



# Planning, Design & Access Statement



**In support of a proposal for external alterations**

**Site at Lower Ground only Capital Court  
30 Windsor Street, Uxbridge,  
UB8 1AB**

November 2025

## **1.0 Introduction**

1.1 This Planning, Design and Access Statement has been prepared by Allen Planning Limited on behalf of our client to support a planning application for external alterations in terms of the lower ground floor only of this building.

1.2 The external alterations proposed within this application comprise of:

Retention of existing masonry wall:

- The existing wall that borders the car park void will be fully retained so the development will not be noticeable from anyone who walks past the building

Installation of new canopy:

- A new canopy is proposed to cover the open car park void at external ground-floor level.

Canopy design details:

- The canopy will incorporate a green roof system (grass roof), contributing to biodiversity
- Two skylights will be integrated into the canopy –to allow natural light to penetrate into the car park, maintaining visibility
- The perimeter of the canopy, where it connects with the existing building, will be bordered with a metal grill to ensure that natural ventilation to the car park is maintained despite the new cover

Ventilation improvements:

- The existing ventilation openings located directly beneath the canopy are proposed to be enlarged, enhancing airflow and compensating for the reduced open area caused by the new structure.

No internal alterations:

- No internal changes are proposed within the building from the ground floor upwards; all works are limited to the car park and canopy area

1.3 This Statement sets out the approach adopted for the site's development in accord with the advice contained within the National Planning Policy Framework 2024, the London Plan and the Hillingdon Local Plan.

1.4 The building is not listed and not within a Conservation Area and given the form and type of this application the material considerations for this application are matters of impacts on townscape and design and also the amenities of any neighbouring properties.

## **2.0 Site Location and planning history**

2.1 The entirety of the building was/is in office use which would now fall under Class E of the UCO. The building is not listed and does not lie within a defined Conservation Area.

2.2 Furthermore, the site is located outside of any area of designed flood risk and has a PTAL Rating of 6A which is very good. The building has two lower ground floor levels used for car parking/cycle parking/refuse etc.

2.3 Capital Court is a landmark building in the heart of the town centre, 2 minutes' walk from Uxbridge Station, it is situated in one of the most prominent positions in the town, fronting the main ring road, the A4020.

2.4 The general location is shown in Figure 1 below.



Figure 1 - Site Location

2.5 We have examined the planning history on the Council's website for this site and the most recent applications are set out below:

- Erection of first floor side extension  
Ref. No: 85/01077/P | Status: Permission Refused
- Erection of single storey rear extension for ancillary storage purposes  
Ref. No: 83/02584/P | Status: Permission Granted

2.6 There is also at present a prior notification application to convert the office floors to flats which is currently undetermined.

### 3.0 Planning Policy

3.1 Planning policy and guidance is made up of the 2024 revised National Planning Policy Framework, supported by the NPPG and locally is the London Plan and also the Development Plan for the London Borough of Hillingdon currently consists of the following documents:

- The Local Plan: Part 1 - Strategic Policies (2012)
- The Local Plan: Part 2 - Development Management Policies (2020)
- The Local Plan: Part 2 - Site Allocations and Designations (2020)

## National Policy - Revised National Planning Policy Framework, 2024

3.2 Turning first to national guidance **Paragraphs 7-10** of the NPPF advise:

*7. The purpose of the planning system is to contribute to the achievement of sustainable development, including the provision of homes, commercial development and supporting infrastructure in a sustainable manner. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs<sup>4</sup>. At a similarly high level, members of the United Nations – including the United Kingdom – have agreed to pursue the 17 Global Goals for Sustainable Development in the period to 2030. These address social progress, economic well-being and environmental protection<sup>5</sup>*

*8. Achieving sustainable development means that the planning system has three overarching objectives, which are interdependent and need to be pursued in mutually supportive ways (so that opportunities can be taken to secure net gains across each of the different objectives):*

***an economic objective*** – to help build a strong, responsive and competitive economy, by ensuring that sufficient land of the right types is available in the right places and at the right time to support growth, innovation and improved productivity; and by identifying and coordinating the provision of infrastructure;

***a social objective*** – to support strong, vibrant and healthy communities, by ensuring that a sufficient number and range of homes can be provided to meet the needs of present and future generations; and by fostering well-designed, beautiful and safe places, with accessible services and open spaces that reflect current and future needs and support communities' health, social and cultural well-being; and

***an environmental objective*** – to protect and enhance our natural, built and historic environment; including making effective use of land, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change, including moving to a low carbon economy.

*9. These objectives should be delivered through the preparation and implementation of plans and the application of the policies in this Framework; they are not criteria against which every decision can or should be judged. Planning policies and decisions should play an active role in guiding development towards sustainable solutions, but in doing so should take local circumstances into account, to reflect the character, needs and opportunities of each area*

*10. So that sustainable development is pursued in a positive way, at the heart of the Framework is a **presumption in favour of sustainable development** (paragraph 11)*

3.3 **Paragraph 11** identifies a presumption in favour of sustainable development for applications set out below:

*c) approving development proposals that accord with an up-to-date development plan without delay; or*

*d) where there are no relevant development plan policies, or the policies which are most important for determining the application are out-of-date<sup>8</sup>, granting permission unless:*

- i the application of policies in this Framework that protect areas or assets of particular importance<sup>7</sup> provides a strong 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, having particular regard to key policies for directing development to sustainable locations, making effective use of land, securing well-designed places and providing affordable homes, individually or in combination.”

### Design

3.4 In terms of design paragraph 131 of the recently revised NPPF advises that:

*“The creation of high quality, beautiful and sustainable buildings and places is fundamental to what the planning and development process should achieve. Good design is a key aspect of sustainable development, creates better places in which to live and work and helps make development acceptable to communities. Being clear about design expectations, and how these will be tested, is essential for achieving this. So too is effective engagement between applicants, communities, local planning authorities and other interests throughout the process.”*

3.5 Paragraph 135 adds:

*“Planning policies and decisions should ensure that developments:*

*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;*

*are visually attractive as a result of good architecture, layout and appropriate and effective landscaping;*

*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);*

*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;*

*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*

*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; and where crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion and resilience.”*

3.6 In addition, p139 advises:

*“Development that is not well designed should be refused, especially where it fails to reflect local design policies and government guidance on design<sup>54</sup>, taking into account any local design guidance and supplementary planning documents such as design guides and codes. Conversely, significant weight should be given to:*

*development which reflects local design policies and government guidance on design, taking into account any local design guidance and supplementary planning documents such as design guides and codes; and/or*

*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.”*

### London Plan 2021

3.7 The London Plan was adopted in March 2021 and is thereby up to date.

3.8 **Policy D4** in terms of delivering good design adds:

#### *Design analysis and development certainty*

*A Masterplans and design codes should be used to help bring forward development and ensure it delivers high quality design and place-making based on the requirements set out in Part B of Policy D3 Optimising site capacity through the design-led approach.*

*B Where appropriate, visual, environmental and movement modelling/assessments should be undertaken to analyse potential design options for an area, site or development proposal. These models, particularly 3D virtual reality and other interactive digital models, should, where possible, be used to inform plan-making and decision-taking, and to engage Londoners in the planning process.*

#### *Design scrutiny*

*C Design and access statements submitted with development proposals should demonstrate that the proposal meets the design requirements of the London Plan.*

*D The design of development proposals should be thoroughly scrutinised by borough planning, urban design, and conservation officers, utilising the analytical tools set out in Part B, local evidence, and expert advice where appropriate. In addition, boroughs and applicants should make use of the design review process to assess and inform design options early in the planning process. Development proposals referable to the Mayor must have undergone at least one design review early on in their preparation before a planning application is made, or demonstrate that they have undergone a local borough process of design scrutiny, based on the principles set out in Part E if they:*

- 1) include a residential component that exceeds 350 units per hectare; or*
- 2) propose a building defined as a tall building by the borough (see Policy D9 Tall buildings), or that is more than 30m in height where there is no local definition of a tall building*

*E The format of design reviews for any development should be agreed with the borough and comply with the Mayor's guidance on review principles, process and management, ensuring that:*

- 1) design reviews are carried out transparently by independent experts in relevant disciplines*
- 2) design review comments are mindful of the wider policy context and focus on interpreting policy for the specific scheme*

- 3) where a scheme is reviewed more than once, subsequent design reviews reference and build on the recommendations of previous design reviews
- 4) design review recommendations are appropriately recorded and communicated to officers and decision makers
- 5) schemes show how they have considered and addressed the design review recommendations
- 6) planning decisions demonstrate how design review has been addressed.

#### *Maintaining design quality*

*F The design quality of development should be retained through to completion by:*

- 1) ensuring maximum detail appropriate for the design stage is provided to avoid the need for later design amendments and to ensure scheme quality is not adversely affected by later decisions on construction, materials, landscaping details or minor alterations to layout or form of the development
- 2) ensuring the wording of the planning permission, and associated conditions and legal agreement, provide clarity regarding the quality of design
- 3) avoiding deferring the assessment of the design quality of large elements of a development to the consideration of a planning condition or referred matter
- 4) local planning authorities considering conditioning the ongoing involvement of the original design team to monitor the design quality of a development through to completion.

#### Development Plan

3.9 In terms of the development plan it is submitted that the following policies are relevant and will be assessed in each section of the material considerations below.

DMHB 11 Design of New Development  
 DMHB 16 Housing Standards  
 LPP D4 (2021) Delivering good design  
 LPP D5 (2021) Inclusive design

#### **4.0 Planning Issues**

4.1 Given the form and type of this application the material considerations for this application are matters of impacts on townscape and design, and also the amenities of any neighbouring properties.

4.2 The external changes to the building seek permission to introduce amendments to the lower ground floor only of this building which is utilised for car parking as set out in Section 1 above.

#### Design and Townscape

4.3 In terms of the design of development in Hillingdon is managed by Policy DMHB 11 of the Hillingdon Local Plan: Part 2 (2020) which states that all development will be required to be designed to the highest standards and, incorporate principles of good design

4.4 The external alterations proposed via this application comprise of the following matters to the lower ground floor of the building only:

**Retention of existing masonry wall:**

- The existing wall that borders the car park void will be fully retained so the development will not be noticeable from anyone who walks past the building

**Installation of new canopy:**

- A new canopy is proposed to cover the open car park void at external ground-floor level.

**Canopy design details:**

- The canopy will incorporate a green roof system (grass roof), contributing to biodiversity
- Two skylights will be integrated into the canopy –to allow natural light to penetrate into the car park, maintaining visibility
- The perimeter of the canopy, where it connects with the existing building, will be bordered with a metal grill to ensure that natural ventilation to the car park is maintained despite the new cover

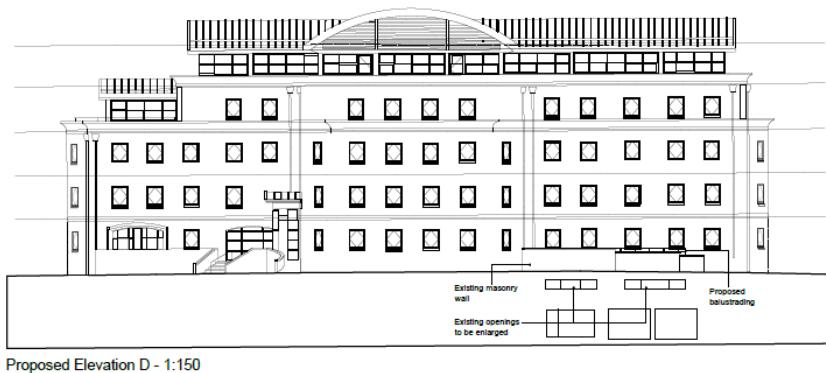
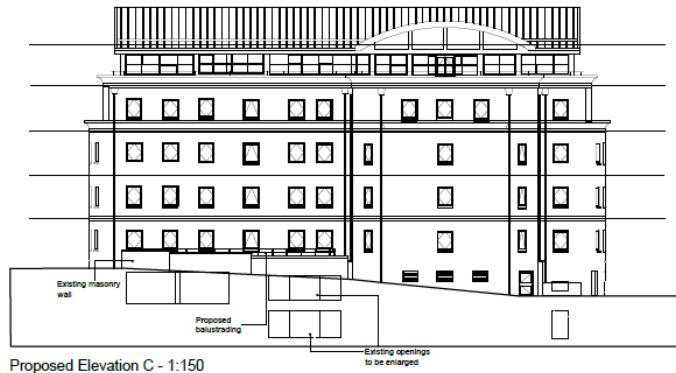
**Ventilation improvements:**

- The existing ventilation openings located directly beneath the canopy are proposed to be enlarged, enhancing airflow and compensating for the reduced open area caused by the new structure.

**No internal alterations:**

- No internal changes are proposed within the building from the ground floor upwards; all works are limited to the car park and canopy area

4.5 These changes are shown in the elevations below.



4.6 The location of, together with the minor nature of the development proposed to the overall elevations of the building would not negatively impact upon the appearance of the overall building or indeed the wider street scene.

4.7 **The application would not seek to increase the footprint or height of the existing building and as a result it is submitted that these proposals would be compliant with the design guidance of the framework and relevant development plan policy relating to the design of new development.**

Impact upon neighbouring buildings

4.8 Securing a good standard of amenity for all existing and future occupants of land and buildings is one of the core principles of the NPPF. Policy D1 (4) seeks to:

*"Protect the amenity of surrounding areas taking into account privacy, overlooking, outlook, noise, smell, light, visual impact, pollution, daylight and sunlight."*

4.9 Policy DMHB 11 of the Hillingdon Local Plan: Part 2 (2020) states that:

*B) Development proposals should not adversely impact on the amenity, daylight and sunlight of adjacent properties and open space.*

4.10 Paragraph 5.38 of the Hillingdon Local Plan: Part 2 (2020) states:

*"The Council will aim to ensure that there is sufficient privacy for residents and it will resist proposals where there is an unreasonable level of overlooking between habitable rooms of adjacent residential properties, schools or onto private open spaces. A minimum of 21 metres separation distance between windows of habitable rooms will be required to maintain levels of privacy and to prevent the possibility of overlooking. In some locations where there is a significant difference in ground levels between dwellings, a greater separation distance may be necessary."*

4.11 Paragraph 5.40 of the Hillingdon Local Plan: Part 2 (2020) states:

*"For the purposes of this policy, outlook is defined as the visual amenity enjoyed by occupants when looking out of their windows or from their garden. The Council will expect new development proposals to carefully consider layout and massing in order to ensure development does not result in an increased sense of enclosure and loss of outlook."*

4.12 Paragraph 5.41 of the Hillingdon Local Plan: Part 2 (2020) states:

*"The Council will aim to minimise the impact of the loss of daylight and sunlight and unacceptable overshadowing caused by new development on habitable rooms, amenity space and public open space. The Council will also seek to ensure that the design of new development optimises the levels of daylight and sunlight. The Council will expect the impact of the development to be assessed following the methodology set out in the most recent version of the Building Research Establishments (BRE) "Site layout planning for daylight and sunlight: A guide to good practice".*

4.13 The site itself effectively sits in an island, surrounded by the highway network, with no nearby residential development and in addition all the proposed alterations are proposed in the lower ground floor.

4.14 No additional windows are proposed and no increase in height to the building itself is proposed through these proposed alterations.

**4.15 Given that no additional height or footprint of development is proposed and given the distance between this building and any nearby residents it is submitted that these proposals would result in no adverse impacts upon any matters of residential amenity for nearby residents.**

## **5.0 Conclusion**

5.1 These proposals seek permission to create minor alterations to the lower floor (car parking) to this existing building and it is submitted that such would not adversely impact upon the design of the host building, or the wider visual amenities of the area.

5.2 Furthermore, the proposed development would avoid any adverse impacts upon the amenities of any nearby properties or other land uses.

**5.3 On the basis of all of the above, it is concluded that the development proposed is in accord with the development plan.**