

DESIGN AND ACCESS STATEMENT

Hip-to-Gable Loft Conversion, Rear Dormer Extension and Associated Internal Alterations

13 Masson Avenue, Ruislip, HA4
London Borough of Hillingdon

Project reference	2026-06-HA4
Client	MB
Site address	13 Masson Avenue, Ruislip, HA4
Local planning authority	London Borough of Hillingdon
Application type	Full planning permission — householder application
Proposal stage	Planning submission
Date	23 July 2026

1. Introduction

This Design and Access Statement (DAS) has been prepared by 1 Stop Design & Build in support of a householder planning application submitted to the London Borough of Hillingdon (LBH) for works at 13 Masson Avenue, Ruislip, HA4. The application seeks full planning permission for a hip-to-gable roof extension, a rear roof dormer, and associated internal reconfiguration to convert the existing roofspace to habitable loft accommodation, together with minor internal alterations at first floor level to provide a new staircase to the loft.

The Statement addresses the requirements of Article 9 and Schedule 4 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, and the National Planning Practice Guidance on Design and Access Statements, by explaining the design principles and concepts applied to the development, and how issues of access have been dealt with.

2. The Site and Surroundings

2.1 Site description

13 Masson Avenue is a two-storey semi-detached dwelling of traditional brick construction under a hipped, tiled roof, located within a predominantly residential street of similar semi-detached houses in Ruislip. The property currently comprises an entrance hallway, living room, dining room, lounge, kitchen and WC at ground floor, three bedrooms and a bathroom at first floor, and an unconverted loft void at roof level, accessed for storage purposes only.

The dwelling shares a party wall with the adjoining semi-detached property to one side; the roof on that side already terminates in a gable end at the boundary. The opposite (open) flank currently retains the original hipped roof form, which is the subject of the proposed hip-to-gable conversion.

2.2 Planning designations

This Statement assumes the site is not within a Conservation Area, is not a Listed Building, and is not subject to an Article 4 Direction. This assumption must be verified against Hillingdon's constraints/interactive planning map before submission, since it directly changes which policies apply (in particular Policy DMHB 5 — Areas of Special Local Character — and Policy DMHB 4 — Conservation Areas — of the Hillingdon Local Plan Part 2, neither of which is engaged below on the working assumption that no such designation applies).

2.3 Relevant planning history

No relevant planning history for the application site has been supplied and none is quoted in this Statement. A search of Hillingdon's planning register against the site address should be carried out and the results inserted here, including any extant permissions, refusals, or Certificates of Lawfulness affecting the roof or rear elevation, before this document is finalised.

3. Proposed Development

3.1 Description of development

The proposal comprises:

- Conversion of the existing hipped roof to a gable end on the flank elevation opposite the party wall, matching the ridge height of the existing roof (no increase in ridge height);

- Erection of a flat-roofed rear dormer window, set down from the ridge and set in from the flank walls, incorporating two sets of fully-glazed doors with a Juliet balustrade to serve the new loft bedroom;
- Internal conversion of the existing roof void to habitable accommodation, comprising one double bedroom, an en-suite shower room, a landing and a storage area;
- A new staircase from the first-floor landing to the loft, necessitating minor reconfiguration of the first-floor landing and bedroom 3;
- Retention of the existing chimney stacks; and
- No change to the external footprint, ground floor layout, or front elevation of the dwelling.

The proposal does not include any rear or side ground floor extension, does not alter the existing off-street parking arrangement, and does not affect the front boundary treatment or vehicular access.

3.2 Amount

The following floor areas are scaled from the submitted drawing set (Nos. A-001, A-006, A-011, A-002, A-007, A-012) and are approximate; they should be checked against a measured survey before being quoted in the application forms.

Level	Existing (m ² , approx.)	Proposed (m ² , approx.)	Net change
Ground floor	53	53 (unaltered)	—
First floor	39	38	-1 (landing/stair reconfigured)
Roof/loft space	39 (unconverted void)	36 (habitable: bedroom, en-suite, landing, storage)	+36 habitable
Total GIA (approx.)	92 habitable + 39 void	127 habitable	+35 net habitable

The proposal results in a net gain of one additional bedroom (four-bedroom dwelling in place of three), with no increase in the number of storeys and no increase in the overall ridge height of the building.

3.3 Layout

The ground floor layout is unchanged. At first floor, the existing three-bedroom, one-bathroom layout is retained, with the landing widened locally to accommodate the new staircase to the loft; Bedroom 3 reduces marginally in area to accommodate this. At loft level, the new accommodation is arranged as a double bedroom to the rear (served by the new dormer), an en-suite shower room, a landing at the head of the stairs, and an eaves storage area to the front, taking advantage of the retained hip and eaves line on the front roof slope.

3.4 Scale

The proposed roof alterations do not increase the height of the building. The existing ridge height of 8.377m (measured from the 0.00m datum shown on the drawings) is retained in full; the gable end is built up to this existing ridge line, and the rear dormer is set down from the ridge in accordance with standard practice for roof extensions of this type. The two-storey scale, massing and proportions of the host dwelling are otherwise unaltered.

3.5 Appearance and materials

The proposed gable end will be finished in facing brickwork to match the existing brickwork of the host dwelling and the adjoining party wall gable, so that the new gable reads as a natural continuation of the existing built form rather than an evident addition. The rear dormer will be finished with a flat roof (felt or single-ply membrane, colour to match existing rainwater goods/trim) and vertical cladding or brickwork to match the host dwelling,

with white or anthracite-framed glazed doors, to be confirmed. Existing roof tiles will be matched on the retained roof slopes and reused/matched on the new gable roof junction.

3.6 Landscaping

The proposal does not affect the garden, boundary treatments, hard surfacing, or planting at the site. No landscaping works are proposed or required. Existing private amenity space is unaffected by the roof-level works described in this Statement.

4. Access

4.1 Vehicular and pedestrian access

The existing vehicular and pedestrian access arrangements to the site are unaltered by this proposal. No change is proposed to the existing driveway, footpath, or the number or arrangement of off-street parking spaces.

4.2 Access within the dwelling

The proposal does not alter the principal means of access into or through the ground floor of the dwelling. The new loft accommodation is accessed via a conventional domestic staircase from the first-floor landing, consistent with the existing stair configuration serving the first floor from ground level. As a loft conversion within an existing two-storey dwelling, the development is not required to, and does not, provide step-free access to the new third-storey accommodation; this is normal and accepted practice for this development type and is consistent with Approved Document M, Volume 1, which does not apply level-access requirements to a single additional storey of this kind within an existing house.

4.3 Fire safety and means of escape

The introduction of a third storey of habitable accommodation engages Building Regulations Part B (Fire Safety) requirements for escape from upper floors, in particular the need for a protected stairway and appropriate fire doors, and mains-wired, interlinked smoke detection to all floors. These are Building Regulations matters to be resolved at Building Control application/technical design stage rather than at planning stage, but are noted here because Policy D12 of the London Plan expects new development to consider fire safety at the design stage.

5. Planning Policy Context

The application falls to be determined in accordance with the development plan, unless material considerations indicate otherwise, per Section 38(6) of the Planning and Compulsory Purchase Act 2004. The development plan for the site comprises:

- The London Plan (2021);
- Hillingdon Local Plan: Part 1 — Strategic Policies (adopted 8 November 2012); and
- Hillingdon Local Plan: Part 2 — Development Management Policies (adopted 16 January 2020).

The National Planning Policy Framework (NPPF) and National Planning Practice Guidance (NPPG) are material considerations. The following policies are considered most directly relevant to this proposal:

Policy	Subject	Relevance to this proposal
NPPF (2024)	Achieving well-designed places	General design quality test
London Plan D3/D4	Design-led approach; quality review	Quality and character of the extension

Policy	Subject	Relevance to this proposal
London Plan D12	Fire safety	Escape strategy from new storey
LP1 BE1	Built environment / design quality	Design quality, context, materials
LP2 DMHD 1	Alterations and Extensions to Residential Dwellings	Principle and design of roof/rear alterations, incl. hip-to-gable and rear dormers
LP2 DMHB 11	Design of New Development	Scale, massing, streetscene and amenity impact
LP2 DMHB 5	Areas of Special Local Character	Only engaged if site falls within an ASLC — to be confirmed
LP2 DMHB 17/19	Residential Amenity / Private Outdoor Amenity Space	Overlooking, daylight/sunlight to neighbours; garden space unaffected
LP2 DMHB 18	Housing Standards	Internal space standards for the new bedroom/en-suite

6. Design Rationale

6.1 Why hip-to-gable

Converting the hipped roof to a gable end on the non-party-wall flank is the established and widely accepted method of maximising usable roofspace in a semi-detached property of this type, and mirrors the gable already present on the party-wall side of the dwelling. The resulting roof form is symmetrical with the adjoining gable and reads as a natural pair, rather than introducing an unfamiliar roof shape to the streetscene. No increase in ridge height is proposed, which is the primary control point Hillingdon officers apply when assessing bulk and dominance in the streetscene for this type of extension.

6.2 Why a rear dormer rather than front

The dormer is proposed exclusively to the rear roof slope, which is not visible from the public highway. This is a deliberate design choice consistent with Hillingdon's usual expectation that roof extensions affecting the principal (front) elevation are resisted or heavily scrutinised, while rear dormers of a proportionate scale are generally more acceptable subject to neighbour amenity. The front roof slope and hip are retained unaltered, preserving the established symmetry and character of the street elevation.

6.3 Neighbour amenity

The rear dormer and gable are not expected to give rise to a materially harmful loss of light, outlook, or privacy to neighbouring occupiers, subject to confirmation of the points below, which cannot be verified from the information supplied:

- Whether any first-floor or loft-level window in the new gable end directly faces a habitable room window in the neighbouring property, and if so, whether it should be conditioned as obscure-glazed and/or non-opening below 1.7m;
- Whether the rear dormer sits within the 45-degree line of sight test that Hillingdon officers routinely apply from the centre of the nearest neighbouring ground- or first-floor habitable room window (Policy DMHB 11 informative wording, cited above); and
- Confirmation that the Juliet balcony to the rear dormer has no external standing area, decking, or terrace, since Policy DMHB 11(v) explicitly resists balconies or flat-roof access that would result in loss of privacy to neighbouring gardens; a true Juliet balcony (doors plus railing, no projecting platform) should

not engage this policy, but this must be stated unambiguously on the drawings and not left to interpretation.

7. Sustainability

The proposal will be constructed to comply with the Building Regulations current at the time of the Building Control application, including Part L (conservation of fuel and power) for the new thermal envelope created by the gable wall, dormer, and roof insulation upgrade inherent in converting a cold roof void to habitable space. No additional information on renewable energy or sustainability measures beyond Building Regulations compliance has been provided and none is claimed here.

8. Conclusion

The proposed hip-to-gable roof conversion, rear dormer, and associated internal alterations represent a modest and common form of residential roof extension, retaining the existing ridge height, respecting the established gable form of the adjoining semi-detached pair, and confining all new visible roof form to the rear elevation. Subject to confirmation of the site-specific matters flagged throughout this Statement — principally the site's designation status, its relationship to neighbouring windows, and the precise dimensions and materials of the dormer and gable — the proposal is considered to accord with the design and residential amenity policies of the development plan and is recommended for approval.