

363 West End Lane  
London  
NW6 1LP

## DESIGN & ACCESS STATEMENT: FULL PLANNING APPLICATION



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Prepared for:

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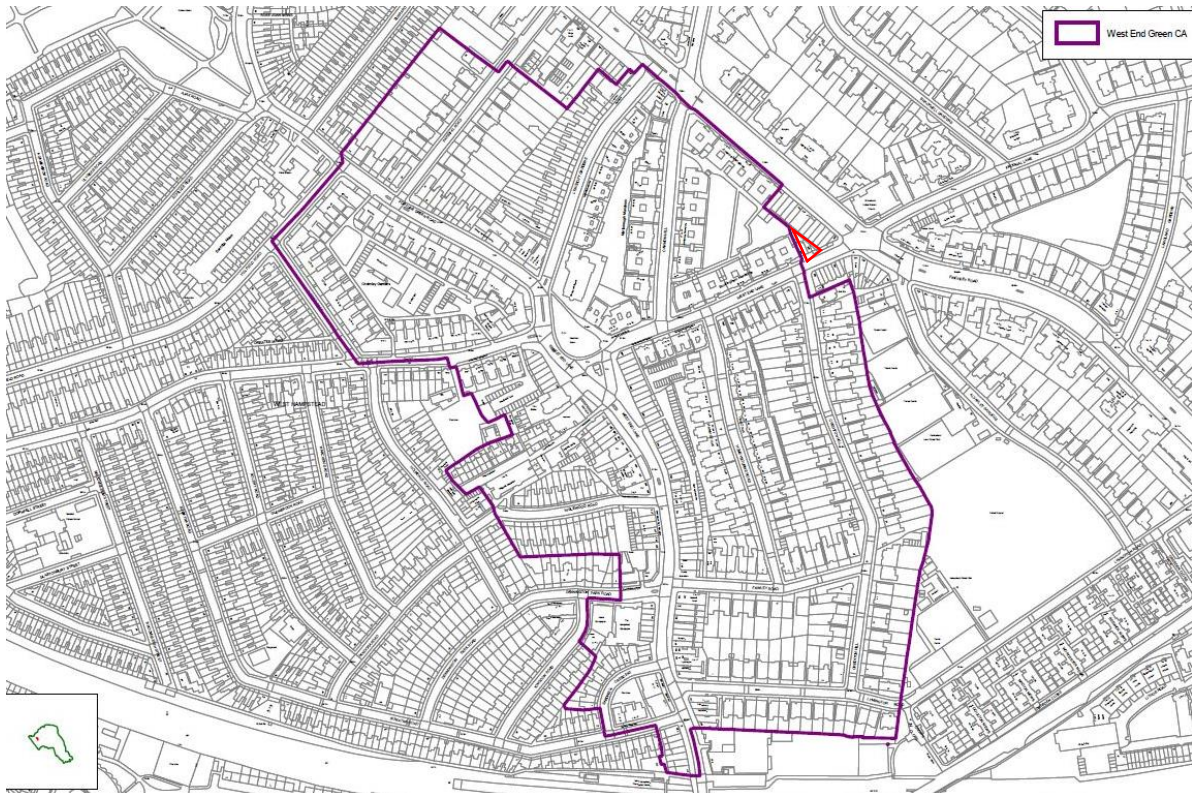
# 1 INTRODUCTION

The property at 363 West End Lane is an early 20th century commercial/residential property, part of a terrace of four properties erected sometime between 1898 and 1915. A large Mansion block – Buckingham Mansions - was as part of a development of three mansion blocks constructed between 1897 and 1902, to the West of the Terrace (fig. 1). The terrace group of properties were erected after the improvements to the present Finchley Road, on land formerly part of the grounds to of Wellesley House, a substantial suburban mansion. It appears that the small terrace of 363 to 369 was built after the mansion block.

The proposed works comprise the following:

- Reconfiguration of the shopfront to accommodate additional doorway
- Erection of part 1, part 2-storey extension to the rear.
- Erection of rear roof terrace at second floor level and dormer roof extension with a balcony at third floor (roof) level

This Design & Access Statement should be read in conjunction with SLHA drawings 000 to 207.



**Figure 1: West end Green Conservation Area boundary, the subject site is highlighted in red.**

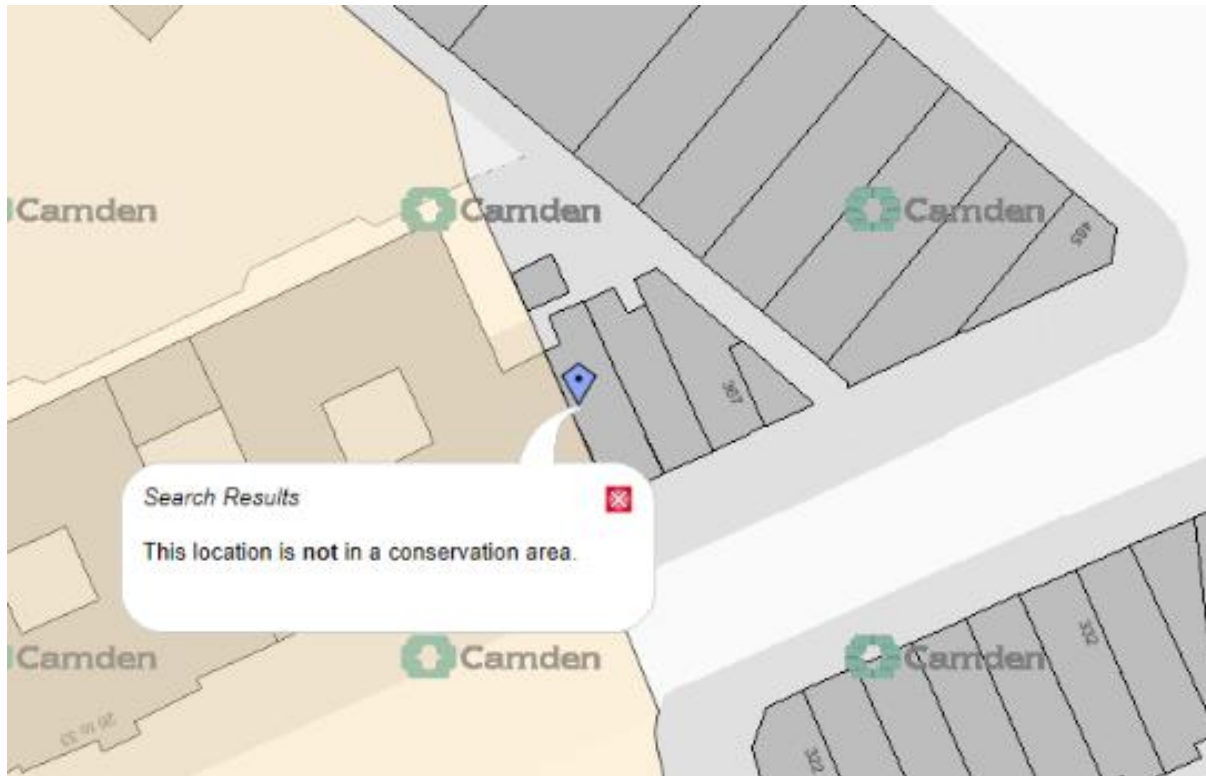
## 1.1 Context

The property lies adjacent to the boundary of the West End Green Conservation Area within the London Borough of Camden. West End Lane runs west off Finchley Road, north of West Hampstead.



The property is the westerly most unit within a terrace of four properties which together form a small parade of shops to the ground floor with small forecourts to the front. To the west, the property adjoins a block of residential mansion flats.

The property is not “locally listed” and is unlikely to be regarded as a non-designated heritage asset.



**Figure 2: 363 West End Lane is not included within the West End Green Conservation Area (Camden Council web site)**

The front of the property at ground floor is defined from the public footpath along West End Lane by greenery and a low wall (fig. 3) which defines the private space. To the rear, the site contains a yard belonging to the three properties which is at present “communal”, but title deeds of each property dictate they are owned by each as shown in the site plan. They are not in active use and are overlooked by Buckingham Mansions block to the west (fig.4). Access to the residential part of the subject site is via a steep flight of steps adjacent to 369 West End Lane, the ownership of which is unknown; and then via a locked security gate giving on a descending stair to the communal yard of the three properties comprising 363 to 367 West End Lane. The upper, residential, parts to the properties are all accessed in this way, there being no independent access via the shops, which are in separate occupation.

The rear is thus very secluded and private, not visible from the public realm or from any neighbouring amenity space. The present route to the upper floor residential units involves two communal stair runs making it very awkward to access and compromises the privacy and convenience.

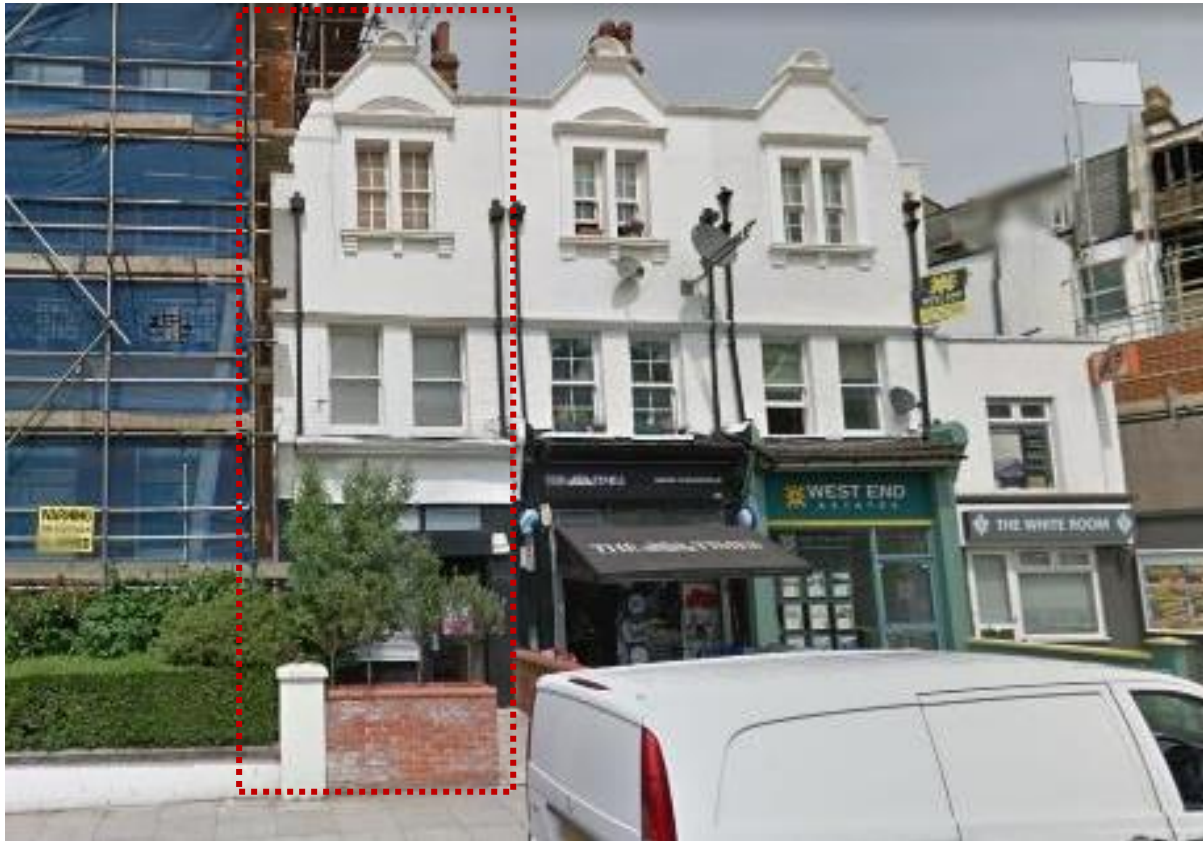


Figure 3: West End Lane (subject site is highlighted in red)

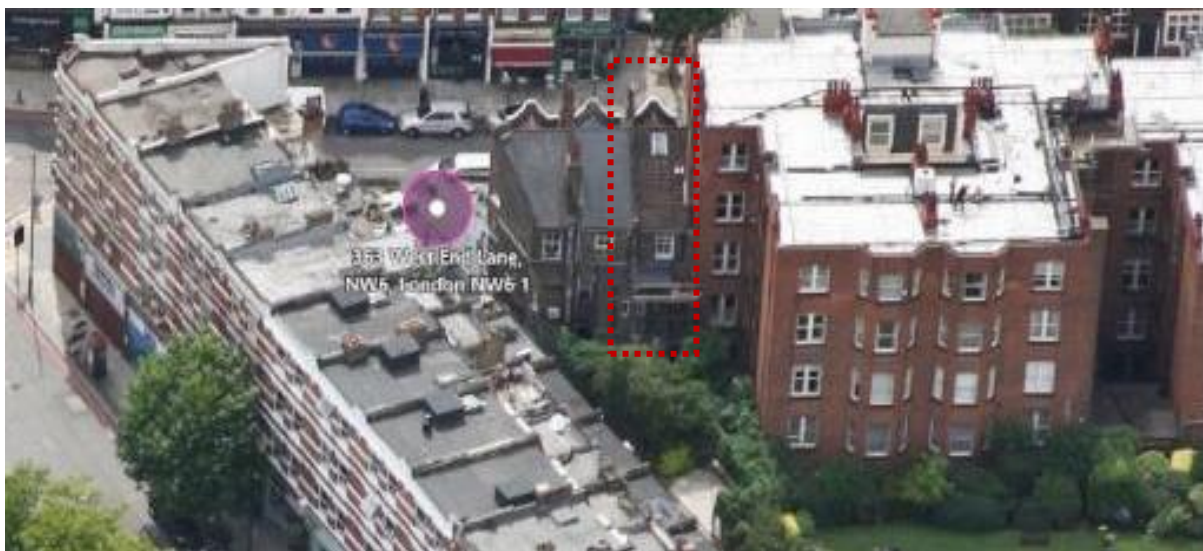


Figure 4: Rear view from the north (subject site is outlined in red)

## 1.2 Use

The original and present use of the property is residential on the three upper floors with a commercial unit on the ground floor. The ground floor unit has been used as professional services and an office for business since 1986 (fig. 5). Currently, the ground floor unit is vacant. This has been the case for the past 3 years, where the last tenant left due to business rates increase thus preventing it being re-let.



**Figure 5: The small parade of shops formed by the ground floor retail units within the terrace. The fourth unit on extreme right, No 369, does not have access to the rear communal yard and has an entrance to upper parts from the raised alley. The steps on the right are the access route to the upper parts of the three gabled terrace property, via a locked security gate and stairs down to the communal yard.**

## 1.3 Pre-application Advice

Pre-Application advice was sought in February 2018. The current proposals reflect the advice given by the Council and coherently resolve the issues raised. The proposals have been altered as follows

- The ground floor commercial/retail unit is retained on the ground floor
- The proposed bay window to the front (ground floor) has been reverted to a remodelled flush shopfront, in keeping with the others within the terrace
- Part of the rear extension at ground and first floor has been stepped back to retain the articulation of the existing closet wing
- The roof to the extension at first floor is now pitched (rather than flat as previously proposed) in order to reflect the roof of the neighbouring stepped rear outrigger
- The positioning of new timber sash windows has been altered to reflect the original proportions of the building
- The terrace to the second floor has been reduced and stepped back from the rear wall of the extension at first floor

- The dormer roof extension has now been reconfigured inline with CPG Para 5.11. It now reads as a separate projection from the roof, aligned with windows on the lower floors and is set-off by 500mm from the eaves, roof ridge and boundary walls.

The written advice from the Council can be found in Appendix A of this document.





Figure 6: Rear view of 363 West End Lane, ground floor closet outshot



Figure 7: Rear view of 363 West End Lane, showing first floor closet outshot.



Figure 9: Rear view of 363, showing conjunction with adjoining Buckingham Mansions which overlooks the yard to 363-



Figure 8: Rear view of 363 West End Lane, showing conjunction with adjacent Buckingham Mansions at upper level.

## 1.4 Trees

There are no Tree Preservation Orders on or in the proximity of the site nor are there any works proposed to the existing trees.

# 2 PROPOSED WORKS

The key scope of works is scheduled below. Some of the below is regarded as Permitted Development, or would not count as 'development'. However, all works have been included for completeness and the avoidance of doubt. For further details please refer to SLHA drawings 000-207.

- |               |  |
|---------------|--|
| Ground Floor: | <ul style="list-style-type: none"><li>- Remodelling of shop front to accommodate an additional entrance to first floor residential unit. This will retain the ground floor retail/commercial unit.</li><li>- Relocation of internal stair to front of the property to allow independent access to first floor from ground level</li><li>- New rear extension to replace existing rear closet wing, this extending the retail/commercial space.</li></ul> |
| First Floor:  | <ul style="list-style-type: none"><li>- New rear extension to replace existing rear closet wing as at ground floor, extending the residential accommodation.</li><li>- Reconfiguration of kitchen to the rear</li><li>- Formation of new WC</li><li>- Removal of 2no. chimney breast</li></ul>   |
| Second Floor: | <ul style="list-style-type: none"><li>- New WC</li><li>- Removal of 2no. chimney breast</li><li>- New roof terrace/ balcony to rear</li></ul>  |
| Third Floor:  | <ul style="list-style-type: none"><li>- New dormer roof addition to create space for additional bedroom</li><li>- New roof terrace/ balcony</li><li>- Relocation of WC</li></ul>   |
| Roof:         | <ul style="list-style-type: none"><li>- Removal of 2no. roof lights to rear pitch</li><li>- Insertion of new dormer window extension to rear with associated terrace</li></ul>   |
| External:     | <ul style="list-style-type: none"><li>- Demolition of legal property boundary and landscaping improvements</li></ul>   |

## 3 ACCESS

It is proposed to introduce a new entrance to the residential unit above ground floor. The entrance will be adjacent to the existing doorway on West End Lane and will lead to an internal stair corridor from which the residential units will be accessed. The new stair from ground floor will join the existing stair run at first floor.

Access to the ground floor commercial unit will continue to be from the existing entrance which will be furnished with a new entry door.

## 4 MATERIALS

The existing materials at the property are of brick with modern, synthetic tiles to the roofs with flashings of a similar material. To the front the brick work is rendered and painted white, to the rear the brick is left exposed. Windows are traditional timber sash windows painted white. Rainwater goods are of black PVC.

Externally, proposed materials are to match those existing. The rear extension will be of brick to match existing and new windows and doors will be of traditional timber construction and painted white. New roofs will be of traditional slate tiles to match those existing in the surrounding area. This will be a marked improvement of the synthetic tiles currently existing at the property.

Internally, the new stair and doors will be timber and new partition walls will be constructed of timber studwork with rendered plasterboard.

It is our utmost priority that a high-quality finish is achieved both internally and externally and this will be reflected at detailed design stage.

## 5 PLANNING HISTORY

There is no relevant planning history available for the site on the Camden Council Website.

## 6 PLANNING POLICY/JUSTIFICATION STATEMENT

### 6.1 NPPF Considerations (July 2018)

The National Planning Policy Framework sets out the Government's planning policies for England and how these should be applied. It provides a framework within which locally-prepared plans for housing and other development can be produced.

The policies contained within the NPPF seek to attain the Government's aim of achieving sustainable development. Resolution 42/187 of the United Nations General Assembly defined "sustainable development" as development that meets the needs of the present without compromising the ability of future generations to meet their own needs.

The proposed alterations to the existing building have been designed in line with the principles set out within the NPPF. Particularly:

Paragraph 11 sets out the presumption in favour of sustainable development as the central aspect of planning policy and decision making. In terms of determining development proposals, this means approving schemes which accord with the Development Plan "without delay". It also exhorts plans to "be sufficiently flexible to adapt to rapid change"

This is particularly relevant when considering consultation on proposed PD rights being considered at present. Although not adopted policy as yet, there is a clear direction of travel from the government in relation to conversion of shops to residential and upwards extensions. The latter proposed universally outside conservation areas. The present proposal is the epitome of government thinking in this regard; extending to provide superior family accommodation and improved living conditions.

Where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date, granting permission unless:

- i. the application of policies in this Framework that protect areas or assets of particular importance provides a clear reason for refusing the development proposed; or
- ii. any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole.

#### **Section 11 - Making effective use of land:**

118. Planning policies and decisions should:

*d) promote and support the development of under-utilised land and buildings, especially if this would help to meet identified needs for housing where land supply is constrained and available sites could be used more effectively (for example converting space above shops, and building on or above service yards, car parks, lock-ups and railway infrastructure)<sup>45</sup>; and*

*e) support opportunities to use the airspace above existing residential and commercial premises for new homes. In particular, they should allow upward extensions where the development would be consistent with the prevailing height and form of neighbouring properties and the overall street scene, is well-designed (including complying with any local design policies and standards) and can maintain safe access and egress for occupiers.*

**Response:** the present premises has been underutilised and has become run down. The retail unit was successfully let until the rise in business rates and since then has been vacant. This application



deals with the accommodation above the ground floor and comprises extensions in order to create a reasonable pleasant living standard for a family unit; and allow optimum viable use. The access to the upper floors is at present torturous, requiring ascendance and descendance of two open staircases and crossing of other properties (by right of way). The floor spaces are restrictive. It would not be economic to invest in improvements such as efficient servicing and general refurbishment without a means of recouping the investment through added value. That is achieved by the increase in floor space and improved living standards, creating a useable family unit.

### **Section 12 Achieving well-designed places:**

*127. Planning policies and decisions should ensure that developments: a) will function well and add to the overall quality of the area, not just for the short term but over the lifetime of the development; b) are visually attractive as a result of good architecture, layout and appropriate and effective landscaping; c) are sympathetic to local character and history, including the surrounding built environment and landscape setting, while not preventing or discouraging appropriate innovation or change (such as increased densities); d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit; e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development (including green and other public space) and support local facilities and transport networks; and 39 f) create places that are safe, inclusive and accessible and which promote health and well-being, with a high standard of amenity for existing and future users 46; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.*

**Response:** The proposals will allow the site to be brought up to a high standard of design which is considered to be in keeping with the local area. The site is currently run down, and as a result it detracts from the overall character and quality of the area. The proposed design will ensure the long-term use of the site as a viable family home with an improved retail unit below, thus securing its future upkeep in a way that is sustainable. The proposal utilises good architectural design, detailing and layout and is sympathetic to the character of the area. The retention of the ground floor shop helps to secure a good mix of development and has the potential to support the local area in the future, despite its current disuse due to high business rates.

*128. Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.*

**Response:** The applicant has taken pre-application advice from the local planning authority. Following detailed discussions regarding the proposal, the applicant has proactively incorporated the council's comments into the current proposed scheme to ensure it is acceptable and in accordance with current

planning policy. In addition to this, the proposals are in keeping with the local aesthetic and do not have an adverse impact on neighbours and the wider community.

131. In determining applications, great weight should be given to outstanding or innovative designs which promote high levels of sustainability, or help raise the standard of design more generally in an area, so long as they fit in with the overall form and layout of their surroundings.

**Response:** The proposal will help to raise the standard of the area by renovating a rundown property in a way that will secure its long-term use as a family home, with shop at ground floor level. In addition to this benefit, the proposal is in keeping with the area and does not have an adverse impact on local character or the amenity of neighbours.

## 6.2 London Plan (2016)

The London Plan is the statutory Spatial Development Strategy for Greater London prepared by the Mayor of London in accordance with the Greater London Authority Act 1999 (as amended) (“the GLA Act”) and associated regulations.

The legislation requires the London Plan to include the Mayor’s general policies in respect of the development and use of land in Greater London and statements dealing with general spatial development aspects of his other strategies. The Mayor is required to have regard to the need to ensure that the London Plan is consistent with national policies. When published in its final form the Plan will comprise part of the statutory development plan for Greater London. Boroughs’ local development documents have to be ‘in general conformity’ with the London Plan, which is also legally part of the development plan that has to be taken into account when planning decisions are taken in any part of London unless there are planning reasons why it should not.

The proposed alterations to the existing building have been designed in line with the principles set out within the London Plan.

## 6.3 Camden Local Plan (2017)

### **Policy D1 - Design**

*The Council will seek to secure high quality design in development. The Council will require that development:*

- a. respects local context and character;*
- b. preserves or enhances the historic environment and heritage assets in accordance with Policy D2 Heritage;*
- c. is sustainable in design and construction, incorporating best practice in resource management and climate change mitigation and adaptation;*
- d. is of sustainable and durable construction and adaptable to different activities and land uses;*
- e. comprises details and materials that are of high quality and complement the local character;*

- f. integrates well with the surrounding streets and open spaces, improving movement through the site and wider area with direct, accessible and easily recognisable routes and contributes positively to the street frontage;*
- g. is inclusive and accessible for all;*

Response: the proposal accords with all the above points. The materials will match those of the host building and the adjoining and adjacent properties, which are responsive etc the local context and character. The proposals is modest in size and although outside the conservation area it is within its setting. The local environs will be preserved considering the location, and it is contended that the setting of the conservation area will be enhanced as the existing rear elevation is generally of poor quality. Although this is not visible from the public realm. The front elevation preserves all its design and aesthetic features and provides for new access at grade.

The materials and construction will comply with all relevant regulations, although this is an existing building which is being altered, improvement can and will be made to address sustainability issues.

As the intent is to improve and enhance the property in accordance with the present status and aspirations of the local environs, the use of high quality materials is essential to the realisation of the project.

Details can be reserved by conditions.

#### **Policy D2 – Heritage**

*The Council will preserve and, where appropriate, enhance Camden’s rich and diverse heritage assets and their settings, including conservation areas, listed buildings, archaeological remains, scheduled ancient monuments and historic parks and gardens and locally listed heritage assets.*

**Response:** the subject site is not a designated heritage asset, nor is it locally listed. It lies outside the West End Green Conservation area, but is within its setting

#### **- Designated Heritage Assets**

*Designed heritage assets include conservation areas and listed buildings. The Council will not permit the loss of or substantial harm to a designated heritage asset, including conservation areas and Listed Buildings, unless it can be demonstrated that the substantial harm or loss is necessary to achieve substantial public benefits that outweigh that harm or loss, or all of the following apply:*

- a. the nature of the heritage asset prevents all reasonable uses of the site;*
- b. no viable use of the heritage asset itself can be found in the medium term through appropriate marketing that will enable its conservation;*
- c. conservation by grant-funding or some form of charitable or public ownership is demonstrably not possible; and*
- d. the harm or loss is outweighed by the benefit of bringing the site back into use. The Council will not permit development that results in harm that is less than substantial to the significance of a designated heritage asset unless the public benefits of the proposal convincingly outweigh that harm. Conservation areas Conservation areas are designated heritage assets and this section should be read in conjunction with the section above headed ‘designated heritage*

*assets'. In order to maintain the character of Camden's conservation areas, the Council will take account of conservation area statements, appraisals and management strategies when assessing applications within conservation areas.*

The Council will:

- e. require that development within conservation areas preserves or, where possible, enhances the character or appearance of the area;*
- f. resist the total or substantial demolition of an unlisted building that makes a positive contribution to the character or appearance of a conservation area;*
- g. resist development outside of a conservation area that causes harm to the character or appearance of that conservation area; and*
- h. preserve trees and garden spaces which contribute to the character and appearance of a conservation area or which provide a setting for Camden's architectural heritage.*

**Response:** the policy at "g" above is the only one possible applicable but the development is of low impact, is not visible from the public realm and has extremely limited visibility from private surrounding property within the conservation area. The design has been articulated to accord with the characteristics of the host building and immediate environs. Consequently, the development causes no harm to the conservation area.

- **Listed Buildings**

*Listed buildings are designated heritage assets and this section should be read in conjunction with the section above headed 'designated heritage assets'. To preserve or enhance the borough's listed buildings, the Council will:*

- i. resist the total or substantial demolition of a listed building;*
- j. resist proposals for a change of use or alterations and extensions to a listed building where this would cause harm to the special architectural and historic interest of the building; and*
- k. resist development that would cause harm to significance of a listed building through an effect on its setting.*

**Response:** There are no listed buildings affected

- **Archaeology**

*The Council will protect remains of archaeological importance by ensuring acceptable measures are taken proportionate to the significance of the heritage asset to preserve them and their setting, including physical preservation, where appropriate.*

**Response:** The site is not in an area of known archaeological interest.

- **Other Heritage Assets and Non-Designated Heritage Assets**

*The Council will seek to protect other heritage assets including non-designated heritage assets (including those on and off the local list), Registered Parks and Gardens and London Squares. The effect of a proposal on the significance of a non-designated heritage asset will be weighed against the public*



*benefits of the proposal, balancing the scale of any harm or loss and the significance of the heritage asset.*

**Response:** the council have not formally identified the site as a non-designated Heritage asset. As the property is considered to be of little or no historic interest, it is unlikely to be identified as a non-designated heritage asset.

### **Policy D3 – Shopfronts**

*The Council will expect a high standard of design in new and altered shopfronts, canopies, blinds, security measures and other features.*

*When determining proposals for shopfront development the Council will consider:*

- a. the design of the shopfront or feature, including its details and materials;*
- b. the existing character, architectural and historic merit and design of the building and its shopfront;*
- c. the relationship between the shopfront and the upper floors of the building and surrounding properties, including the relationship between the shopfront and any forecourt or lightwell;*
- d. the general characteristics of shopfronts in the area;*
- e. community safety and the contribution made by shopfronts to natural surveillance; and*
- f. the degree of accessibility.*

*The Council will resist the removal of shop windows without a suitable replacement and will ensure that where shop, service, food, drink and entertainment uses are lost, a shop window and visual display is maintained. Where an original shopfront of architectural or historic value survives, in whole or in substantial part, there will be a presumption in favour of its retention. Where a new shopfront forms part of a group where original shop fronts survive, its design should complement their quality and character.*

**Response:** this policy needs to be considered in the light of changes to PD rights and the intended changes promulgated in the most recent MHCLG consultation draft on the subject: “Planning Reform: Supporting the high street and increasing the delivery of new homes” (October 2018). “Part 1: Permitted development rights and use classes” is relevant, although at time of writing will not have great weight:

*We propose a new permitted development right to extend certain existing buildings upwards to provide additional, well designed, new homes to meet local housing need. National planning policy is clear that to support housing delivery we should make effective use of previously developed land and buildings, including the airspace above existing buildings, to create new homes. This proposal is to create much needed additional new homes which fit within the existing streetscape and can enhance the local area.*

Although this is not yet enshrined in statute policy it indicates the direction of travel of government intent and should be given some weight in the decision-making process, to avoid unnecessary appeals during the interregnum. Due to the now extended time periods for registering and deciding of appeals it is very likely that the statutory policy would change by the time an appeal on these matters is heard. For that reason, it would be expedient for the LPA to give the consultation document some weight.

The key element here is the provision of a new family home in place of a very sub-standard under-used property, by extending and improving.

The shop front will be retained but altered to accommodate an entry at grade from the main road, in place of the rear entry access which involves two flights of stairs in opposed directions. Added to this a further stair to the first-floor entry required to gain access to the residential accommodation.

The shop premises are not occupied as there have been no tenants after the last occupants left following business rates increases. The owners have no intention of reducing the rent as the effort required to manage and maintain the property with tenants in situ would not be balanced by the income.

#### **Policy A1 – Managing the impact of development**

*The Council will seek to protect the quality of life of occupiers and neighbours. We will grant permission for development unless this causes unacceptable harm to amenity.*

*We will:*

- a. seek to ensure that the amenity of communities, occupiers and neighbours is protected;*
- b. seek to ensure development contributes towards strong and successful communities by balancing the needs of development with the needs and characteristics of local areas and communities;*
- c. resist development that fails to adequately assess and address transport impacts affecting communities, occupiers, neighbours and the existing transport network; and*
- d. require mitigation measures where necessary.*

*The factors we will consider include:*

- e. visual privacy, outlook;*
- f. sunlight, daylight and overshadowing;*
- g. artificial lighting levels;*
- h. transport impacts, including the use of Transport Assessments, Travel Plans and Delivery and Servicing Management Plans;*
- i. impacts of the construction phase, including the use of Construction Management Plans;*
- j. noise and vibration levels;*
- k. odour, fumes and dust;*
- l. microclimate;*
- m. contaminated land; and*
- n. impact upon water and wastewater infrastructure.*

**Response:** The amenity of neighbours will be improved. The shared amenity space at the rear of the property is derelict and overgrown. The title deeds show that the area is divided into three separate ownerships, although at present there is no fencing or other demarcation on the ground. That part which is demised to this property will be so marked-out and defined and the vegetation etc will be properly pruned and/or removed and the grounds landscaped. Hopefully, this may encourage the other adjoining owners to do the same.

The characteristics of the area are of dense residential, with a variety of housing types. It is mostly in apartments, although there are some remaining individual houses. There is a shortage of the latter which are needed to provide family homes, where three or more bed rooms would encourage the diversity and greater social mix, so important for diversity and vibrancy of an area.

The mitigation for loss of part of the retail area, are the provision of good quality family housing and amenity space; and reconditioning of the premises internally and externally. This will not occur without such the granting of planning permission. The landlords are content to continue the minimal maintenance and minimal occupation indefinitely.

It is expected that the above points will be subject to conditions, where appropriate. Matters that can be addressed in the applications are:

- C, and d: privacy and outlook have been addressed in the design. There is no overlooking in either aspect or prospect. Daylight and sunlight are greatly improved over the existing situation, and there is no over-shadowing.
- F, j, k, and l are not applicable. There is a high PTAL due to the proximity of several local transport facilities of bus, underground, over ground and main-line rail.
- G and h would be dealt with by a construction management plan which we would expect to be conditioned.

## 6.4 Camden Planning Guidance CPG1: Design (2015)

### Rear Extensions

Para 4.10: *Rear extensions should be designed to:*

- *be secondary to the building being extended, in terms of location, form, scale, proportions, dimensions and detailing;*

**Response:** the design of the extension complies with these criteria. The location is restricted to the host building only apart from a very small element of infill at the ground floor rear entrance. The form of the extensions has been articulated to be compatible with the scale and proportionality of the host building and with other extensions in the locality including within the adjacent conservation area. The detailing is all “traditional” including comparatively recent post-war materiality and construction methods which have now passed into that category through extensive use.

- *respect and preserve the original design and proportions of the building, including its architectural period and style;*

**Response:** this may be at odds with policies in the NPPF and London Plan which encourage good design. The present rear extension is a poor quality and desperate conglomeration of various levels and outshots which have been a maintenance problem since construction. However, the proposed extensions have been designed following pre-application advice from the LPA, and have followed the original design where compatible with the principle of the extension per se.

Proportions are dictated by the existing fabric, articulation, and the style and period are somewhat amorphous and indistinct, but have been followed as far as is compatible with good design principles.

- *respect and preserve existing architectural features, such as projecting bays, decorative balconies or chimney stacks;*

**Response:** The existing host building has few if any architectural features. The main fabric is preserved and new features compatible with the existing aesthetic have been introduced to enhance the building and its setting.

- *respect and preserve the historic pattern and established townscape of the surrounding area, including the ratio of built to unbuilt space;*

**Response:** not affected

- *not cause a loss of amenity to adjacent properties with regard to sunlight, daylight, outlook, overshadowing, light pollution/spillage, privacy/overlooking, and sense of enclosure;*

**Response:** None of these criteria are affected.

- *allow for the retention of a reasonable sized garden; and*

**Response:** there is no garden. But is the intention to provide an amenity space within the premises.

- *retain the open character of existing natural landscaping and garden amenity, including that of neighbouring properties, proportionate to that of the surrounding area.*

**Response:** Not applicable

## Roof Dormers

Para 5.11: *Alterations to, or the addition of, roof dormers should be sensitive changes which maintain the overall structure of the existing roof form. Proposals that achieve this will be generally considered acceptable, providing that the following circumstances are met:*

- a) The pitch of the existing roof is sufficient to allow adequate habitable space without the creation of disproportionately large dormers or raising the roof ridge. Dormers should not be introduced to shallow-pitched roofs.*

**Response:** the roof has a steep pitch which already allows some very limited accommodation in the loft space. There is no need to raise the ridge, and the dormer dimensions accord with the pre-application advice.

- b) Dormers should not be introduced where they cut through the roof ridge or the sloped edge of a hipped roof. They should also be sufficiently below the ridge of the roof in order to avoid projecting into the roofline when viewed from a distance. Usually a 500mm gap is required between the dormer and the ridge or hip to maintain this separation (see Figure 4). Full-length*



*dormers, on both the front and rear of the property, will be discouraged to minimise the prominence of these structures.*

**Response:** There are no hips in the existing roof, only plain pitches abutting the adjoining gable and party wall parapet. In this instance, it is not possible to have a full 500mm gap above the dormers in order to ensure acceptable internal living standards and minimum head room. The dimensions shown balance maximum usable living space with the smallest feasible size of dormer.

c) *Dormers should not be introduced where they interrupt an unbroken roofscape.*

Response: the roofscape has been “broken” by the introduction of roof lights and stacks, and the front slope has an eaves dormer.

d) *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. In some very narrow frontage houses, a single dormer placed centrally may be preferable (see Figure 4). It is important to ensure the dormer sides (“cheeks”) are no wider than the structure requires as this can give an overly dominant appearance. Deep fascias and eaves gutters should be avoided.*

**Response:** this is overly proscriptive and would prevent meaningful development to provide “effective use of previously developed land and buildings, including the airspace above existing buildings, to create new homes” (Planning Reform: Supporting the High Street” MHCLG 2018). This proposal will create a much needed viable home which fits within the existing streetscape and will enhance the local area. The rear façade below the roof eaves is currently disparate and incoherent, with windows of different sizes and types. The spirit of this policy has been followed where the letter would be inappropriate or impossible.

e) *Where buildings have a parapet the lower edge of the dormer should be located below the parapet line (see Figure 4).*

Response: Not applicable

f) *Materials should complement the main building and the wider townscape and the use of traditional materials such as timber, lead and hanging tiles are preferred.*

Response: this has been complied with.

## Balconies and Terraces

Para 5.24: *Balconies and terraces should form an integral element in the design of elevations. The key to whether a design is acceptable is the degree to which the balcony or terrace complements the elevation upon which it is to be located. Consideration should therefore be given to the following:*

- *detailed design to reduce the impact on the existing elevation;*
- *careful choice of materials and colour to match the existing elevation;*
- *possible use of setbacks to minimise overlooking – a balcony need not necessarily cover the entire available roof space;*
- *possible use of screens or planting to prevent overlooking of habitable rooms or nearby gardens, without reducing daylight and sunlight or outlook; and*
- *need to avoid creating climbing opportunities for burglars*

**Response:** This is a highly proscriptive policy that cannot cover all eventualities and situations. However, the introduction of balconies in the rear façade follows the articulation of the building and provides much-needed amenity space. The alterations to the façade will enhance the present elevation which is unruly and lacks repose.

The balcony has been carefully designed to avoid overlooking and any adverse impact on neighbouring amenity. The balcony has been designed safely and does not encourage crime and climbing opportunities, and that the applicant is amenable to introducing a planning scheme by way of condition if deemed necessary.

### **Shopfronts (General principles)**

*Para 7.11: Shopfront alterations should respect the detailed design, materials, colour and architectural features of the shopfront and building itself, the following will need to be considered:*

- *Historic, locally distinctive or characteristic shopfronts which contribute to the townscape should be retained. In some cases the reinstatement of missing features will be encouraged.*
- *New shopfronts should be designed as part of the whole building and should sensitively relate to the scale, proportions and architectural style of the building and surrounding facades.*
- *Shopfronts forming part of a larger new development should be considered as an integral part of the overall design.*
- *Standardised “house-style” frontages may have to be amended in order to harmonise with the surrounding context and respect the building, particularly in conservation areas and for listed buildings.*
- *All shopfronts should be designed to provide access into the premises for all.*

**Response:** the existing shop front does not conform to any of these criteria. The last point is most appropriate as at present access to the residential part of the property is extremely restricted. Creating a new access through the existing shop front will not solve the problem completely, but will make a more convenient and safe access, especially if there are children occupants. The new shop front has been designed as part of the building as a whole, complementing its existing design, proportions, character and materials.

## 7 CONCLUSION

The proposed development comprises the replacement of the rear closet wing with a new extension at ground at part first floor, remodelling of the shopfront to accommodate a separate entrance for the residential unit above ground floor and a dormer window at roof level to allow the roof to be accommodated.

The proposals have been designed to the highest architectural standards and will be constructed to exacting design requirements. The proposals are sympathetic to the design and proportion of the host building and are in-keeping with the character of the surrounding buildings and new materials will match existing. Aside from the remodelling of the shopfront, the remaining alterations will be concentrated to the rear of the building and will not be visible from street level.

The proposed scheme will update the property to establish its optimum viable use as a mixed use property and will enable continuing inhabitation and use of both the ground floor commercial unit and the upper residential unit.

In conclusion, the design of the outbuilding and extensions is considered and deferential; its scale, massing, materials and detailing all respond in a sensitive manner to the immediate surroundings through the use of matching traditional materials, stepping and set-backs.

## 8 APPENDICES

### 8.1 Appendix A – Pre-Application Advice

1

**Date:** 06/04/2018  
**Our ref:** 2018/0991/PRE  
**Contact:** Stuart Clapham  
**Direct line:** 020 7974 3668  
**Email:** [Stuart.Clapham@camden.gov.uk](mailto:Stuart.Clapham@camden.gov.uk)

Ms Maida Kaiser  
*By email*



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[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

Dear Ms Kaiser,

**Re: 363 West End Lane – Erection of single storey bay window to front. Erection of part 1, part 2-storey rear extension. Erection of rear roof terrace at second floor level, and dormer roof extension with balcony at third floor (roof) level.**

Thank you for submitting a pre-planning application enquiry for the above property which was received on 23 February 2018, together with the required fee of £426. These notes were informed by a site visit undertaken on 7 March 2018, and the below drawings and documents provided by email.

#### 1. Drawings and documents

Reference	Description
--	Cover Letter
01	Site Plan – Existing
02	Site plan – Proposed
03	Ground Floor Plan – Existing and Proposed
04	First Floor Plan – Existing and Proposed
05	Second Floor Plan – Existing and Proposed
06	Third Floor Plan – Existing and Proposed
07	Front Elevation – Existing and Proposed
08	Rear Elevation – Existing and Proposed
09	Section A – Existing
10	Section A - Proposed

#### 2. Proposal

The applicant is seeking advice on the acceptability of alterations and an extension proposed in relation to the change of use of the ground floor from A1 use to C3 (as assessed under pre-application 2018/0989/PRE). These include the removal of the existing shopfront and erection of a bay window, in addition to the erection of a part 1, part 2-storey rear extension, a rear roof terrace and dormer roof extension.

### 3. Site description

The property is located within a row of three identical buildings of architectural merit on West End Lane. At the western-most end of the parade, the property is just outside the boundary of the West End Green Conservation Area and adjoins a residential mansion building. All of the parade of three buildings currently have a ground floor shopfront with two storeys of residential accommodation above, and a small front forecourt. The forecourt of No. 363 has been somewhat enclosed by a front wall which has been erected since 2011, alongside the planting of an olive tree.

The rear of the property is set into a recess and constitutes gardens belonging to the three properties, none of which are currently in active use and which are overlooked by the side elevation of the mansion block to the west. The rear façade of the property contains a two storey stepped outrigger, which in the case of No.363 is conjoined with the neighbouring property.

### 4. Relevant planning history

**2015/0871/P 351 West End Lane.** Erection of front extension to existing restaurant.  
**Full planning application refused 05/10/2015 (Principally on design)**

**2011/3117/P 465 - 467 Finchley Road.** Erection of extensions at lower ground and ground floor level (West End Lane elevation), creation of roof terrace at first floor level, extension of existing mansard roof at third floor level, installation of new windows at first to third floor level and change of use from a self-contained flat (Class C3) at third floor level (465 Finchley Road) and a house in multiple occupation (Sui Generis) first to third floor level to 7 self-contained flats (6 x 1-bed & 1 x 2-bed) at part lower ground and ground floor to third floor level. **Full planning application refused 12/09/2011 (principally on design)**

**2012/6891/P 465-467 Finchley Road.** Erection of extension at third floor level, creation of roof terraces at first and third floor level, installation of PVs and rooflights, repair works and refurbishment including replacement and new windows, creation of new residential entrance all in connection with use of first, second and third floor as 4 x self-contained flats (1 x 1-bedroom and 3 x 2-bedroom) units with flexible retail/financial and professional services use (Class A1/A2) at lower and upper ground floor level. **Granted Subject to a Section 106 Legal Agreement 01/08/2013**

### 5. Relevant policies and guidance

- **National Planning Policy Framework (2012)**
- **London Plan (2016)**
- **Camden Local Plan (2017)**
  - D1 – Design
  - D2 - Heritage
  - D3 - Shopfronts
  - A1 – Managing the impact of development



- **Supplementary Guidance (2015)**
  - CPG1 – Design

## **6. Assessment**

The main issues to consider in this case are as follows:

- Design
- Amenity

The applicability of the below guidance would be dependent on the acceptability of the change of use of the ground floor as addressed in 2018/0989/PRE. For the purposes of any full application, it is recommended that the change of use and physical alterations are submitted as a single application.

### ***Changes to the front elevation***

The Council's design policies are aimed at achieving the highest standard of design in all developments. Policy D1 requires extensions to consider the character, setting, context and the form and scale of neighbouring buildings; the quality of materials to be used; and the character and proportions of the existing building. Policy D3 expects a high standard of design in new and altered shopfronts, and makes a presumption in favour of retention of shopfronts of historic or architectural value. It also requires that original shopfronts in a group are considered when making alterations. Policy D2 additionally states that the Council will only permit development within conservation areas that preserves or enhances the character and appearance of the area. This may be relevant in this case given the visibility of the site from the adjacent West End Green Conservation Area.

In this case, the proposal would see the removal of the shopfront and the creation of a single-storey bay window the front elevation, measuring 0.5m (L) x 1.9m (W). While the site is at the edge of shopping parade and not within a protected retail frontage, in design terms the proposed removal of the shopfront and erection of a bay window would be considered harmful to symmetry and character of the row of shops. Considering that this would be highly visible from the public realm (and from the West End Green Conservation Area), this aspect of the proposal would be considered harmful to the local context and therefore be resisted under policies D1, D3 and potentially D2.

### ***Rear extension***

At ground and first floor level, it is proposed to erect a full-width part-1, part-2 storey rear extension, extending 2.4m at ground and 1.3m at first floor level. This would fully infill the space adjacent to the existing outrigger. This extension would have a large French door at ground floor level and two sash windows at first floor level.

It is considered that the massing and design of the extension would not comply with CPG1 (Design) 4.10, which requires that rear extensions (i) respect and preserve the original design and proportions of the building, including its architectural period and style; and (b) respect and preserve the historic pattern and established townscape of the surrounding area, including the ratio of built to unbuilt space. Specifically, the proposal would remove the integrity of the rear façade of the building at ground and first storey level, and

undermine the original design and proportions of a building which has a rear outrigger. It would also be unsympathetic to the context of its neighbouring buildings which have a similar style and proportions, including the stepped rear outrigger.

In terms of design, the proposed use of French windows at ground level is considered acceptable outside of a conservation area and at low level. At first floor level, the use of timber sash windows is welcomed. However, the placement of the windows would not respect the original proportions of the building (specifically in denoting the existing outrigger and infill extension). Materials would need to be detailed in any full application. Timber fenestration would be strongly encouraged, along with building and roofing materials which are sympathetic to the context.

In amenity terms, the relatively modest additional depth and stepped design would not generate an unacceptable impact in terms of daylight and sunlight to the neighbouring flats. No additional outlooks are proposed from this component of the proposals, and as such no overlooking and privacy issues are anticipated.

### **Roof terrace**

At second storey level, the proposal includes a roof terrace and replacement of original timber sash windows with French doors to provide a balcony of 1.1 x 3.4m. The Council's guidance on such terraces can be found in CPG1 paragraph 5.23-4 and require, among other things, for which the terrace to complement the elevation upon which it is to be located. As proposed, the roof terrace would require the removal of the existing roof slope to the rear outrigger, which is currently symmetrical with the adjoining outrigger of the neighbouring building. As such, the proposed roof terrace would be, in design terms, an incongruous addition to the rear of the property at a level which would be prominently visible from the public realm and neighbouring properties. In amenity terms, the terrace would lead to an unacceptable increase the extent of overlooking to flats in the neighbouring mansion building and would therefore not be supported in terms of design or impact on neighbour amenity.

### **Roof extension**

At third storey level, the applicant proposes the erection of a dormer roof extension measuring 3.4m (W) x 2.7m (H). The Council's guidance on roof dormers can be found in CPG1 paragraph 5.11. This states that dormer extensions should appear as separate small projections on the roof surface, be aligned with windows on the lower floors and be of a size that is clearly subordinate to the windows below. Figure 4 of the guidance further expects dormer roof extensions to be set off by 500mm from the eaves, roof ridge and boundary walls. The proposed dormer extension would span the full width of the property as a single large structure rather than a single projection. It would furthermore extend forward to (and remove) the eaves of the property, and leave insufficient space between the dormer and the boundary walls. The roof dormer extension would include a small balcony to the rear elevation, giving rise to the same amenity concerns as the second level roof terrace. Against this, and considering that the roof would be visible from buildings within the neighbouring conservation area, the proposed roof extension would be strongly resisted.

## **7. Conclusion**

Assuming that the change of use were considered acceptable, then it is feasible that some modest rear extension would be acceptable. However, the currently proposed ground and first floor rear extension would represent an insensitive addition which is harmful to the design and proportion of the host building and which is incongruous in the context of the rear elevations of the neighbouring buildings. The proposed front bay window, second floor roof terrace and dormer roof extension would be strongly resisted by the council as being unsympathetic and harmful to the property and neighbouring buildings. Additionally, overlooking concerns related to the roof terraces would be unacceptable on amenity terms. The overall scheme would therefore be considered contrary to policies D1, D2, D3 and A1.

## **8. Planning application information**

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

- Completed form – Full 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
- The appropriate fee
- Please see [supporting information for planning applications](#) for more information.
- ***A detailed report outlining the marketing exercise conducted of the premises, as detailed in Camden Planning Guidance 5 (Section 2.10).***

8.2 We would strongly encourage you to share and discuss your proposals with your neighbours before submitting a planning application. We are legally required to consult on applications with individuals who may be affected by the proposals. We would 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 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 Stuart Clapham on 020 7974 3688.

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

Yours sincerely,

Stuart Clapham

Junior Planner

Planning Solutions Team