this statement is in accordance with the best practice guidelines which were advocated by CABE:

USE

- 6.3. No. 12 Maryon Mews is a two storey residential dwellinghouse (use class C3).

AMOUNT

- 6.4. It is proposed to make a minor alteration to the north eastern facing roof slope to provide additional headroom and enable the conversion of part of the existing loft space into habitable accommodation comprised of a bedroom, en-suite and storage room.
- 6.5. The proposal also includes the provision of two rooflights.

LAYOUT

- 6.6. The proposal relates to a small roof alteration to the north eastern roof pitch.

SCALE

- 6.7. The proposed alteration to the roof slope is minimal and the top of the roof will sit beneath the height of the eastern parapet wall of no. 12 Maryon Mews.

LANDSCAPING

- 6.8. The proposal relates to a small roof alteration, accordingly, no additional landscaping is proposed through this application

APPEARANCE

- 6.9. It is proposed that all material finishes will match the existing property. This will include matching roof tiles and bricks.

ACCESS

- 6.10. The proposal does not relate to an alteration of the property's access.

7.0 CONCLUSIONS

- 7.1. This application seeks permission for a 'proposed roof alteration including the insertion of two rooflights to form habitable accommodation at second floor level within the existing loft space' at no. 12 Maryon Mews, London.
- 7.2. The proposal has been subject to pre-application discussions (Ref no. 2015/2272/PRE) which confirmed that the design and approach being taken towards the roof alteration was in accordance with the character of the building, context and conservation area and maintains neighbouring residential amenity.
- 7.3. This formal application has therefore been prepared on the basis of the pre-application scheme with the addition of two velux rooflights to provide natural light.
- 7.4. It is considered that the proposal continues to conform with all relevant planning policies and guidance and we therefore request that officers grant planning permission for these works.

Appendix 1 - Pre-Application Advice Request Response 2015/2272/PRE



Planning Solutions Team
Planning and Regeneration
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www.camden.gov.uk/planning

Date: 14/05/2015
Our ref: 2015/2272/PRE
Contact: Laura Hazelton
Direct line: 020 7974 1017
Email: laura.hazelton@camden.gov.uk

Mr Paul Watson,
 Phillips Planning Services Limited,
 Kingsbrook House
 7 Kingsway
 Bedford
 Bedfordshire
 MK42 9BA

By email

Dear Mr Watson,

Re: 12 Maryon Mews, London, NW3 2PU

Thank you for submitting a pre-planning application enquiry for the above property which was received on 20/04/2015 together with the required fee of £420.00.

1. Drawings and documents submitted with the pre-application enquiry

- Pre-Application Statement
- 144682/15-01 Site Location Plan
- SP-100 Rev D1 Existing Site Plan
- SP-101 Rev D1 Second Floor Existing and Proposed Plan
- SP-102 Rev D1 Roof Existing and Proposed Plan
- SP-103 Rev D1 Existing and Proposed-Section A & B
- SP-104 Rev D1 Existing and Proposed-Section C
- SP-105 Rev D1 Existing and Proposed-Elevation 1 & 2
- SP-106 Rev D1 Existing and Proposed- Front Elevation (Photograph)
- SP-107 Rev D1 Existing and Proposed-Side Elevation (Photograph)

2. Proposal

Proposed roof alterations/part loft conversion.

N.B. During the site visit of 08/05/2015, we discussed the applicant's intention of inserting an additional window on the third floor of the south-eastern elevation; and in particular whether it is advisable to include it in a future planning application or to carry out the works under permitted development. I will discuss this further in my report.

3. Site description

The application property is a modern two-storey single family dwelling house located in the south-east corner of Maryon Mews. Maryon Mews is a gated development designed by Ted Levy in the 1970s, with a row of two storey, flat-roofed cottages facing the rear of South End Road to the east and more densely packed modern flats/houses at the western end. The application property is located amongst these more densely-packed properties.

Maryon Mews is located off South End Road, west of Hampstead Heath Station. The application site is located within the Hampstead Conservation Area, but is not listed as making a positive contribution to the character and appearance of the area.

4. Relevant planning history

15221 – The erection of 17 dwelling units, a garage, a petrol filling station and parking accommodation at Nos. 30, 30a and 30b South End Road, and 6 & 7 Maryon Mews, N.W.3. Granted 03/04/1973.

13106 – The erection of 18 dwelling houses, part 2 storeys, part 3 storeys and a garage with maisonettes over, and petrol station and parking accommodation at Nos. 30, 30a and 30b South End Road and 6 and 7 Maryon Mews, N.W.3. Granted 04/09/1972.

Neither of the above planning permissions have conditions imposed removing permitted development rights.

2015/0018/P – Erection of two storey rear extension with internal layout amendments. Withdrawn 26/01/2015.

2015/0437/P – Erection of a two storey rear extension, extension to existing conservatory, replacement of rear ground floor timber doors with sliding metal framed doors and relocation of 2 x windows on rear elevation. Granted 24/03/2015.

2015/0621/P – Certificate of Lawfulness (Proposed) for installation of front door and associated surround to infill recessed front porch area. Granted 12/02/2015.

2015/0622/P – Certificate of Lawfulness (Proposed) for installation of window on front elevation at first floor level. Granted 12/02/2015.

2015/1935/P – Certificate of Lawfulness (Proposed) for the erection of single storey front extension to form new access. Granted 17/04/2015.

5. Relevant policies and guidance

[National Planning Policy Framework 2012](#)

[The London Plan March 2015, consolidated with alterations since 2011](#)

[LDF Core Strategy](#)

CS5 Managing the impact of growth and development

CS14 Promoting high quality places and conserving our heritage

[LDF Development Policies](#)

DP24 Securing high quality design

DP25 Conserving Camden's heritage

DP26 Managing the impact of development on occupiers and neighbours

[Camden Planning Guidance 2011/2013](#)

CPG1 Design

CPG6 Amenity

[Hampstead Conservation Area Statement 2001](#)

6. Assessment

I have now considered the proposal and have the following advice:

The key planning issues are as follows:

- Impact on the character and appearance of the host property and on the wider Hampstead Conservation Area (design)
- Impact on the visual and residential amenities of nearby and neighbouring properties

Design

The Camden Core Strategy 2010-2025 sets out the key elements of the Council's planning vision and strategy for the borough and Camden Development Policies contribute to implementing the Core Strategy by setting out detailed planning policies that the Council will use when determining planning applications. The Camden Planning Guidance (CPG) Supplementary Planning Document supports the policies in the LDF by giving detailed guidance on the implementation of the policies.

Policies CS14 and DP24 seek to ensure all development is of the highest quality and design and exhibits consideration of the character, setting, context and form of neighbouring buildings. Furthermore, Policy DP25 seeks to preserve and enhance the character and appearance of Conservation Areas.

CPG1 (Design) sets out principles for roof alterations and extensions and states that the main considerations revolve around their scale and visual prominence; the effect on the established townscape and architectural style; and the effect on neighbouring properties. Alterations are likely to be acceptable where there is an established form of roof addition or alteration; where they are architecturally sympathetic to the age and character of the building and retain the overall integrity of the roof form; and where there are a variety of additions or alterations to roofs which create an established pattern and where further development of a similar form would not cause additional harm.

Further guidance is provided by the Hampstead Conservation Area Statement (2001) which highlights that the roof alteration must be assessed with regard to the design of the building, the nature of the roof type, the adjoining properties and the streetscape. In particular, roof extensions are unlikely to be acceptable where it would be detrimental to the form and character of the existing building; where the property forms part of a group or terrace which remains largely unimpaired; where the property forms part of a symmetrical composition, the balance of which would be upset; or where the roof is prominent, particularly in long views.

At present, the property is characterised by a part single-pitch, part dual-pitch roof. The proposed development relates to the alteration of the single-pitched, north-easterly sloping roof slope to enable the provision of extra headroom in the loft space and its conversion into a habitable room. The property is located in the south-eastern corner of a very densely-packed mews style residential development. No's 1-8 Maryon Mews (the only properties within the Mews listed as positive contributors to the Hampstead Conservation Area) are all two-storey terrace properties with flat roofs, which run along the eastern edge of the mews. However, the remainder of the properties, including the application site, are arranged in a dense, irregular layout, with no clear uniformity or established pattern of roof pitch.

As the application property is not characterised by a single roof pitch it is not considered that its alteration would harm the appearance of the host property or the surrounding area.

The development is considered a subordinate design in relation to the host property, which is not detrimental to the form and character of the existing building. As there is no established pattern of roof form in the surrounding area, it is not considered that the amended pitch would appear out of scale in this location, or harm the character and appearance of the wider Hampstead conservation area. Furthermore, the alterations would only be visible from limited angles within the mews and would not be visible from the public realm due to the secluded, densely-packed nature of the site and the mews-style layout of the properties.

The use of matching materials ensures the development does not detract from the appearance of the host property and surrounding area and ensures it is a sensitive, compatible design, which integrates with the character and appearance of the host building and the surrounding conservation area. Furthermore, roof alterations in the form of roof lights are a common characteristic of the area and the development is not considered to cause further harm to the area.

The proposed roof alterations are therefore considered to be in accordance with Policies CS14, DP24 and DP25 of the Local Development Framework.

Amenity

Policy CS5 seeks to protect the amenity of Camden's residents by ensuring the impact of development is fully considered. Policy DP26 supports this, by seeking to ensure that development protects the quality of life of occupiers and neighbours by only granting permission to development that would not harm the amenity of neighbouring residents. This includes privacy, overlooking, outlook and impact on daylight and sunlight.

The proposed roof alterations involve a change to the roof pitch to allow for greater headroom within the loft room. The alterations would not extend above the existing roof line and due to the orientation of the site relative to neighbouring properties; it is not considered that the development would cause material harm in terms of loss of outlook or access to daylight and sunlight for neighbouring properties.

Matching materials would be used both for the roof tiles and the bricks used on the north elevation wall which will be slightly raised to accommodate the change in roof pitch. Combined with the fact that the development would only be visible from limited angles, it is therefore not considered to negatively impact on the visual amenities of adjoining occupiers.

Possible impacts on neighbouring properties in terms of overlooking and loss of privacy which may arise from the insertion of a new rear window will be discussed below.

Proposed rear window

Proposed rear elevations were not provided with the pre-application enquiry; however, the possibility of inserting a new third floor rear window to provide daylight to the loft space was discussed whilst on site.

The insertion of a new window to the rear elevation constitutes permitted development. Permitted Development rights were not withdrawn when the property was first constructed (approved under references 15221 and 13106) and therefore, this development could be carried out without submitting a planning application. However, should you include this development on a future planning application there would be no objection in principle, provided the development conforms to the guidance outlined in CPG1. Paragraph 4.7

states that new windows should complement the existing building, and should match the originals as closely as possible in terms of type, glazing patterns and proportions.

The proposal is unlikely to adversely affect the amenities enjoyed by the occupiers of neighbouring properties in terms of overlooking or loss of privacy due to the fact that there are no windows to the rear of neighbouring property 1 Maryon Mews, and the rear of the property is surrounded by mature vegetation. The nearest back to back property is approximately 26m away (no. 35 Pond Street), and is therefore considered to be relatively unaffected by the proposals.

7. Conclusion

The proposal would likely be supported at application stage.

8. Planning application information

8.1 If you submit a planning application, I would advise you to submit the following for a valid planning application:

- Completed form – Householder planning application.
- An Ordnance Survey based location plan at 1:1250 scale denoting the application site in red.
- Floor plans at a scale of 1:50 labelled 'existing' and 'proposed'
- Roof plans at a scale of 1:50 labelled 'existing' and 'proposed'
- Elevation drawings at a scale of 1:50 labelled 'existing' and 'proposed'
- Section drawings at a scale of 1:50 labelled 'existing' and 'proposed'
- Design and access statement
- Sample photographs/manufacturer details of proposed brick cladding
- The appropriate fee of £172.00
- Please see [supporting information for planning applications](#) for more information.

8.2 We are legally required to consult on applications with individuals who may be affected by the proposals. We would notify neighbours by letter, put up a notice on or near the site and advertise in a local newspaper. The Council must allow 21 days from the consultation start date for responses to be received.

8.3 It is likely that a proposal of this size would be determined under delegated powers, however, if more than 3 objections from neighbours or an objection from a local amenity group is received the application will be referred to the Members Briefing Panel should it be recommended for approval by officers. For more details click [here](#).

This document represents an initial informal officer view of your proposals based on the information available to us at this stage and would not be binding upon the Council, nor prejudice any future planning application decisions made by the Council.

If you have any queries about the above letter or the attached document please do not hesitate to contact me on 0207 974 1017.

Thank you for using Camden's pre-application advice service.

Yours sincerely,

Laura Hazelton

Planning Officer
Planning Solutions Team



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