



DESIGN AND ACCESS STATEMENT

**PROPOSED CONVERSION TO A 6-ROOM HOUSE IN MULTIPLE OCCUPATION (HMO) WITH RETENTION OF SELF-CONTAINED ANNEXE TO BE USED AS SEPEATE FLAT/APARTMENT DWELLING
74 BIRCHWAY, HAYES, UB3 3PB**

1. Introduction

This Design and Access Statement has been prepared in support of a planning application for the conversion of 74 Birchway, Hayes, UB3 3PB, from a three-bedroom single dwellinghouse with an existing annexe into:

- A 6-room House in Multiple Occupation (HMO) within the main dwelling; and
- The retention of the existing annexe as a self-contained residential flat.

The proposal also includes the construction of a rear dormer roof extension to facilitate improved internal accommodation. The site is not located within an Article 4 Direction area, and therefore the principle of an HMO is acceptable subject to compliance with relevant planning policies.

This statement demonstrates that the proposal accords with the Hillingdon Local Plan: Part 1 (Strategic Policies) and Part 2 (Development Management Policies) and represents a high-quality, sustainable form of residential development.

2. Site and Surroundings

The application site comprises a two-storey semi-detached residential property with a rear garden, located on the residential street of Birchway in Hayes. The surrounding area is characterised by a mix of family dwellings and converted properties, including a number of roof extensions and rear dormers of similar scale and appearance to that proposed.

The site benefits from good access to public transport, local shops, services, and employment opportunities, making it a suitable and sustainable location for higher-intensity residential use in accordance with Policy PT1 of the Hillingdon Local Plan.

3. Planning History and Policy Context

The proposal has been assessed against the following key policies:

Hillingdon Local Plan: Part 1

- **Policy H2** – Delivery of New Homes
- **Policy H6** – Housing Mix
- **Policy PT1** – Delivering a Sustainable Transport Network

Hillingdon Local Plan: Part 2

- **Policy DMH 5** – Houses in Multiple Occupation
- **Policy DMH 6** – Residential Conversions and Redevelopment
- **Policy DMHD 1** – Alterations and Extensions to Residential Dwellings
- **Policy DMHB 11** – Design and Accessibility of New Development

The proposal also has regard to the **National Planning Policy Framework (NPPF)**, particularly sections relating to the efficient use of land and delivery of a wide choice of high-quality homes.

4. Proposed Development

4.1 Use

The proposal seeks to convert the main dwelling into a 6-room HMO, providing high-quality accommodation for single occupants, while retaining the annexe as a separate, self-contained flat. The annexe is functionally independent and does not compromise the operation or amenity of the HMO.

As the site is not within an Article 4 Direction area, the principle of HMO use is acceptable and assessed against Policy DMH 5, which supports HMOs where they provide acceptable living conditions and do not harm residential character or amenity.

5. Design Principles

5.1 Scale, Massing and Appearance

The proposed rear dormer roof extension is modest in scale and subservient to the host building. Its design respects the existing roof form and does not dominate the original dwelling.

Materials used for the dormer will match the existing property, including:

- Roof tiles to match existing
- Render and brickwork consistent with the host building
- Fenestration proportionate and sympathetic to the existing dwelling

Similar dormer extensions are evident along Birchway, and the proposal reflects the established pattern of development, ensuring compliance with Policy DMHD 1.

6. Residential Amenity

The proposal has been carefully designed to ensure no unacceptable impact on neighbouring occupiers in terms of:

- Loss of daylight or sunlight
- Overlooking or loss of privacy
- Overbearing impact

Internally, all HMO rooms meet or exceed minimum space standards, with access to adequate communal facilities. The layout provides a good standard of accommodation consistent with **Policy DMH 5** and **Policy DMHB 11**.

7. Access

7.1 Vehicular and Pedestrian Access

Existing vehicular and pedestrian access arrangements will be retained. The site is well located for public transport and local amenities, reducing reliance on private vehicles, in line with **Policy PT1**.

7.2 Inclusive Access

The ground-floor accommodation and entrances are designed to be accessible, and circulation within the building is clear and logical.

8. Waste and Cycle Storage

Appropriate refuse and recycling storage will be provided in accordance with Council requirements. Secure cycle storage can be accommodated within the curtilage of the site, supporting sustainable travel choices.

9. Sustainability

The proposal makes efficient use of an existing residential building and contributes to the supply of smaller, more affordable housing options. Re-use of the existing structure and matching materials minimises environmental impact, consistent with sustainable development objectives of the Local Plan and the NPPF.

10. Parking Justification

The proposal has been assessed against the parking standards and sustainable transport objectives of the **Hillingdon Local Plan**, particularly **Policy PT1 (Delivering a Sustainable Transport Network)** and **Policy DMT 6 (Parking Standards)**.

The site benefits from a highly sustainable location, with convenient access to public transport, local retail facilities, employment areas, and community services within walking distance. As such, future occupiers are not reliant on private car ownership.

There will be 3 parking spaces on site and space in the garden for 6 secure cycle spaces.

The proposed development comprises a **6-room HMO**, which typically accommodates single occupants who statistically demonstrate **lower car ownership levels** compared to family dwellings. The retained self-contained annexe is modest in scale and similarly suited to occupants with limited reliance on private vehicles.

Existing on-site parking provision is retained and continues to function effectively without the need for additional hardstanding or alterations to the frontage. The proposal does not result in any loss of existing parking spaces.

Given the location, nature of the accommodation, and availability of alternative transport modes, the proposal is not expected to result in unacceptable on-street parking pressure or highway safety issues. This approach aligns with the Council's objective to reduce car dependency and promote sustainable travel choices.

In accordance with **Policy DMT 6**, the level of parking provision is considered appropriate for the scale and type of development proposed, and no adverse impact on the surrounding highway network is anticipated.

11. Public Transport Accessibility Level (PTAL)

Public Transport Accessibility Level (PTAL) is a recognised measure of the accessibility of a site to the public transport network, graded from 1 (very poor) to 6 (excellent) based on walking distance to bus stops and rail/underground stations and service

frequency. PTAL is frequently applied in planning assessments and parking standards to justify appropriate levels of car parking provision.

The site benefits from:

- Multiple frequent bus services within very short walking distance on Birchway and nearby roads.
- Hayes & Harlington station (~1 km) providing National Rail and Elizabeth Line services, connecting directly to central London and wider London transport network.

Although specific PTAL figures for the exact site may vary across mapping tools (e.g., TfL WebCAT), the area around Hayes town centre generally exhibits higher PTAL values relative to the wider borough due to proximity to the rail and bus networks, consistent with the Local Implementation Plan's identification of PTAL 5–6 pockets in the Hayes and Harlington area.

Parking Provision and Policy Context

In line with Policy PT1 (Delivering a Sustainable Transport Network) and Policy DMT 6 (Parking Standards) of the Hillingdon Local Plan, the approach to parking reflects the sustainable location and accessibility of the site. For residential developments, reduced on-site parking is appropriate in locations with good public transport access, as an efficient use of land and to support modal shift away from private car use.

Given that:

- The site is in close walking distance to bus stops and a rail station;
- HMOs typically have lower car ownership than standard family dwellings; and
- Existing on-site parking is retained and can adequately accommodate residents,

the proposal does not include additional parking provision beyond current capacity. This parking approach is justified by the high PTAL and sustainable transport accessibility of the site, minimising potential impacts on on-street parking pressures and aligning with the Borough's sustainable development objectives.

Accordingly, the level of parking provided is considered acceptable for the proposed use, and any residual demand is expected to be met through existing street corridors and the local transport network without adverse highway safety or residential amenity impacts.

12. Planning Precedent and Compliance

The proposed conversion of 74 Birchway to a 6-room HMO with a self-contained annexe is consistent with recent planning appeal decisions in the London Borough of Hillingdon and demonstrates full compliance with relevant Local Plan policies.

Recent appeals illustrate that Houses in Multiple Occupation can be acceptable where proposals safeguard residential amenity, internal living standards, and the character of the area:

- **95 Harlington Road, Uxbridge (Allowed)** – The conversion of a dwelling to an 8-person HMO was permitted. The Inspector concluded that the proposal had **no unacceptable impact on neighbouring amenity** and complied with **Policies DMH 5 and DMHB 11** (Hillingdon Local Plan Part 2).
- **1 Hurstfield Crescent, Hayes (Allowed)** – An appeal for the intensification of an existing HMO was allowed, confirming that increased occupancy is acceptable when **design, amenity, and management considerations** are satisfactorily addressed.
- **177 Station Road, West Drayton (Dismissed)** – This appeal was refused where internal communal space and parking arrangements were inadequate, highlighting the importance of **providing sufficient internal facilities, refuse/cycle storage, and parking arrangements** in HMO proposals.

The proposed development at 74 Birchway reflects these precedents:

- **Internal standards** exceed minimum requirements, with appropriate communal facilities.
- **Parking and cycle storage** are adequate and aligned with the site's sustainable location.
- **Design, scale, and materials** of the dormer extension are sympathetic to the existing building and the wider street scene.

As such, the scheme is consistent with the objectives of **Policies DMH 5, DMHD 1, DMHB 11, and DMT 6** of the Hillingdon Local Plan, as well as the overarching sustainable development principles of the **NPPF**. The proposal therefore represents a policy-compliant and precedent-supported form of intensified residential use.

13. Conclusion

The proposed conversion of 74 Birchway to a 6-room HMO with a self-contained annexe flat, including a dormer roof extension, represents a high-quality and policy-compliant development.

The scheme:

- Is located outside an Article 4 Direction area
- Provides an appropriate form of intensified residential use
- Respects the character of the street
- Delivers good standards of accommodation
- Complies with the relevant policies of the **Hillingdon Local Plan**

The proposal is therefore considered acceptable in planning terms and approval is respectfully sought.

PHOTOS



Side elevation – Eaves



Existing front elevation



Existing front windows



Rear elevation



Annexe- front elevation



Similar extension on Birchway



Property Opposite with extension to rear



Property opposite which was converted from hip room to gable end with dormer extension



Example of roof style keeping the pitched section to the front

MTAYLOR

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