

## DELEGATED HOUSEHOLDER DECISION

- Please select each of the categories that enables this application to be determined under delegated powers  
 - Criteria 1 to 5 or criteria 7 to 9 must be addressed for all categories of application, except for applications for Certificates of Lawfulness, etc.

**APPROVAL RECOMMENDED: GENERAL** Select an Option

1.	No valid planning application objection in the form of a petition of 20 or more signatures, has been received	<input type="checkbox"/>
2.	Application complies with all relevant planning policies and is acceptable on planning grounds	<input type="checkbox"/>
3.	There is no Committee resolution for the enforcement action	<input type="checkbox"/>
4.	There is no effect on listed buildings or their settings	<input type="checkbox"/>
5.	The site is not in the Green Belt (but see 11 below)	<input type="checkbox"/>

**REFUSAL RECOMMENDED: GENERAL**

6.	Application is contrary to relevant planning policies/standards	<input type="checkbox"/>
7.	No petition of 20 or more signatures has been received	<input type="checkbox"/>
8.	Application has not been supported independently by a person/s	<input type="checkbox"/>
9.	The site is not in Green Belt (but see 11 below)	<input type="checkbox"/>

**RESIDENTIAL DEVELOPMENT**

10.	Single dwelling or less than 10 dwelling units and/or a site of less than 0.5 ha	<input type="checkbox"/>
11.	Householder application in the Green Belt	<input type="checkbox"/>

**COMMERCIAL, INDUSTRIAL AND RETAIL DEVELOPMENT**

12.	Change of use of retail units on site less than 1 ha or with less than 1000 sq. m other than a change involving a loss of A1 uses	<input type="checkbox"/>
13.	Refusal of change of use from retail class A1 to any other use	<input type="checkbox"/>
14.	Change of use of industrial units on site less than 1 ha or with less than 1000sq.m. of floor space other than to a retail use.	<input type="checkbox"/>

**CERTIFICATE OF LAWFULNESS**

15.	Certificate of Lawfulness (for proposed use or Development)	<input type="checkbox"/>
16.	Certificate of Lawfulness (for existing use or Development)	<input type="checkbox"/>
17.	Certificate of Appropriate Alternative Development	<input type="checkbox"/>

**CERTIFICATE OF LAWFULNESS**

18.	ADVERTISMENT CONSENT (excluding Hoardings)	<input type="checkbox"/>
19.	PRIOR APPROVAL APPLICATION	<input type="checkbox"/>
20.	OUT-OF-BOROUGH OBSERVATIONS	<input type="checkbox"/>
21.	CIRCULAR 18/84 APPLICATION	<input type="checkbox"/>
22.	CORPSEWOOD COVENANT APPLICATION	<input type="checkbox"/>
23.	APPROVAL OF DETAILS	<input type="checkbox"/>
24.	ANCILLARY PLANNING AGREEMENT (S.106 or S.278) where the Heads of Terms have already received Committee approval	<input type="checkbox"/>
25.	WORKS TO TREES	<input type="checkbox"/>
26.	OTHER (please specify)	<input type="checkbox"/>

**The delegation powers schedule has been changed. Interim Director of Planning, Regeneration & Public Realm can determine this application**

Case Officer:

Signature:

Date:

**A delegated decision is appropriate and the recommendation, conditions/reasons for refusal and informative's are satisfactory.**

Team Manager:

Signature:

Date:

**The decision notice for this application can be issued.**

Director / Member of Senior Management Team:

Signature:

Date:

NONE OF THE ABOVE DETAILS SHOULD BE USED IN THE PS2 RETURNS ODPM

<b>Item No.</b>	<b>Report of the Head of Development Management and Building Control</b>		
<b>Address:</b>	18 CARDINAL ROAD RUISLIP		
<b>Development:</b>	Conversion of roof space to habitable use to include hip to gable end, rear dormer, gable end window, front roof lights, and erection of a single-storey rear extension, following demolition of existing conservatory and chimneys. (Description Amended)		
<b>LBH Ref Nos:</b>	12708/APP/2025/2969		
<b>Drawing Nos:</b>	Site Location Plan		
	1		
	2		
	3		
	4		
	5		
	6 (Dated 06/02/2026)		
<b>Date Plans received:</b>	24-11-25	<b>Date(s) of Amendments(s):</b>	05-11-25
<b>Date Application valid</b>	05-12-25		10-02-26

## 1. CONSIDERATIONS

### 1.1 Site and Locality

The application site consists of a semi-detached bungalow and is located on the eastern side of Cardinal Road, Ruislip. To the front is a garden and hardstanding providing off street parking, and to the rear is a medium sized garden that can be accessed via a side access. The site benefits from a small rear conservatory and a detached garage.

The surrounding local area is residential in character and is made up of semi-detached bungalows and dwellinghouses of similar designs. A notable feature of the properties is the mock Tudor panelling on the front elevation exterior walls.

Constraints:

The property is located in Critical Drainage area. There is no other planning restrictions applied to this site that would impact this proposal.

### 1.2 Proposed Scheme

Planning permission is sought for the conversion of roof space to habitable use to include hip to gable end, rear dormer, gable end window, front roof lights, and erection of a single-storey rear

extension, following the demolition of the existing conservatory. The relevant dimensions of the proposal are listed below.

Single storey rear extension

Depth - 4.00m

Width - 5.70m

Maximum Height - 2.65m

Rear Dormer

Depth - 3.30m

Width - 5.70m

Maximum Height - 2.40m

Hipped to gable end

Depth - 4.15m

Width - 7.45m

Maximum Height - 3.10m

The proposed materials will be matching or similar to those of the existing dwelling.

Amendments:

The description of development was amended to include reference to the demolition of the existing conservatory and chimneys. The proposed plans were also amended to reduce the size of the rear dormer so that it fits more comfortably on the proposed rear roof slope.

### **1.3 Relevant Planning History**

#### **Comment on Planning History**

No relevant planning history for this site

### **2. Advertisement and Site Notice**

2.1 Advertisement Expiry Date: Not applicable

2.2 Site Notice Expiry Date: Not applicable

### **3. Comments on Public Consultations**

4 neighbouring properties and Eastcote Residents Association were consulted on the application by letter dated 09-12-25. The consultation period expired 01-01-26

2 Comments from neighbouring properties were received -

1.) Concerns over the impact of construction works on fencing and chimney, and the positioning of scaffolding.

2.) Raised a point regarding the retention of the mock Tudor panelling as shown on the plans.

Planning Officer Response -

1.) The Party Wall Act 1996 requires a building owner to notify, and obtain formal agreement from, any adjoining owner, where the building owner purposes to carry out work to an existing party wall or build on the boundary with a neighbouring property. Notification and agreements under this Act are the responsibility of the building owner and are quite separate from Building Regulations, or

Planning Controls. The Building Control Service will assume that an applicant has obtained any necessary agreements with the adjoining owner, and nothing said or implied by the Council should be taken as removing the necessity for the building owner to comply fully with the Party Wall Act. Further information and advice is to be found in 'The Party Walls etc. Act - 1996 - Explanatory Booklet' published by the Department for Communities and Local Government.

2.) The applicant will be required to implement the permission as shown on the approved plans, and any deviation from this can be reported to the Council's Planning Enforcement team who will investigate and determine if a breach has occurred.

#### 4. Local Plan Designation and London Plan

The following Local Plan Policies are considered relevant to the application:-

Part 1 Policies:

PT1.BE1 (2012) Built Environment

Part 2 Policies:

DMHB 11	Design of New Development
DMHB 18	Private Outdoor Amenity Space
DMT 6	Vehicle Parking
DMHD 1	Alterations and Extensions to Residential Dwellings
LPP D6	(2021) Housing quality and standards
LPP D12	(2021) Fire safety
NPPF4 -24	NPPF4 2024 - Decision making
NPPF12 -24	NPPF12 2024 - Achieving well-designed places

#### 5. MAIN PLANNING ISSUES

The main material considerations are impact of the proposal on the character of the existing property, the surrounding local area, the impact upon the amenities of adjacent properties, the retained amount of private amenity space, and the impact upon car parking provision on site.

Character and Appearance:

Policy BE1 (Built Environment) of The Hillingdon Local Plan: Part One Strategic Policies (2012) seeks a quality of design in all new development that enhances and contributes to the area in terms of form, scale and materials; is appropriate to the identity and context of the townscape; and would improve the quality of the public realm and respect local character.

Policy DMHB 11 (Design of New Development) of Hillingdon Local Plan: Part Two - Development Management Policies (2020) advises that all development will be required to be designed to the highest standards and incorporate principles of good design. It should take into account aspects including the scale of the development considering the height, mass and bulk of adjacent structures; building plot sizes and established street patterns; building lines and streetscape rhythm and landscaping. It should also not have an adverse impact on the amenity, daylight and sunlight of adjacent properties and open space.

Policy DMHD 1 (Alterations and Extensions to Residential Dwellings) requires that alterations and extension of dwellings would not have an adverse cumulative impact on the character and appearance of the street scene and should appear subordinate to the main dwelling. It also requires that there is no unacceptable loss of outlook to neighbouring occupiers.

With regard to single storey rear extensions Policy DMHD 1 states the following:

- i) single storey rear extensions on terraced or semi-detached houses with a plot width of 5 metres or less should not exceed 3.3 metres in depth or 3.6 metres where the plot width is 5 metres or more;
- ii) single storey rear extensions to detached houses with a plot width of 5 metres or more should not exceed 4.0 metres in depth;
- iii) flat roofed single storey extensions should not exceed 3.0 metres in height and any pitched or sloping roofs should not exceed 3.4 metres in height, measured from ground level;
- iv) balconies or access to flat roofs which result in loss of privacy to nearby dwellings or gardens will not be permitted;

The proposed single storey rear extension would have a depth of 4.00m and a height of 2.65m. Whilst the height is policy compliant, the depth is not. Therefore, officers are required to assess the surrounding context of the local area in order to establish if there is justification to depart from the relevant policy requirements. There are a number of properties in the local area that benefit from a 4.00m deep rear extension including at Nos. 16, 20 and 24 Cardinal Road. The fact that the extension is located to the rear also helps to mitigate against potential harm to the surrounding street scene. Therefore officers consider that, on balance, this proposed extension would be acceptable from a design perspective.

With regard to roof extensions Policy DMHD 1 states the following:

- i) roof extensions should be located on the rear elevation only, be subservient to the scale of the existing roof and should not exceed more than two thirds the average width of the original roof. They should be located below the ridge tiles of the existing roof and retain a substantial element of the original roof slope above the eaves line;
- ii) the Council will not support poorly designed or over-large roof extensions including proposals to convert an existing hipped roof to a gable;
- iii) raising of a main roof above the existing ridgeline of a house will generally not be supported;
- iv) all roof extensions should employ appropriate external materials and architectural details to match the existing dwelling;

The proposed dormer sits comfortably to the rear of the dwellinghouse, and the rooflights are also positioned well. Although the policy discourages the hip to gable roof conversion, there are a number of examples in the local area including at the adjacent neighbour of No. Cardinal Road. Officers therefore consider that, on balance, the proposed loft conversion is acceptable.

The proposed extensions to this property would significantly alter the appearance of the property, however they are also sympathetic to the bungalow with the ridge height remaining the same to match the neighbour at No. 20 Cardinal Road, and the designs mirroring those seen on other properties.

Overall, Officers consider that, on balance, the proposal is acceptable with respect to its design and impact upon the character and appearance of the dwelling and surrounding local area. This is in accordance with the objectives of Policies DMHB 11 and DMHD 1 of Hillingdon Local Plan Part 2 (2020).

Residential Amenity:

Policies DMHB 11 and DMHD 1 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020) seeks to ensure that development proposals do not adversely impact on the amenity, daylight and sunlight of adjacent properties and open space.

No. 16 Cardinal Road is a semi-detached bungalow located to the south of the application site. This property benefits from a rear extension and a loft conversion similar to that proposed under this application. The side access between these properties would maintain a gap of around 2.50m, which officers consider to be sufficient to mitigate against potential harm from the proposal.

No. 20 Cardinal Road is a semi-detached bungalow located to the north of the application site. This property is the other half of semi-detached pair with the application site. This property benefits from a 4.00m deep rear extension which would help to mitigate against potential harm from the proposed rear extension. The proposed loft conversion is unlikely to lead to detrimental harm, with this being a typical design for a residential roof extension.

In order to preserve the privacy of the neighbouring properties conditions will be added to final decision notice removing the permitted development rights to install new windows and doors, and to require the new side facing windows to have obscure glazing and be non-opening below a height of 1.8 metres taken from internal finished floor level.

Based on the above assessment, it is considered that the proposed development would not lead to detrimental harm of the adjacent properties amenities and therefore accords with Policies DMHB 11 and DMHD 1 of the Hillingdon Local Plan: Part Two - Development Management Policies (January 2020).

#### Outlook and Light:

It is considered that all the resulting habitable rooms, and those altered by extension, maintain an adequate outlook and source of natural light, therefore complying with Policy D6 of the London Plan (2021).

#### Private Outdoor Amenity Space Provision:

In terms of private outdoor amenity space at the property, circa 80 sqm would be retained if the proposal was built. This is below the minimum required private outdoor amenity space standards for a 4+ bedroom dwellinghouse as set out in Table 5.3 (Private Outdoor Amenity Space Standards) of the Hillingdon Local Plan Part Two: Development Management Policies (2020). Despite this the rear garden would remain a similar size to gardens of properties in the locality that have had loft conversions and rear extensions, such as at 16 and 24 Cardinal Road. Therefore, it is considered that on balance the proposal would meet the objectives set out in Hillingdon Local Plan Part Two: Development Management Policies (2020) Policy DMHB 18 Private Outdoor Amenity Space.

#### Parking Provision and Highway Safety:

Existing parking arrangements would not be impacted as a result of the proposal being built out. It is therefore considered that the proposal would not result in a significant increase in pressure for street parking or prejudice highway safety, in accordance with Policy DMT 6 of the Hillingdon Local Plan: Part Two: Development Management Policies (2020).

#### Critical Drainage Area:

The site lies in a Critical Drainage Area (CDA) as identified in the Surface Water Management Plan (SWMP) for Hillingdon. A CDA is the catchment area from which surface water drains and contributes to drainage problems. All developments in this area must contribute to managing the risk of flooding from surface water by reducing surface water runoff from the site. An informative has been added to the report to this effect.

Conclusion:

This application is recommended for an on-balance approval, subject to conditions.

## 6. RECOMMENDATION

**APPROVAL subject to the following:**

### 1. HO1 Time Limit

The development hereby permitted shall be begun before the expiration of three years from the date of this permission.

REASON

To comply with Section 91 of the Town and Country Planning Act 1990.

### 2. HO2 Accordance with approved

The development hereby permitted shall not be carried out except in complete accordance with the details shown on the submitted plans:

Site Location Plan

4 - Proposed Floor Plans

5 - Proposed Roof Plans

6 (Dated 06/02/2026) - Proposed Elevations

REASON

To ensure the development complies with the provisions of the Hillingdon Local Plan Part 1 (2012) and Part 2 (2020), and the London Plan (2021).

### 3. HO4 Materials

The materials to be used in the construction of the external surfaces of the development hereby permitted shall match those used in the existing building and shall thereafter be retained as such.

REASON

To safeguard the visual amenities of the area and to ensure that the proposed development does not have an adverse effect upon the appearance of the existing building in accordance with Policy DMHB 11 of the Hillingdon Local Plan Part 2 (2020)

### 4. HO5 No additional windows or doors

Notwithstanding the provisions of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) (or any order revoking and re-enacting that Order with or without modification), no additional windows, doors or other openings shall be constructed in the walls or roof slopes of the development hereby approved.

REASON

To prevent overlooking to adjoining properties in accordance with Policy DMHB 11 of the Hillingdon Local Plan Part 2 (2020).

### 5. HO6 Obscure Glazing

The windows facing 16 Cardinal Road shall be glazed with permanently obscured glass to at least scale 4 on the Pilkington scale and be non-opening below a height of 1.8 metres taken from internal finished floor level for so long as the development remains in existence.

#### REASON

To prevent overlooking to adjoining properties in accordance with Policy DMHB 11 of the Hillingdon Local Plan Part 2 (2020).

#### 6. HO7 No roof gardens

Access to the flat roof over the extension hereby approved shall be for maintenance or emergency purposes only and the flat roof shall not be used as a roof garden, terrace, balcony, patio or similar amenity area.

#### REASON

To prevent overlooking to adjoining properties in accordance with Policy DMHB 11 of the Hillingdon Local Plan Part 2 (2020).

### INFORMATIVES

1. The site lies in a Critical Drainage Area (CDA) as identified in the Surface Water Management Plan (SWMP) for Hillingdon. A CDA is the catchment area from which surface water drains and contributes to drainage problems. All developments in this area must contribute to managing the risk of flooding from surface water by reducing surface water runoff from the site. Therefore the applicant should minimise the water from your site entering the sewers. No drainage to support the extension should be connected to any existing surface water sewer, other than as an overflow. Water run off from any roof or hard paving associated with the development should be directed to a soakaway, or tank or made permeable. This includes any work to front gardens not part of the planning application, which must be permeable or be collected and directed to a permeable area, otherwise it would need an additional permission. A water butt should be incorporated.
2. The Party Wall Act 1996 requires a building owner to notify, and obtain formal agreement from, any adjoining owner, where the building owner purposes to:
  - carry out work to an existing party wall;
  - build on the boundary with a neighbouring property;
  - in some circumstances, carry out groundworks within 6 metres of an adjoining building.Notification and agreements under this Act are the responsibility of the building owner and are quite separate from Building Regulations, or Planning Controls. The Building Control Service will assume that an applicant has obtained any necessary agreements with the adjoining owner, and nothing said or implied by the Council should be taken as removing the necessity for the building owner to comply fully with the Party Wall Act. Further information and advice is to be found in 'The Party Walls etc. Act - 1996 - Explanatory Booklet' published by the Department for Communities and Local Government.

### Standard Informatives

1. The decision to GRANT planning permission has been taken having regard to all relevant planning legislation, regulations, guidance, circulars and Council policies, including The

Human Rights Act (1998) (HRA 1998) which makes it Article 6 (right to a fair hearing); Article 8 (right to respect for private and family life); Article 1 of the First Protocol (protection of property) and Article 14 (prohibition of discrimination).

2. The decision to GRANT planning permission has been taken having regard to the policies and proposals in the Hillingdon Local Plan Part 1 (2012) and Part 2 (2020) set out below, including Supplementary Planning Guidance, and to all relevant material considerations, including The London Plan - The Spatial Development Strategy for London consolidated with alterations since 2011 (2016) and national guidance.

#### Part 1 Polices

PT1.BE1 (2012) Built Environment

#### Part 2 Polices:

DMHB 11	Design of New Development
DMHB 18	Private Outdoor Amenity Space
DMT 6	Vehicle Parking
DMHD 1	Alterations and Extensions to Residential Dwellings
LPP D6	(2021) Housing quality and standards
LPP D12	(2021) Fire safety
NPPF4 -24	NPPF4 2024 - Decision making
NPPF12 -24	NPPF12 2024 - Achieving well-designed places

3. You are advised this permission is based on the dimensions provided on the approved drawings as numbered above. The development hereby approved must be constructed precisely in accordance with the approved drawings. Any deviation from these drawings requires the written consent of the Local Planning Authority.
4. You are advised that if any part of the development hereby permitted encroaches by either its roof, walls, eaves, gutters, or foundations, then a new planning application will have to be submitted. The validity of this planning permission may be challengeable by third parties if the development results in any form of encroachment onto land outside the applicant's control that is considered to cause harm to local amenity.
5. Your attention is drawn to the need to comply with the relevant provisions of the Building Regulations, the Building Acts and other related legislation. These cover such works as - the demolition of existing buildings, the erection of a new building or structure, the extension or alteration to a building, change of use of buildings, installation of services, underpinning works, and fire safety/means of escape works. Notice of intention to demolish existing buildings must be given to the Council's Building Control Service at least 6 weeks before work starts. A completed application form together with detailed plans must be submitted for approval before any building work is commenced. For further information and advice, contact - Building Control, 3N/01 Civic Centre, Uxbridge (Telephone 01895 558170).
6. You have been granted planning permission to build a residential extension. When undertaking demolition and/or building work, please be considerate to your neighbours and do not undertake work in the early morning or late at night or at any time on Sundays or Bank

Holidays. Furthermore, please ensure that all vehicles associated with the construction of the development hereby approved are properly washed and cleaned to prevent the passage of mud and dirt onto the adjoining highway. You are advised that the Council does have formal powers to control noise and nuisance under The Control of Pollution Act 1974, the Clean Air Acts and other relevant legislation. For further information and advice, please contact - Environmental Protection Unit, 4W/04, Civic Centre, High Street, Uxbridge, UB8 1UW (Tel. 01895 250190).

7. The Party Wall Act 1996 requires a building owner to notify, and obtain formal agreement from, any adjoining owner, where the building owner purposes to:
    - carry out work to an existing party wall;
    - build on the boundary with a neighbouring property;
    - in some circumstances, carry out groundworks within 6 metres of an adjoining building.Notification and agreements under this Act are the responsibility of the building owner and are quite separate from Building Regulations, or Planning Controls. The Building Control Service will assume that an applicant has obtained any necessary agreements with the adjoining owner, and nothing said or implied by the Council should be taken as removing the necessity for the building owner to comply fully with the Party Wall Act. Further information and advice is to be found in 'The Party Walls etc. Act - 1996 - Explanatory Booklet' published by the Department for Communities and Local Government.
  8. Your attention is drawn to the fact that the planning permission does not override property rights and any ancient rights of light that may exist. This permission does not empower you to enter onto land not in your ownership without the specific consent of the owner. If you require further information or advice, you should consult a solicitor.
  9. Nuisance from demolition and construction works is subject to control under The Control of Pollution Act 1974, the Clean Air Acts and other related legislation. In particular, you should ensure that the following are complied with: -
    - A) Demolition and construction works should only be carried out between the hours of 08.00 hours and 18.00 hours Monday to Friday and between the hours of 08.00 hours and 13.00 hours on Saturday. No works shall be carried out on Sundays Bank and Public Holidays.
    - B) All noise generated during such works should be controlled in compliance with British Standard Code of Practice BS 5228: 1984.
    - C) The elimination of the release of dust or odours that could create a public health nuisance.
    - D) No bonfires that create dark smoke or nuisance to local residents.
- You are advised to consult the Council's Environmental Protection Unit, 3S/02, Civic Centre, High Street, Uxbridge, UB8 1UW (Tel.01895 277401) or to seek prior approval under Section 61 of the Control of Pollution Act if you anticipate any difficulty in carrying out construction other than within the normal working hours set out in (A) above, and by means that would minimise disturbance to adjoining premises.
10. You are advised that care should be taken during the building works hereby approved to avoid spillage of mud, soil or related building materials onto the pavement or public highway. You are further advised that failure to take appropriate steps to avoid spillage or adequately clear it away could result in action being taken under the Highways Act.

11. To promote the development of sustainable building design and construction methods, you are encouraged to investigate the use of renewable energy resources which do not produce any extra carbon dioxide (CO2) emissions, including solar, geothermal and fuel cell systems, and use of high quality insulation.
12. You are advised that care should be taken during the building works hereby approved to ensure no damage occurs to the verge or footpaths during construction. Vehicles delivering materials to this development shall not override or cause damage to the public footway. Any damage will require to be made good to the satisfaction of the Council and at the applicant's expense. For further information and advice contact - Highways Maintenance Operations, Central Depot - Block K, Harlington Road Depot, 128 Harlington Road, Hillingdon, Middlesex, UB3 3EU (Tel: 01895 277524).

**Contact Officer:** Samuel Patten                      **Telephone No:** 01895 250230