

London Borough of Hillingdon
Planning Services
Civic Centre
High Street
Uxbridge
UB8 1UW

2 March 2026

Dear Sir/Madam,

Town & Country Planning Act 1990 (As Amended)
Full Planning and Listed Building Consent (LBC) Application relating to Proposed Change of Use of Part Ground Floor and Upper Floors from Office (Class E Use) to an 8-bed Apart-Hotel (Class C1 Use) with Associated Internal Alterations at No. 42A Windsor Street, Uxbridge, London UB8 1AB

I write on behalf of the applicant (Mr S Bhambra) to submit a full planning and LBC application to the London Borough of Hillingdon (the Local Planning Authority [LPA]) in relation to the above development proposal at No. 42A Windsor Street, London UB8 1AB.

The application comprises of this cover letter (it constitutes the *Planning Design and Access Statement* [PDAS]) and the following:

- Completed application form and certificates
- Heritage Statement (prepared by Heritage Unlimited)
- Operational Management Framework
- Planning Drawings
 - Site Location Plan
 - Block Plan
 - Existing Floor Plan (Drawing Ref. 2512-ex-01)
 - Proposed Floor Plans (2512-pl-01)
 - Proposed Removals Plan (2512-pl-02)
 - Proposed Works Plan (2512-pl-03)

The relevant planning application fee of **£588.00 + £85.00** Portal Admin Fee has been paid online via the Planning Portal. This is based on 'Other Material Change of Use of a Building' fee category and noting no new floorspace/external alterations are proposed.

Site Location and Context

The application site is located on the north-west side of Windsor Street. It comprises of ground level retail (i.e. Planet Hairdressing – which does not form part of the application site) with offices on first and second floors that are currently vacant. Note that a small part of the ground floor is also part of the office use with a washroom/W.C and garage space to the rear and thus this element forms part of the application site.

The building dates back to the early 17th century. The first floor is characterised by white roughcast rendered exterior with mock half timbering in black with a centrally positioned oriel window and wood dentil cornice detailing at eaves level. It comprises of a tiled gambrel roof with three modern dormers and a chimney stack.

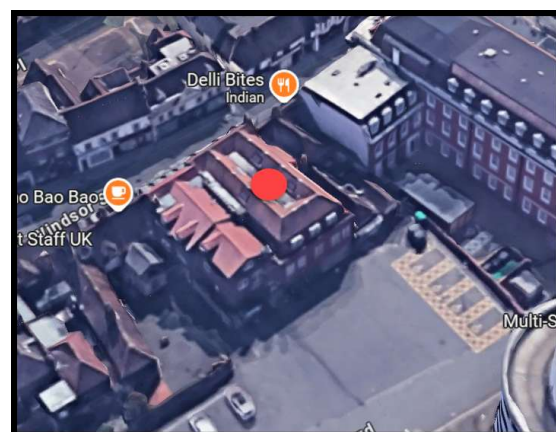
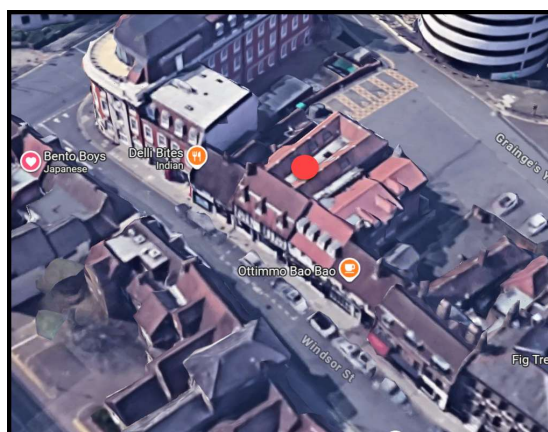
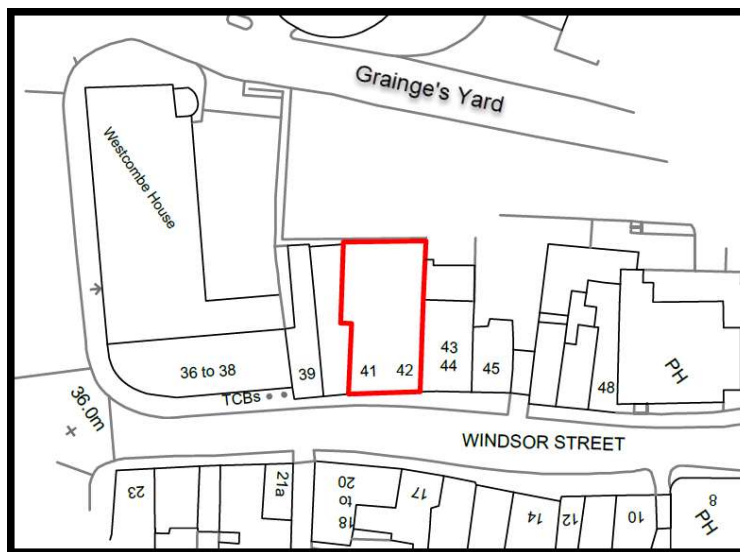
The offices on the first and second floors have been vacant for over 10 years. The building is Grade II Listed that forms part of the listing of Nos. 41 and 42 Windsor Street. It is within an Archaeological Priority Area; as well as Uxbridge Town Centre; and 'Hotel and Office Growth Location' designations.

The surrounding area is characterised by 2 to 3 storey buildings with retail on the ground level and residential flats or offices above. To the rear of the site, the building faces onto a car park and yard. Directly to the north-east of the site is St Margaret's Church and the Market Hall.

Approximately 140m north-east of the proposed site is Uxbridge underground and bus station. The site has excellent public transport accessibility with a PTAL of '6a'. The application site has no off-street car parking.

It is noted the applicant purchased the application site (i.e. upper floors only) in late 2025.

Figure 1 – Site Location



Further details of the historic background of the site, please refer to the submitted Heritage Statement.

Relevant Planning History

Relevant planning history of the application site is shown in **Table 1**. It is noted that the conversion of upper floors to residential has not been implemented and therefore the latest planning permission and LBC granted in Oct 2021 have now lapsed.

Table 1 – Planning History

LPA Ref.	Description of Development	Decision	Date
48534/APP/2019/3956	Conversion of upper floors (B1 Use) to provide 4x 2-bed maisonettes (C3 Use)	Refused	25/03/2020
48534/APP/2019/3957	Conversion of upper floors (B1 Use) to provide 4x 2-bed maisonettes (C3 Use) – LBC	Refused	25/03/2020
48534/APP/2020/1353	Conversion of upper floors (B1 Use) to provide 2x 1-bed maisonettes and 2x 1-bed flats (C3 Use)	Granted	01/10/2020
48534/APP/2020/1354	Conversion of upper floors (B1 Use) to provide 2x 1-bed maisonettes and 2x 1-bed flats (C3 Use) - LBC	Granted	01/10/2020
48534/APP/2020/1400	Conversion of upper floors (B1 Use) to provide 2x 1-bed and 1x 2-bed maisonettes (C3 Use)	Granted	08/10/2021
48534/APP/2020/1401	Conversion of upper floors (B1 Use) to provide 2x 1-bed and 1x 2-bed maisonettes (C3 Use) – LBC	Granted	08/10/2021

Proposed Development

The proposal encompasses the following:

- Conversion of office (Class E use) on part ground floor and upper floors to an 8-bed apart-hotel (Class C1 use). This will involve internal alterations such as partitions.
- A reception/check-in and check-out area is to be located on the ground floor and guests are expected to walk upstairs to the apart-hotel bedspaces.
- Secure cycle storage (i.e. 10 cycle spaces via 5 Sheffield stands) and waste storage are also located on ground floor. Therefore, 1 cycle space per bedspace. And 2 cycle space for staff.
- In terms of laundry service – each apart-hotel room will have its own self-service washer dryer facility. In addition, Ariana Dry Cleaners is located within easy walking distance (7mins walk) at 229 High Street, Uxbridge.
- No external works to the building are proposed.
- The apart-hotel will be car free with no off-street car parking. It is noted there is a public car park to the rear of the site known as 'Grainges Yard'.
- Schedule of Accommodation as follows:

Accommodation schedule			
Floor.	Unit.	Floorspace (GIA)	Persons
Ground	Services	25.1 sqm	N/A
Ground	Circulation	27.8 sqm	N/A
First	1	39.7 sqm	2
First	2	41.6 sqm	2
First	3	38.3 sqm	2
First	4	48.7 sqm	2
First	Circulation	19.2 sqm	
Second	5	38.1 sqm	2
Second	6	38.7 sqm	2
Second	7	36.4 sqm	2
Second	8	43.9 sqm	2
Second	Circulation	18.9 sqm	

In terms of the Gross Internal Area (GIA) of the proposed apart-hotel:

- Ground Floor – 66.8sqm
- First Floor – 195.5sqm
- Second Floor – 183.7sqm

Total GIA = **446sqm**

Design Principles and Concepts that have been applied to the Proposed Development

As noted above, no external alterations will be required as the intention is to sensitively convert the Grade II Listed Building internally from office to an 8-bed apart-hotel. The relatively generous spacing on upper floors is considered beneficial for conversion to apart-hotel use and that we note previously the LPA considered it acceptable to subdivide and convert into flats.

The application property has been vacant for over ten years and thus introducing a suitable active town centre use such as Class C1 Use should be welcomed by the LPA and would contribute towards the vitality and viability of Uxbridge Metropolitan Centre.

The apart-hotel use of the site would also generate employment as it is anticipated to employ staff for the operation and maintenance of the apart-hotel.

The apart-hotel is intended to be named 'Windsor House' to pay homage to the historic name of this building and as per the fascia sign currently at the front of the building.



Front



Rear

Upon entering the building via the front door along Windsor Street, guests are expected to check-in via the reception room on ground floor and that there is a separate room for the safe storage of bicycles for staff and guests. Plant room and waste storage are also located on the ground floor as well as Fire Exit (as existing) located to the rear.

After check-in, guests are shown to their apart-hotel room(s) on the upper floors. It is noted due to heritage constraints and economic viability – it is not possible to introduce a lift to the building and we note this was not required by the LPA for the previous conversion to residential either.

Steps taken to Appraise the Context of the Proposed Development and how the Design of the Development takes that Context into Account

The application site is located within Uxbridge Metropolitan Centre and that Windsor Street is characterised by predominantly two-storey terraced buildings with predominantly Class E shops and restaurants on ground floor with residential / office uses above. The proposed apart-hotel use will add to the active frontage of Windsor Street and contributing towards greater diversity of suitable town centre uses in Uxbridge.

Access

As per the existing arrangement of the site, where the main entrance is to the front of the property along Windsor Street – the proposed apart-hotel will utilise the same main entrance.

There is an emergency access to the ground floor rear of the site.

Planning Policies and Considerations

London Plan (2021)

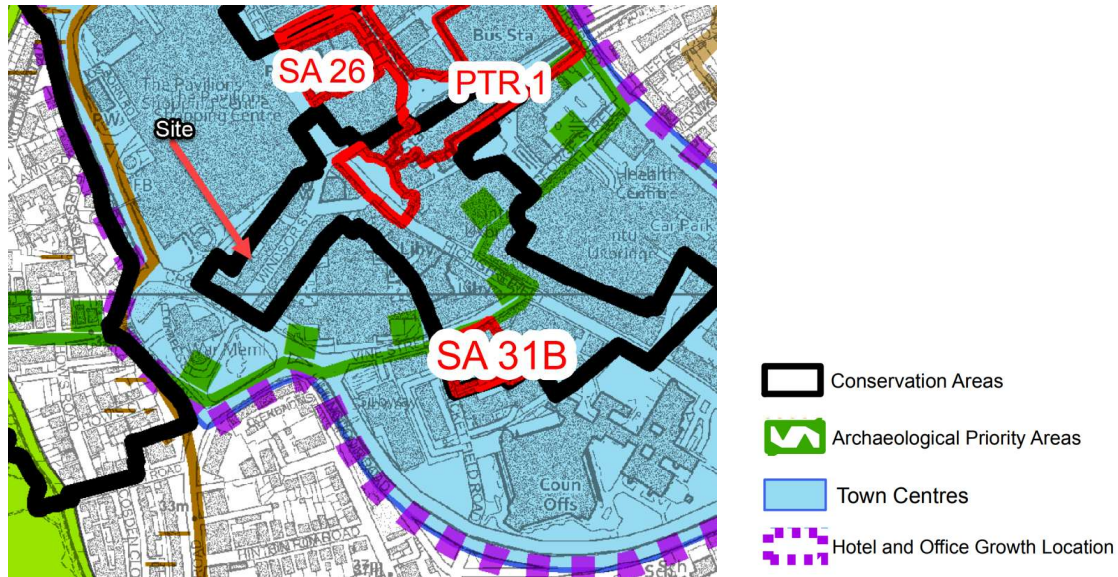
Policy E10 (Visitor Infrastructure) of the London Plan states that based on the importance of tourism to London's economy, to meet the accommodation demands of tourists, it is estimated that London will need approximately 58,000 additional rooms of serviced accommodation by 2041, which is an average of 2,230 bedrooms per annum. The Policy requires that serviced accommodation be promoted within town centres and opportunity areas, which are well connected to public transport.

Local Plan Part 2 – Development Management Policies (adopted Jan 2020)

The Local Plan Part 2 Development Management Policies and Site Allocations and Designations were adopted as part of the borough's development plan at Full Council on 16 January 2020. This replaces the Local Plan Part 2 Saved UDP Policies (2012).

Extract of the adopted Policies Map is shown in Figure 2. The application site is located within Uxbridge Metropolitan Centre and also being within 'Hotel and Office Growth Location' in particular.

Figure 2 – Extract of Adopted Policies Map



Policy DMTC 1 (Town Centre Developments) of the Local Plan Part 2 (2020) stipulates:

Policy DMTC 1: Town Centre Developments

A) The Council will support 'main town centre uses' where the development proposal is consistent with the scale and function of the centre. Town centre development will need to demonstrate that:

- i) adequate width and depth of floorspace has been provided for the town centre uses; and**
- ii) appropriate servicing arrangements have been provided.**

It is noted 'main town centre uses' include hotel use as defined in the glossary section of the National Planning Policy Framework (NPPF) (2024) – see extract of this below.

Main town centre uses: Retail development (including warehouse clubs and factory outlet centres); leisure, entertainment and more intensive sport and recreation uses (including cinemas, restaurants, drive-through restaurants, bars and pubs, nightclubs, casinos, health and fitness centres, indoor bowling centres and bingo halls); offices; and arts, culture and tourism development (including theatres, museums, galleries and concert halls, hotels and conference facilities).

Policy DME 5 (Hotels and Visitor Accommodation) of the Local Plan Part 2 states:

Policy DME 5: Hotels and Visitor Accommodation

The Council will support a range of visitor accommodation, conference and related uses in accessible sustainable locations, as defined in the Site Allocations and Designations document, subject to:

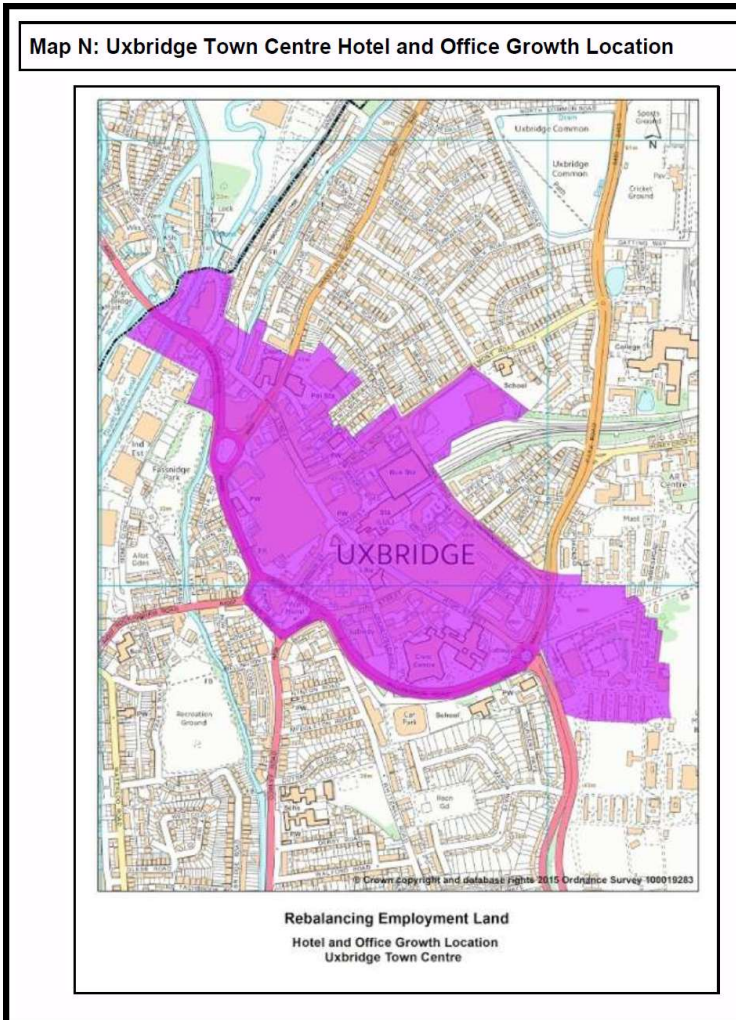
- i) A high standard of building and site design, including landscaping and placement of signage that makes a positive contribution to local amenity and the streetscape;**
- ii) Provision of an accessible layout and rooms in accordance with Policy DME 6: Accessible Hotels and Visitor Accommodation; and**
- iii) No adverse impact on nearby land uses or on the amenity of either adjoining occupants or proposed occupants by virtue of noise, lighting, emissions, privacy, overlooking, any other potential nuisance, parking or traffic congestion.**

Supporting paragraph 2.24 states that ‘hotel growth will be encouraged in Uxbridge and Hayes. These areas are identified and designated in the Site Allocations and Designations document’. Therefore, the principle of proposed hotel use within Uxbridge Metropolitan Centre is acceptable and this is also made clear under Policy SEA 2 (Hotel and Office Growth Locations) in the Local Plan Part 2 ‘Site Allocations and Designations’ (Jan 2020).

Policy SEA 2: Hotel and Office Growth Locations

In accordance with the evidence base the Council will promote and where appropriate protect a network of Hotel and Office Growth Locations across the Borough.

- i) The following locations are designated for both hotel and office growth:**
 - **Uxbridge Town Centre**, defined by the area shown on Map N;
- ii) The following areas are designated for office growth only:**
 - **Stockley Park LSEL**, as defined by the area shown on Map P;
- iii) The following area is designated for hotel growth only:**
 - **Hayes Town Centre**, as defined by the area shown on Map R.



Policy DME 6 (Accessible Hotels and Visitor Accommodation) states:

Policy DME 6: Accessible Hotels and Visitor Accommodation

A) In order to ensure that inclusive access has been incorporated into the proposal from the onset, the Council will require:

- i) all proposals to meet the requirements of the Accessible Hillingdon SPD;
- ii) a Design and Access Statement to be submitted with the planning application; and
- iii) For proposals of ten rooms or more, an Accessibility Management Plan should be submitted with the planning application.

B) For proposals of 10 rooms or more, the Council will require 10% of hotel rooms to meet wheelchair accessibility standards. In particular, accessible rooms should:

- i) be located along accessible routes, close to lifts on upper floors and close to the reception on the ground floor;
- ii) be situated so that they have equal access to views enjoyed from standard bedrooms; and
- iii) provide appropriate facilities for a wide range of disabilities.

It is noted that it is not possible to provide wheelchair access to the proposed apart-hotel development where the hotel bedspaces would be located on the upper floors. Given the Listed Building status of the site and due to site constraint especially on ground floor, it is not possible nor viable to install a lift serving the apart-hotel.

The introduction of a lift would require substantial alterations to historic fabric, including loss of original internal features and floor structure alterations, resulting in likely unacceptable heritage harm.

We note Policy DME 6 only requires 10% of hotel rooms to be wheelchair accessible if proposing 10 or more rooms. Given our proposal is for 8 no. of bedspaces – it is not necessary to provide wheelchair accessible apart-hotel rooms in our case.

In terms of heritage protection and compliance with relevant development plan policies, please see enclosed Heritage Statement for further details and how the internal alterations are considered acceptable.

In terms of requirements in the Accessible Hillingdon SPD (Sept 2017), relevant extract is below:

Hotels, Motels and Student Accommodation

In all building types, (including hotels, motels, nursing and residential homes, university and college halls of residence, and relatives accommodation in hospitals), a proportion of sleeping accommodation should be designed for use by disabled people.

In accordance with London Plan policy 4.5, an Accessibility Management Plan that demonstrates the highest standards of accessibility and inclusion should accompany development applications proposing visitor accommodation.

Accessible accommodation should:

- be located close to lifts on upper floors and close to reception on the ground floor
- be located along accessible routes
- be situated so that they have equal access to views enjoyed from standard bedrooms
- feature an en-suite bathroom
- cater for a wide range of disabilities
- provide some rooms with a connecting door to an adjoining room for use by someone assisting
- allow manoeuvring space for a mobile hoist (where ceiling hoists are not installed)
- ensure walls are capable of supporting the required fittings, e.g. grab rails and drop down support rails. In line with BS 8300:2009, the total number of accessible rooms as a percentage should be
- 5% without a fixed tracked-hoist system
- 5% with a fixed tracked-hoist system (or similar system giving the same degree of convenience and safety)
- 5% capable of being adapted in the future to accessible rooms

Overnight accommodation should ensure a mixture of bathtub and continental style level access shower (Wet Room) en-suite rooms.

NB: The requirements for accessible accommodation applies to new build, conversions and refurbishments. Reference should be made to all relevant sections of this document and compliance with BS 8300:2009 is also required.

As discussed above, it is not possible to introduce lift / wheelchair access to the apart-hotel given the site constraints and the fact it is a Listed Building. We note the previous permissions given for the Change of Use to residential also did not require adapting the residential units for disabled access either.

Please note all en-suite bathrooms for the apart-hotel units are showers and not bath tubs.

In the context of this small-scale conversion of a Grade II Listed Building, full compliance with all SPD accessibility provisions is not considered practicable. The proposed development seeks to achieve a proportionate and reasonable level of accessibility within the constraints of the historic building fabric.

Conclusion

In light of the above, we consider the proposed development to be acceptable and appropriate to bring a primarily vacant Listed Building back into an acceptable town centre use.

We respectfully request Officers to grant Full Planning and Listed Building Consent.

Yours faithfully,

Ben Cheung BSc(Hons), DipTP, MRTPI

Planning Consultant