

Date: **14<sup>th</sup> September 2018**  
Your ref:  
Our ref: 2018/3822/PRE  
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Dear Mr Prashant Patel,

**Town and Country Planning Act 1990 (as amended)**  
**Re: 9 Kingscroft Road, NW2 3QE**

Thank you for your enquiry received on the 5<sup>th</sup> August 2018, regarding the proposed single story rear extension, side extension and enlargement of the existing loft.

The site is a detached two storey property on the north side of Kingscroft Road. The site falls within the Fortune Green and West Hampstead Neighbourhood Plan area. It does not fall within a conservation area.

The building was previously in use as a nursing home but was converted to an HMO without planning permission before 2014. The application to convert the property to a 5 x unit HMO (Class C4) with a studio flat at 1st floor and 1-bed flat at 2nd floor (Class C3) was submitted to regularise the development (planning ref: 2014/6762/P). At the rear of the property there is an external metal staircase which provides secondary / emergency access to accommodation at first and second floor level (within the roofspace).

### **Planning History**

**G3/1/7/15742:** The erection of an external staircase at 9 Kingscroft Road, N.W.2. Granted 04/06/1973

**2014/6762/P:** Change of use from nursing home (Class C2) to 5 x unit HMO (Class C4) with a studio flat at 1st floor and 1-bed flat at 2nd floor (Class C3). Granted Subject to a Section 106 Legal Agreement 01/07/2015

The Council provide specific guidance on extensions in Camden Planning Guidance (CPG1 Design). Extensions should be subordinate to the original building in terms of scale and situation. A rear extension is often the most appropriate way to extend a house or property. However, rear extensions that

are insensitively or inappropriately designed can spoil the appearance of a property or group of properties and harm the amenity of neighbouring properties, for example in terms of outlook and access to daylight and sunlight.

#### Single storey rear infill extension

The single storey rear infill extension is to allow the enlargement of the one of the HMO rooms at ground floor level. The existing HMO room (with bathroom) has a floorspace of 23.33sqm. The extension would result in the HMO room having a floorspace of 39sqm. The extension would extend 3.9m from the main rear elevation and would infill the area to the side of the existing 2 storey projecting wing. The proposed extension would be set away from the existing 2 storey projecting wing to allow the existing external staircase to remain. The extension would be 3.4m high with a flat roof.

The principle of an extension is considered acceptable. The proposed extension would allow the retention of a reasonable size garden (approximately 73sqm). The height of the extension is considered to be disproportionate and should be reduced so that it has less impact on neighbouring amenity in terms of daylight to any side windows. If planning permission were to be granted it is likely a condition would be required to ensure the flat roof created would not be used as a roof terrace. The reason for the condition is to protect neighbouring amenity from overlooking and loss of privacy.

#### Side extension

The proposed side extension is relatively small and would project 1.3m from the side elevation and would provide an additional 4sqm of floorspace. It would sit to the south of the existing 2 storey projecting wing and would allow the existing communal HMO kitchen to be enlarged slightly.

The principle of an extension in this location is considered acceptable. It would be set away from the boundary and would be in line with the 2 storey projecting wing. The location, detailed design and material of the side extension is likely to be acceptable. Given its scale and location it would be unlikely to harm neighbouring amenity.

#### Enlargement of the existing loft

The existing roof has a two small dormers at the top of the roof slope (3<sup>rd</sup> floor level) as well as a single dormer with fire escape door in the lower part of the roof slope (at 2<sup>nd</sup> floor level).

Camden planning guidance CPG 1 Design provides specific guidance on roof extensions. Alterations to, or the addition of, roof dormers should be sensitive changes which maintain the overall structure of the existing roof form. In number, form, scale and pane size, the dormer and window should relate to the façade below and the surface area of the roof. They should appear as

separate small projections on the roof surface. They should generally be aligned with windows on the lower floors and be of a size that is clearly subordinate to the windows below. They should also be sufficiently below the ridge of the roof in order to avoid projecting into the roofline when viewed from a distance. A 500mm gap is required between the dormer and the ridge or hip to maintain this separation.

The proposed 6.4m wide dormer at 3<sup>rd</sup> floor level is considered disproportionate in size and does not comply with the Council's guidance on dormer roof extensions. Such a dormer would harm the appearance of the host property. Given the already crowded nature of the roof slope no further roof extensions would be encouraged.

It is also noted that the proposed conversion of the loft storage area to a HMO room at 3<sup>rd</sup> floor level would result in the previously approved (planning ref: 2014/6762/P) 1-bed flat at 2nd floor being no longer self-contained. While it is not clear whether this planning permission was ever fully implemented, the Council would not support the loss of self-contained accommodation.

Planning application forms can be completed online through the National Planning Portal [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

For a valid application, I would advise you to submit the following:

- Completed form – [planning permission](#)
- An Ordnance Survey based location plan at 1:1250 scale clearly denoting the application site in red.
- **Elevations, floor / roof plans, sections** labelled 'existing' and 'proposed' (with a scale bar on the drawing) – such drawings should include a roof plan and a section drawing through any proposed extension.
- The completed Ownership Certificate (this is part of the application form)
- The appropriate fee (£206)
- Photographs are helpful to provide site context

A short statement explaining the design thinking behind your proposal would also be helpful

**Please note that the information contained in this letter represents an officer's opinion and is without prejudice to further consideration of this matter by the Development Control section or to the Council's formal decision.**

I trust this information is of assistance. Should you have any further queries please do not hesitate to contact me by telephone on 020 7974 5262.

It is important to us to find out what our customers think about the service we provide. To help, we would be very grateful if you could take a few moments to complete our [pre application enquiry survey](#). We will use the information you give us to monitor and improve our services.

Yours sincerely

David Peres da Costa  
Senior Planning officer  
Planning Solutions Team