

**DELEGATED 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.	ADVERTISEMENT 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

**Item No.**                      **Report of the Head of Development Management and Building Control**

**Address:**                      54 HIGH STREET NORTHWOOD

**Development:**                Conversion of the existing one-bedroom flat into 2-bedroom flat

**LBH Ref Nos:**                4994/APP/2025/2435

**Drawing Nos:**                EX L001  
    EX P001  
    EX E002  
    EX E001  
    EX S001  
    PR L001  
    PR P001  
    PR E002  
    PR E001  
    PR S001

**Date Plans received:**        18-09-25

**Date(s) of Amendments(s):**

**Date Application valid**        18-09-25

## 1. SUMMARY

The application seeks planning permission for the conversion of existing 1 bedroom dwelling to 1 x 2 bed flat. It is considered that the proposal would not have a detrimental impact on the street scene and surrounding area or on residential amenity of the neighbouring properties and it would provide acceptable amenities for future occupiers.

Given this, the scheme is recommended for approval.

## 2. 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

- PR PE001 - PROPOSAL PERSPECTIVE
- PR S001 - PROPOSAL SECTION AA
- PR E001 - PROPOSED FRONT ELEVATION
- PR E002 - SIDE ELEVATION
- PR P001 - PROPOSAL GROUND FLOOR PLAN

and shall thereafter be retained/maintained for as long as the development remains in existence.

**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).

**INFORMATIVES**

**1. I59 Councils Local Plan : Part 1 - Strategic Policies**

On this decision notice policies from the Councils Local Plan: Part 1 - Strategic Policies appear first, then relevant Local Plan Part 2 (2020), then London Plan Policies (2021). Hillingdon's Full Council adopted the Hillingdon Local Plan: Part 1 - Strategic Policies on 8 November 2012 and the Hillingdon Local Plan Part 2 on 16 January 2020.

**2. I47 Damage to Verge - For Council Roads:**

The Council will recover from the applicant the cost of highway and footway repairs, including

damage to grass verges.

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).

For Private Roads: Care should be taken during the building works hereby approved to ensure no damage occurs to the verge of footpaths on private roads during construction. Vehicles delivering materials to this development shall not override or cause damage to a private road and where possible alternative routes should be taken to avoid private roads. The applicant may be required to make good any damage caused.

### **3. I15 Control of Environmental Nuisance from Construction Work**

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 which are audible at the site boundary shall only be carried out between the hours of 08.00 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 or Public Holidays.

B. All noise generated during such works shall be controlled in compliance with British Standard Code of Practice BS 5228:2009.

C. Dust emissions shall be controlled in compliance with the Mayor of London's Best Practice Guidance' The Control of dust and emissions from construction and demolition.

D. No bonfires that create dark smoke or nuisance to local residents.

You are advised to consult the Council's Environmental Protection Unit ([www.hillingdon.gov.uk/noise](http://www.hillingdon.gov.uk/noise) Tel. 01895 250155) 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.

### **4. I52 Compulsory Informative (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 unlawful for the Council to act incompatibly with Convention rights, specifically 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).

## **I53 Compulsory Informative (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.

DMHB 11	Design of New Development
DMHB 18	Private Outdoor Amenity Space
DMHD 1	Alterations and Extensions to Residential Dwellings
DMT 2	Highways Impacts
DMT 5	Pedestrians and Cyclists
DMT 6	Vehicle Parking
LPP D3	(2021) Optimising site capacity through the design-led approach
LPP D4	(2021) Delivering good design
LPP D5	(2021) Inclusive design
LPP D6	(2021) Housing quality and standards
LPP D7	(2021) Accessible housing
LPP G6	(2021) Biodiversity and access to nature
LPP H2	(2021) Small sites
LPP T6	(2021) Car parking
LPP T6.1	(2021) Residential parking

### **3. CONSIDERATIONS**

#### **3.1 Site and Locality**

The property is located at the rear of 54 High Street, London HA6 1BL, on the ground floor level. The flat currently comprises a single bedroom, living/kitchen area, storage, an office space and 2 WCs. The surrounding area is a mixed-use street with a blend of residential and commercial properties, typical of a High Street location in London.

The property is set off the direct high street and is located behind a commercial unit. It is evident that the site is already a flat and the proposal aims to optimize the use of existing space, providing an additional bedroom while maintaining the character and amenity of the property and its surroundings.

The office space as shown in the existing plan is part of the residential dwelling use granted prior

approval in July 2022. The space is not in use at the moment and the proposal would make good use of it. It is not a commercial space but a office/study space internally used by the current residents.

### 3.2 Proposed Scheme

Conversion of the existing one-bedroom flat into 2-bedroom flat

### 3.3 Relevant Planning History

4994/A/83/9090                      54 HIGH STREET NORTHWOOD

Advertisement (P)

**Decision:** 09-09-1983              Approval

70476/APP/2022/1640              54c HIGH STREET NORTHWOOD

Change of use of offices (Use Class E) to a one-bedroom dwelling (Application for Prior Approval under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)).

**Decision:** 13-07-2022              Approval

70476/APP/2022/706              54c HIGH STREET NORTHWOOD

Change of use of offices (Use Class E) to a one-bedroom dwelling (Prior Notification under Class MA of Part 3, Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 as amended).

**Decision:** 03-05-2022              Refusal

70476/APP/2015/739              54c HIGH STREET NORTHWOOD

Change of use from offices (Use Class B1) to 2 x 1-bed flats (Use Class C3) (Prior Approval)

**Decision:** 01-05-2015              Prior Approval  
N/Req

70476/APP/2014/4258              54c HIGH STREET NORTHWOOD

Change of use from offices (Use Class B1) to 2 x 1-bed flats (Use Class C3) (Prior Approval)

**Decision:** 05-02-2015              Refusal

#### Comment on Planning History

The relevant planning history is listed above.

70476/APP/2022/1640: Prior approval for the change of use of offices (Use Class E) to a one-bedroom dwelling (Application for Prior Approval under Schedule 2, Part 3, Class MA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)) - granted on 13th July 2022

#### 4. Advertisement and Site Notice

4.1 Advertisement Expiry Date: Not applicable

4.2 Site Notice Expiry Date: Not applicable

#### 5. Comments on Public Consult

24 neighbouring properties were consulted by letter dated 24-09-25. Consultation expired on 15-10-25. Three responses were received which include internal and external comments.

##### EXTERNAL:

- Concern regarding traffic and Safety - The proposed flat's door is opening onto a car driveway. If any child or person opened and stepped out while someone was driving to park their car it could raise huge concerns. There is also no parking although the owner of this property has a space on their land which could be used if gates were opened. They are currently closed and locked. Maybe the plans could include the front door being in a safer place.

##### Officer comments:

- The above points are acknowledged and understood and will be further discussed below.

##### INTERNAL:

Access: This proposal has been reviewed against the requirements of the 2021 London Plan policy D7 which should not be applied to the conversion of this existing dwelling.

Conclusion: no objections raised from an accessibility perspective.

Highways: In transport/highway terms, the proposed minor scale of conversion would not be expected to materially impact on the locality. On that basis there are no concerns or demands imposed on this application.

#### 6. 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

DMHD 1	Alterations and Extensions to Residential Dwellings
DMT 2	Highways Impacts
DMT 5	Pedestrians and Cyclists
DMT 6	Vehicle Parking
LPP D3	(2021) Optimising site capacity through the design-led approach
LPP D4	(2021) Delivering good design
LPP D5	(2021) Inclusive design
LPP D6	(2021) Housing quality and standards
LPP D7	(2021) Accessible housing
LPP G6	(2021) Biodiversity and access to nature
LPP H2	(2021) Small sites
LPP T6	(2021) Car parking
LPP T6.1	(2021) Residential parking

## 7. MAIN PLANNING ISSUES

### 7.1 Impact on the amenities of the occupiers of neighbouring residential properties

Policy DMHB 11 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020) seeks to protect the amenity, daylight, sunlight and privacy of neighbouring properties.

The existing footprint of the property would not be enlarged, and no new side openings would be installed, in-fact the front office being converted to a bedroom would result in the removal of the door. As such, it is considered that the proposal would not have a detrimental impact on any neighbouring properties in terms of loss of light, loss of outlook, sense of dominance or loss of privacy. Due to the location of the flat and the change being to the internal space as the 1 bedroom flat already exists, there would be no new privacy concerns. Given the location and the set-up the site also benefits from an acceptable level of privacy . The plans submitted indicate access to the outdoor amenity space from the exterior of the site which would prevent loss of amenity to the ground floor bedroom windows. Subsequently, it is considered that the proposal would comply with Policies DMHB 11 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020).

### 7.2 Impact on Street Scene

Policy BE1 of the Hillingdon Local Plan: Part One (Strategic Policies) requires that all new development achieves a high quality of design in all new buildings, alterations and extensions. Policy DMHB 11 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020) requires that new development should harmonise with the character and appearance of the existing street scene and surrounding area, and the scale, form, architectural composition and proportions of the original building.

The proposal does not involve any significant changes to the external appearance, structure, or access points of the building. It would see minor works by removing an existing door serving the office and bricking up with similar materials to the existing building. Access to the property will remain via the existing main entrance to the building and the current entrance door to the flat. Internal circulation within the flat will be maintained, ensuring ease of movement between rooms.

The design will ensure that the new layout facilitates comfortable internal access for the intended occupants, considering standard accessibility requirements within the constraints of an existing residential unit

The proposal does would not result in a detrimental impact on the surrounding area. Subsequently, it is considered that the proposal would not have a detrimental impact on the character and appearance of the existing property, street scene and surrounding area. Therefore, it is considered that it would comply with Policy DMHB 11 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020).

### **7.3 Traffic Impact/Pedestrian Safety**

As outlined above. In transport/highway terms, the proposed minor scale of conversion would not be expected to materially impact on the locality. On that basis there are no concerns or demands imposed on this application.

Concerns were raised during consultation by external consultees regarding impact of the doors that open into the passage. Given the proposal and the removal of the office door, any concerns are now limited. In terms of the entrance to the flat; this door remains in the same location and is considered appropriate given the floor plan as although the side entry may be appropriate, in its current layout the entrance of the main door into the bedroom would not be ideal nor appropriate.

### **7.4 Carparking & Layout**

Policy DMT 2 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020) considers whether the traffic generated by proposed developments is acceptable in terms of the local highway and junction capacity, traffic flows and conditions of general highway or pedestrian safety. Policy DMT 6 seeks to ensure that all development is in accordance with the Council's adopted Car Parking Standards.

Parking exists to the rear of the flat and the parking and highways has been assessed by the LPA transport officers and given the proposal, there are expected to be limited material impact on the locality. Subsequently, it is considered that the proposal would comply with Policies DMT 2 and DMT 6 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020).

### **7.5 Urban Design, Access and Security Considerations**

Policy DMHB 18 of the Hillingdon Local Plan: Part Two - Development Management Policies (2020) states that residential buildings should provide external amenity space which is sufficient to protect the amenity of the occupants of the proposed and surrounding buildings. Table 5.3 of the Hillingdon Local Plan: Part Two states that 2-bed flats require 25 square metres of amenity space each.

The submitted plans show that the flat does not have any amenity space however it is noted that the application site lies in close proximity to a large area of public open space at Hog Back Open. which lie 0.2miles (5 minute walk) from the application site and Ruislip Woods (10min walk).

Therefore, it is considered that the proposed development has demonstrated that future occupiers would be afforded with a satisfactory provision of private external amenity space that meets the minimum standards set out in Table 5.3 of the Local Plan. The proposal therefore accords with Policy DMHB 18 of the Hillingdon Local Plan: Part 2 - Development Management Policies (2020) and the NPPF (2024), in this respect.

### **7.6 Other Issues**

CIL

The Council adopted its own Community Infrastructure Levy (CIL) on 1st August 2014 and the

charge for residential developments of £95 per square metre of additional habitable floorspace. This is in addition to the Mayoral CIL charge of £35 per square metres. There is no additional floorspace proposed as part of this application. The current proposal does not attract a CIL liability.

#### BIODIVERSITY NET GAIN:

Biodiversity net gain is a way of creating and improving biodiversity by requiring development to have a positive impact ('net gain') on biodiversity. In England, biodiversity net gain is required under a statutory framework introduced by Schedule 7A of the Town and Country Planning Act 1990 (inserted by the Environment Act 2021). This statutory framework is referred to as 'biodiversity net gain' in Planning Practice Guidance to distinguish it from other or more general biodiversity gains.

Under the statutory framework for biodiversity net gain, subject to some exceptions, every grant of planning permission is deemed to have been granted subject to the condition that the biodiversity gain objective is met ("the biodiversity gain condition"). This objective is for development to deliver at least a 10% increase in biodiversity value relative to the pre-development biodiversity value of the onsite habitat.

There are exemptions and the BNG planning condition does not apply to planning permission for development that is below a de minimis threshold, i.e.:

- does not impact an onsite priority habitat; and
- the development impacts less than 25sqm of onsite habitat that has biodiversity value greater than zero; and
- the development impacts less than 5m in length of onsite linear habitat

One exemption is Development below a de minimis threshold. This exemption applies to development that does not impact a priority habitat and impacts less than 25 square metres (e.g. 5m x 5m) of non-priority onsite habitat (such as modified grassland) or 5m for non-priority onsite linear habitats (such as native hedgerows).

The development would comprise internal alterations to the existing building. Therefore the development would not exceed the de minimis threshold and is considered to be BNG exempt. In this instance, having regard to the above criteria, the proposed change of use to two flats and the single storey rear extension is considered to fall below the de minimis threshold. Therefore the proposal is considered to be BNG exempt and a biodiversity gain plan is not required.

#### 8. Reference Documents

- Hillingdon Local Plan: Part One - Strategic Policies (November 2012)
- Hillingdon Local Plan: Part Two - Development Management Policies (2020)
- The London Plan (2021)
- The Housing Standards Minor Alterations to The London Plan (March 2016)
- National Planning Policy Framework 2024

**Contact Officer:**

Sharon Singh

**Telephone No:**