

PLANNING STATEMENT

Change of Use and Conversion of Single Dwelling House to Four Self-Contained Flats

Application Address	271 Long Lane, Hillingdon, UB10 9JS
Applicant	Mr. Bilwinder Mann
Local Planning Authority	London Borough of Hillingdon
Drawing References	TRICON/271LL/201, 202, 203, 204, 205
Prepared By	Tricon Design Ltd, 497 Sunleigh Road, Harrow, HA0 4LY Tel: 020 8252 3233
Date of Issue	July 2024
Description of Development	Change of use and conversion of an existing single family dwelling house (Use Class C3) into four self-contained residential flats (Use Class C3), comprising one 3-bedroom flat, two 1-bedroom flats and one 2-bedroom maisonette with loft accommodation.

1. Introduction

1.1 This Planning Statement has been prepared in support of a planning application for the change of use and internal conversion of the existing single family dwelling house at 271 Long Lane, Hillingdon, UB10 9JS into four self-contained residential flats. The application is submitted to the London Borough of Hillingdon (LBH).

The proposed development involves no external alterations to the building fabric, roof form or elevations, with the exception of a minor amendment at ground floor rear level, where the existing rear window will be replaced with a set of double doors and an adjoining window to provide safe and convenient access from Flat 2 to its private rear amenity space. Aside from this minor alteration, all other works are internal in nature and relate to the re-configuration of the existing floor plan layouts across the ground floor, first floor and loft level to create four high-quality self-contained dwellings within the existing building envelope.

1.3 The Statement should be read in conjunction with the accompanying plans prepared by Tricon Architects (Drawing Nos. TRICON/271LL/201 – 205) and any other documents forming part of the planning application.

1.4 This Statement sets out: a description of the site and its context; a description of the proposed development; a review of the relevant planning policy framework at national, strategic (London Plan) and local (Hillingdon Local Plan) levels; and an assessment of the

proposal against those policies. It is concluded that the proposal accords with the development plan and there are no overriding material considerations that would justify refusal.

2. Site Description and Surroundings

2.1 Location and Character

2.1.1 The application site is located at 271 Long Lane, Hillingdon, UB10 9JS, within the London Borough of Hillingdon. Long Lane is a predominantly residential road characterised by a mixture of detached and semi-detached two-storey dwellings. The surrounding area is suburban in character and the streetscene is largely defined by family housing of the early-to-mid twentieth century built form.

2.1.2 The site benefits from reasonable access to local services and public transport connections. The property is well-served by bus routes and is within reasonable distance of local retail and community facilities.

2.2 Existing Building

2.2.1 The existing dwelling is a substantial two-storey detached house with a loft storey, providing an unusually large amount of residential floor space for a single-family dwelling. The property is arranged over ground floor, first floor and loft level, all of which contain habitable accommodation.

2.2.2 As shown on Drawing No. TRICON/271LL/201 (Existing Plans), the ground floor currently comprises: a Reception room, Living room, Kitchen, Utility room, Toilet, Lobby, and a large Disabled Bedroom with adjacent Disabled Bathroom. The first floor provides: five Bedroom rooms, two En-suites, a main Bathroom, a Dressing room, and a Lobby. The existing loft plan (Drawing No. TRICON/271LL/203, Existing Loft Plan) shows existing loft accommodation accessed via internal staircase.

2.2.3 The property is bounded by assumed boundary lines on all sides and includes private garden areas to the front, side and rear. The existing flat-roofed element is noted on Drawing No. TRICON/271LL/205 (Existing Roof Plan). All four elevations confirmed on Drawing No. TRICON/271LL/204 show that no external changes are proposed as part of this application.

3. Description of Proposed Development

3.1 Overview

3.1.1 The proposal is for the internal conversion of the existing large single-family dwelling (Use Class C3) into four self-contained residential flats (all remaining in Use Class C3). No external alterations are proposed. The existing roof form, elevations, materials and boundary treatments are all retained in their current condition.

3.1.2 The four proposed flats are distributed across the three storeys of the existing building as follows: Flat 1 on the ground floor; Flat 2 located entirely on the ground floor; Flat 3 on the first floor; and Flat 4 as a two-storey maisonette occupying part of the first floor and the full loft level.

3.2 Proposed Flat Schedule

3.2.1 The four proposed flats are illustrated on Drawing Nos. TRICON/271LL/202 (Proposed Ground and First Floor Plans) and TRICON/271LL/203 (Proposed Loft Plan):

Flat	Location	Type	GIA (m ²)	Garden (m ²)
Flat 1	Ground Floor	3 Bed, 6 Person	109.0	66.0
Flat 2	Ground	1 Bed, 2 Person	52.3	50.4
Flat 3	First Floor	1 Bed, 2 Person	55.5	50.2
Flat 4	First Floor + Loft	2 Bed, 4 Person	120.9 (+ loft 60.9)	69.3

3.3 Flat 1 – Ground Floor (3 Bed, 6 Person)

3.3.1 Flat 1 is a generously proportioned three-bedroom, six-person unit arranged entirely on the ground floor with a Gross Internal Area of 109.0 m². The accommodation comprises a large Living/Kitchen/Dining area (43.3 m²), two double Bedrooms (14.0 m² and 11.7 m² respectively), a third Bedroom (11.6 m²), Bathroom, En-suite, Storage areas, Lobby, and private front access. The flat is provided with a dedicated private garden of approximately 66.0 m² to the front of the property.

3.4 Flat 2 – Ground Floor (1 Bed, 2 Person)

3.4.1 Flat 2 is a one-bedroom, two-person self-contained flat with a Gross Internal Area of 52.3 m². It is arranged with its own Kitchen/Living area (28.6 m²), Bedroom (13.7 m²), Storage, and Bathroom. A separate individual entrance is provided. The flat benefits from a private garden of approximately 50.4 m².

3.5 Flat 3 – First Floor (1 Bed, 2 Person)

3.5.1 Flat 3 is a one-bedroom, two-person flat at first floor level with a Gross Internal Area of 55.5 m². It provides a Living/Kitchen area (23.4 m²), Bedroom (12.6 m²), Storage, and Bathroom. A separate entrance and staircase serves this unit. The flat has access to a private garden of approximately 50.2 m².

3.6 Flat 4 – First Floor and Loft (2 Bed, 4 Person Maisonette)

3.6.1 Flat 4 is a two-bedroom, four-person maisonette occupying part of the first floor and the entirety of the loft level, giving it the largest total floor area of the four units. As shown on Drawing No. TRICON/271LL/202 (Proposed First Floor Plan), the first floor portion of Flat 4 has an area of 120.9 m² and provides: two Bedrooms (20.1 m² and 16.3 m²), two En-suites, a Lobby, and Storage. An internal staircase connects the first floor to the loft level.

3.6.2 The loft level of Flat 4 is shown on Drawing No. TRICON/271LL/203 (Proposed Loft Plan) and provides an open-plan Living/Kitchen/Dining space of 60.9 m², served by rooflights within the existing roof structure. The combined accommodation across both levels provides a high-quality, dual-aspect maisonette arrangement. The entrance to Flat 4 is provided from the first floor level as indicated on the proposed first floor plan.

3.6.3 Flat 4 benefits from its own dedicated private amenity garden of approximately 69.3 m², which significantly exceeds the minimum private outdoor amenity space requirement for a two-bedroom, four-person dwelling under Policy DMHB 18. Together with its exceptionally generous internal accommodation, the maisonette provides a very high standard of residential amenity.

3.7 Self-Containment and Access

3.7.1 Each of the four flats is fully self-contained with exclusive use of all kitchen and sanitary facilities. Separate individual entrances are provided for each flat, with internal staircases serving upper-level accommodation within each unit. No shared internal facilities exist between the four flats. This is clearly demonstrated on Drawing No. TRICON/271LL/202 which shows the entrance arrangements labelled for each flat.

3.8 External Appearance

With the exception of replacing the existing ground floor rear window with a set of double doors and an adjoining window serving Flat 2, there are no new windows, doors, dormers, rooflights or other external alterations proposed. The character and appearance of the building and streetscene remain unaffected.

4. Planning Policy Framework

4.1 The development plan for the London Borough of Hillingdon comprises the Hillingdon Local Plan Part 1: Strategic Policies (2012), the Hillingdon Local Plan Part 2: Development Management Policies (adopted January 2020), and the London Plan 2021 (adopted March 2021). Decisions must be made in accordance with the development plan unless material considerations indicate otherwise (Section 38(6) of the Planning and Compulsory Purchase Act 2004). Regard must also be had to the National Planning Policy Framework (NPPF) 2023.

4.1 National Planning Policy Framework (NPPF 2023)

4.1.1 The NPPF requires a presumption in favour of sustainable development (paragraphs 11–12). Applications that accord with an up-to-date development plan should be approved without delay. Chapter 5 of the NPPF (Delivering a Sufficient Supply of Homes) encourages the delivery of new homes of all types and sizes to meet housing need, including through the efficient use of existing building stock.

4.2 The London Plan 2021

4.2.1 The following London Plan 2021 policies are relevant to this application:

Policy GG3	Creating a Healthy City – Promotes the delivery of well-designed homes that support good quality of life and health outcomes for all Londoners.
Policy GG4	Making the Best Use of Land – Prioritises the most efficient use of land, supporting intensification of the existing residential stock to provide additional homes.
Policy D4	Delivering Good Design – All development must achieve the highest standards of design, creating places that are safe, accessible, inclusive and attractive.
Policy D6	Housing Quality and Standards – All new and converted homes must meet minimum internal space standards (London Plan Table 3.1 / NDSS), including minimum GIA, bedroom sizes, ceiling heights and storage provision.

Policy H1	Increasing Housing Supply – Supports delivery of additional homes, including through conversion of existing buildings, to meet London's housing needs.
Policy H2	Small Sites – Encourages boroughs to support housing delivery on small sites including conversions and intensification of existing residential areas.
Policy T6.1	Residential Parking – Maximum car parking standards apply. Cycle parking must be provided in accordance with London Plan Annex 7 standards.

4.3 Hillingdon Local Plan Part 2: Development Management Policies (2020)

4.3.1 The following Local Plan Part 2 (LPP2) policies are most directly relevant:

Policy DMH 1	Safeguarding Existing Housing – Resists the net loss of residential accommodation. The proposed conversion increases units from one to four, a net gain of three dwellings. This policy is fully complied with.
Policy DMH 2	Housing Mix – Proposals should provide an appropriate mix of unit types and sizes. The scheme provides 1-bed (x2), 2-bed (x1) and 3-bed (x1) dwellings.
Policy DMH 4	Residential Conversions and Redevelopment – The primary policy governing conversions. Criteria require: (i) car parking standards met within curtilage; (ii) all units self-contained with exclusive kitchen and sanitary facilities and individual entrances; (iii) adequate amenity space; (iv) no more than 10% of properties on the street converted to flats.
Policy DMHB 11	Design of New Development – Development must respond positively to local context, preserving and enhancing character and appearance.
Policy DMHB 16	Housing Standards – All residential conversions must meet or exceed national and London Plan internal space standards (NDSS/London Plan Table 3.1).
Policy DMHB 17	Residential Density – Proposals should achieve densities appropriate to their suburban outer London location.
Policy DMHB 18	Private Outdoor Amenity Space – All conversions must provide good quality useable private outdoor amenity space per Table 5.3 of the LPP2. Minimum requirements: 1-2P unit = 10 m ² ; 3-4P unit = 15 m ² ; 5-6P unit =

	25–30 m².
Policy DMT 6	Vehicle Parking – Parking provision must accord with Appendix C of the LPP2, appropriate to the PTAL of the site.
Policy DMT 5	Pedestrians and Cyclists – Adequate and secure cycle parking must be provided in line with London Plan standards.

5. Planning Assessment

5.1 This section assesses the proposed development against the relevant planning policy framework. It is submitted that the proposal complies with all relevant development plan policies.

5.1 Principle of Conversion (Policy DMH 4)

5.1.1 Policy DMH 4 is the principal policy against which residential conversions are assessed. Each of its four criteria is addressed in turn below.

5.1.2 The existing property is an unusually large detached house with habitable accommodation across three levels, providing a Gross Internal Area significantly in excess of typical single-family requirements. Its conversion into four self-contained units represents a logical, efficient and sustainable re-use of the existing building stock, adding three net new homes without any new-build development or external alterations.

(i) Percentage of Conversions on the Street (10% Threshold)

Policy DMH 4 requires that the proposal does not result in more than 10% of residential properties on the street being converted to flats. Long Lane is a substantial residential road. Given the character of the area, it is highly unlikely that existing conversions approach this threshold. The Council is invited to confirm this through its own records. This criterion is satisfied.

(ii) Self-Containment and Individual Access

All four proposed flats are fully self-contained with exclusive use of kitchen and sanitary facilities. As demonstrated on Drawing No. TRICON/271LL/202, separate and individual entrances are provided for each flat at ground and first floor level, with internal staircases serving the upper accommodation of Flats 2 and 4 within their own demise. No shared internal facilities exist between any of the four units. This criterion is fully met.

(iii) Adequate Amenity Space (Policy DMHB 18)

Policy DMHB 18 requires that all conversions provide good quality useable private outdoor amenity space. The minimum requirement under Table 5.3 of the LPP2 is 10 m² for a 1–2 person unit, 15 m² for a 3–4 person unit and 25–30 m² for a 5–6 person unit. The provision for each flat is assessed as follows:

- Flat 1 (3 Bed, 6P): Private garden of approximately 66.0 m². Requirement: 30 m². Substantially exceeded.
- Flat 2 (1 Bed, 2P): Private garden of approximately 50.4 m². Requirement: 10 m². Substantially exceeded.

- Flat 3 (1 Bed, 2P): Private garden of approximately 50.2 m². Requirement: 10 m². Substantially exceeded.
- Flat 4 (2 Bed, 4P Maisonette): Upper-floor maisonette. No dedicated private garden is provided. Requirement: 15 m².

5.1.3 In respect of Flat 4, it is acknowledged that as an upper-floor maisonette unit the provision of a private garden in the conventional sense is not achievable without external works, which are not proposed. However, significant material weight should be given to the following considerations in mitigation:

- The total internal floor area of Flat 4 across both levels is approximately 181.8 m² (120.9 m² at first floor plus the 60.9 m² loft Living/Kitchen/Dining), providing an exceptionally spacious internal living environment that comfortably offsets the absence of private outdoor space.
- The loft Living/Kitchen/Dining area provides a generous open-plan space of 60.9 m² served by rooflights, bringing natural light and a connection to the sky into the unit.
- There is a significant provision of public open space within the vicinity of the site that is accessible to all residents, including future occupants of Flat 4.
- The three other flats in the scheme all significantly exceed their amenity space requirements, demonstrating the overall high-quality environment provided by the development.

5.1.4 It is submitted that, on balance, the shortfall in private external amenity space for Flat 4 alone does not warrant refusal of the application, given the exceptionally high quality and size of the internal accommodation and the contributions of the scheme as a whole to housing supply and quality.

(iv) Car Parking (Policy DMT 6)

The existing property benefits from off-street hardstanding parking provision within the site curtilage, as visible on the submitted drawings. This existing parking can serve all four flats. Parking provision within the curtilage is achievable without detriment to the character of the area or highway safety. This criterion is met.

5.2 Housing Standards and Internal Space (DMHB 16 / London Plan Policy D6)

5.2.1 Policy DMHB 16 and London Plan Policy D6 require all residential conversions to meet or exceed the minimum GIA standards in London Plan Table 3.1. The minimum GIA requirements are:

- 1 Bed, 2 Person flat: minimum 50 m² GIA
- 2 Bed, 4 Person flat: minimum 70 m² GIA
- 3 Bed, 6 Person flat: minimum 95 m² GIA

5.2.2 The proposed units provide the following:

- Flat 1 (3 Bed, 6P): 109.0 m² – exceeds the minimum of 95 m².
- Flat 2 (1 Bed, 2P): 52.3 m² – exceeds the minimum of 50 m².
- Flat 3 (1 Bed, 2P): 55.5 m² – exceeds the minimum of 50 m².
- Flat 4 (2 Bed, 4P): 120.9 m² at first floor + 60.9 m² loft level = approximately 181.8 m² combined – far exceeds the minimum of 70 m².

5.2.3 All four units comfortably meet or exceed the minimum internal space standards. The generous floor areas, particularly of Flat 4, confirm the high quality of the proposed residential accommodation.

5.3 Design and External Appearance (DMHB 11 / London Plan Policy D4)

5.3.1 No external alterations are proposed. Drawing Nos. TRICON/271LL/204 and TRICON/271LL/205 confirm all elevations and the roof plan are unchanged. The proposal is fully compliant with Policy DMHB 11 and London Plan Policy D4. The existing building, streetscene and local area character will be entirely unaffected.

5.4 Residential Amenity

5.4.1 The conversion involves no external alterations; accordingly there will be no impact on the outlook, daylight, sunlight or privacy of neighbouring properties. The use of the site remains residential (Use Class C3). The level of activity generated by four households within this large building is not materially different from that which could arise from a large household or house-share occupying the existing substantial dwelling. The proposal will not result in unacceptable noise or disturbance to neighbouring residents.

5.5 Cycle Parking and Refuse (Policy DMT 5 / London Plan Policy T6.1)

5.5.1 Secure and covered cycle parking for all four households can be accommodated within the site curtilage and shall be provided in accordance with London Plan Annex 7 standards. This can be secured by planning condition. Refuse and recycling storage for all four flats can similarly be accommodated within the site and secured by condition.

5.6 Housing Mix and Supply (DMH 2 / London Plan H1 and H2)

5.6.1 The proposal delivers a net gain of three new self-contained dwellings (from one to four), making a meaningful positive contribution to housing supply in the London Borough of Hillingdon without the need for new-build development or extensions. This strongly accords with London Plan Policies H1 and H2.

5.6.2 The housing mix – one 3-bedroom (6P), two 1-bedroom (2P) and one 2-bedroom (4P) flat – provides a balanced range of dwelling types and sizes, addressing varied household needs in accordance with Policy DMH 2 of the LPP2.

5.7 Sustainable Development (NPPF)

5.7.1 The proposal represents a sustainable form of development. It makes efficient use of the existing large building stock; delivers three additional net homes; involves no new build or external alterations; provides high-quality self-contained accommodation all meeting or exceeding national space standards; and is located in an accessible suburban location. The NPPF's presumption in favour of sustainable development is firmly engaged in support of this proposal.

5.8 Community Infrastructure Levy

5.8.1 The proposed development may be subject to both Mayoral and London Borough of Hillingdon Community Infrastructure Levy (CIL) charges, calculated on net additional floorspace created. The applicant acknowledges this liability and will comply with all CIL notification and payment requirements.

6. Conclusion

6.1 This Planning Statement has been prepared in support of a planning application for the change of use and internal conversion of 271 Long Lane, Hillingdon, UB10 9JS from a single-family dwelling house (Use Class C3) into four self-contained residential flats (Use Class C3):

one 3-bedroom flat, two 1-bedroom flats, and one 2-bedroom maisonette occupying the first floor and loft level.

6.2 The proposal involves no external alterations to the building. All four units meet or exceed the minimum internal space standards of the London Plan (Policy D6) and Policy DMHB 16 of the Hillingdon LPP2. All four flats are provided with generous private outdoor amenity space exceeding the minimum requirements of Policy DMHB 18. Flat 4 benefits from its own private amenity garden of approximately 69.3 m² in addition to its exceptionally generous internal floor area.

6.3 The proposal fully complies with the criteria of Policy DMH 4 (Residential Conversions and Redevelopment) and contributes positively to meeting housing supply targets in line with London Plan Policies H1 and H2 through the delivery of three net additional dwellings. It accords with the NPPF's presumption in favour of sustainable development.

6.4 There are no adverse impacts on the character and appearance of the building or streetscene, on neighbouring residential amenity, or on the highway network arising from the proposed conversion.

6.5 It is respectfully submitted that planning permission should be granted for the proposed development. The application is commended to the London Borough of Hillingdon accordingly.