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Design and Access Statement

For the Proposed

“The erection of a part single, part two storey extension, rear roof dormer; and the change of use from two HMO’s, to one large 9-room HMO”

At

105 Hayes End Road Hayes,
London, UB4 8EL

By

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Introduction and Relevant Planning History

1. On 8th October 2024, under planning ref: [35665/APP/2024/2087](#), planning permission was refused for Erection of a part single, part double storey rear extension, conversion of garage to habitable space, alterations to roof form including a hip to gable extension, rear dormer and rooflights to facilitate the conversion of dwelling to 2 flats (1x2 bed and 1x3 bed). (amended description).
2. The main reason for refusal was given the combination of the existing and proposed extensions by reason of their size, bulk, design and scale, would cumulatively result in an insubordinate and visually incongruous form of development that would be detrimental to the character and appearance of the original property and surrounding area.
3. The Delegated Report notes that the application includes the ground and first extension, the roof dormer and the hip-to-gable extension. The report states that there are no amenity concerns, however, in design terms, the report concludes:

*The cumulative impact of all the extensions, existing and proposed would not appear subordinate or respectful to the size of the original dwelling. The application site forms half of a pair of semidetached dwellings. The properties symmetry has already been distorted by the presence of the existing double storey side extension. **However the addition of a large hip to gable extension on this already widened property would disrupt the symmetry further.** The combination of the bulky roof extension, large rear dormer and first floor rear extension would be considered an overdevelopment of the site.*

4. On 30th January 2025, under planning ref: [35665/APP/2024/3155](#), an LDC was granted for the Conversion of roof space to habitable use to include a rear dormer, to include 2 x front roof lights (Application for a Certificate of Lawful Development for a Proposed Development).
5. On 30th January 2025, under planning ref: [35665/APP/2024/3154](#), planning permission was granted for the Conversion of dwelling house into two flats, including the conversion of garage to habitable space, erection of a single storey rear extension, rear dormer with front-facing roof lights, amendments to fenestrations and associated parking

(amended description). The permission included permission for a three-bedroom 5-person flat, and a two-bedroom 3-person flat. This is a total of 8 occupants. The relevant conditions were discharged under planning [35665/APP/2025/1532](#).

6. So far, the following works have been carried out at the property;
 - The rear dormer was built in accordance with the approved LDC plans Ref: [35665/APP/2024/3155](#).
 - The property was converted to provide two flats.
 - In November 2025, the flats were converted each to an HMO.
 - The ground floor extension was built in accordance with the approved plans Ref: [35665/APP/2024/3154](#). However, there are some differences in the rear fenestration in term of doors and windows.
 - A first floor was also built. This was unfortunately built without planning permission, and a result of the builder mistakenly referring to the wrong set of plans.

The Current Proposal

7. Given the minor deviations in the ground floor extension and the unauthorised first floor extension, this planning application now includes all extensions built at the property, namely, ground, first and roof extensions.
8. This application includes the amalgamation of the two HMO's into one large 9-room HMO. As said, the approval ref: [35665/APP/2024/3154](#), was for the property to have 8 occupants.
9. An HMO management plan is also attached.
10. In contrast with the proposal under planning Ref: [35665/APP/2024/2087](#), the current proposal does not include the hip-to-gable extension. When considered without the hip-to-gable extension, the first-floor extension would appear subordinate and respectful to the size of the original dwelling.

The Proposal Description

11. The proposal description given is The erection of a part single, part two storey extension, rear roof dormer; and the change of use from two HMO's, to one large 9-room HMO.

Conclusion

12. The proposed extensions are considered acceptable in design terms. In fact, the roof dormer was built under permitted development right as established by the LDC, and the ground floor extension has been considered acceptable by the previous approval. It is considered that the proposed first floor extension is also acceptable when considered without the hip-to-gable element.
13. It has already been established by previous decision letters that the proposed extensions do not any detrimental effect on the amenity of surrounding properties.

Management statement

As the proposed development consists of 9 bedrooms, a management statement is included to demonstrate the appropriate running of the property. The following comprises the Management Statement for the property at 105 Hayes End Road:

- The landlord will obtain a license for an HMO from LB of Hillingdon's Property Licensing (Environmental Health & Consumer Protection) for the occupation of 9 rooms at 105 Hayes End Road.
- The property meets the relevant HMO layout standards in terms of shared amenity spaces, provision of bathrooms and as indicated on the plans, the HMO is to be finished to a high standard.
- The licence holder/ property manager will supply a tenancy agreement to the tenants at the start of their occupation and shall retain copies of all tenancy/ licence agreements for the duration of the licence and provide necessary copies if requested by the local authority.
- In terms of vehicle ownership during tenancy viewing interviews each occupant will be made aware of the parking arrangements – these will be allocated on a first come first serve basis in respect of the driveway parking.
- Cycle parking is proposed and is unlikely to generate noise or disturbances further information regarding trip generation can be found in the transport statement bundled with the submission documents.

Duties

The licence holder/ property manager must ensure the property continues to be properly managed at all times and comply with legal HMO regulations. The duties include the following:

- Licence holder/ property manager must ensure all tenants are aware of the procedures in the event of an emergency with the relevant contact details.
- Licence holder/ property manager to perform checks / inspections to communal areas regularly to ensure they are kept clean and tidy at all times.
- In addition to regular inspections an annual inspection will be undertaken. The bin store and external areas will be regularly inspected and any remedial work to be undertaken by competent contractors.
- There will be health and safety assessments and regular checks for gas safety, emergency lighting testing, fixed electrical testing and portable appliance testing (PAT). The licence holder shall supply relevant certificates when requested by the local authority.
- Licence holder/ property manager shall arrange monthly checks on fire alarms, smoke/ heat detectors, fire extinguishers, etc. by a person with adequate knowledge and a log kept recording test details. Smoke alarms installed throughout the property are to be tamper resistant and in proper working order at all times.
- Licence holder/ property manager to undertake checks on all escape routes for obstructions, and any obstructions will be removed, and warnings will be issued to any offending tenants.
- Licence holder/ property manager to provide tenants with contact details for reporting faults or any maintenance issues as well as emergency services.
- Licence holder/ property manager to keep electrical appliances in a safe and good condition. Provide copies of any instruction manual to all tenants to enable them to operate cookers, boilers and any other similar appliance.
- Licence holder/property manager to provide immediate neighbours with contact details (telephone number and email) for use in the event of emergencies or matters of concern.

- If a pest problem or infestation occurs at the property within 6 months of any new tenancy, the licence holder must take steps to ensure that an appropriate treatment programme has been carried out to eradicate the pest/infestation. Records of any treatment programme must be kept for 12 months and provided to the local authority when requested.

Noise and Disturbances

- The conduct of the tenants will be monitored throughout the property including the communal areas.
- During tenancy interviews the potential occupant would be informed regarding quiet hours (11pm-7am)
- A welcome Pack detailing expected noise behaviour, procedures and policies will be provided.
- Tenants will be reminded of the issues around and warned upon complaint or attention made to excessive noise (particularly between 11pm and 8am) and other antisocial or unreasonable behaviour.
- The landlord is expected to take all reasonable and practical steps for preventing and dealing with anti-social behaviour and effective steps to deal with any complaints that have been made directly to them by the local authority regarding their tenants.
- The Licence holder/ property manager shall keep copies of any complaints/correspondence relating to anti-social behaviour at the property for a period of three years and provide necessary copies if requested by the local authority