

## Design and Access Statement

Retrospective Application for the Retention of Approved Single-Storey Side and Rear Extensions

at :

4 Almond Avenue, West Drayton UB7 9EJ



Date: 01/2026

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## 1.0 Introduction

This Design and Access Statement accompanies a full (retrospective) planning application for the retention of a single-storey side and rear extension at **4 Almond Avenue, West Drayton, UB7 9EJ**.

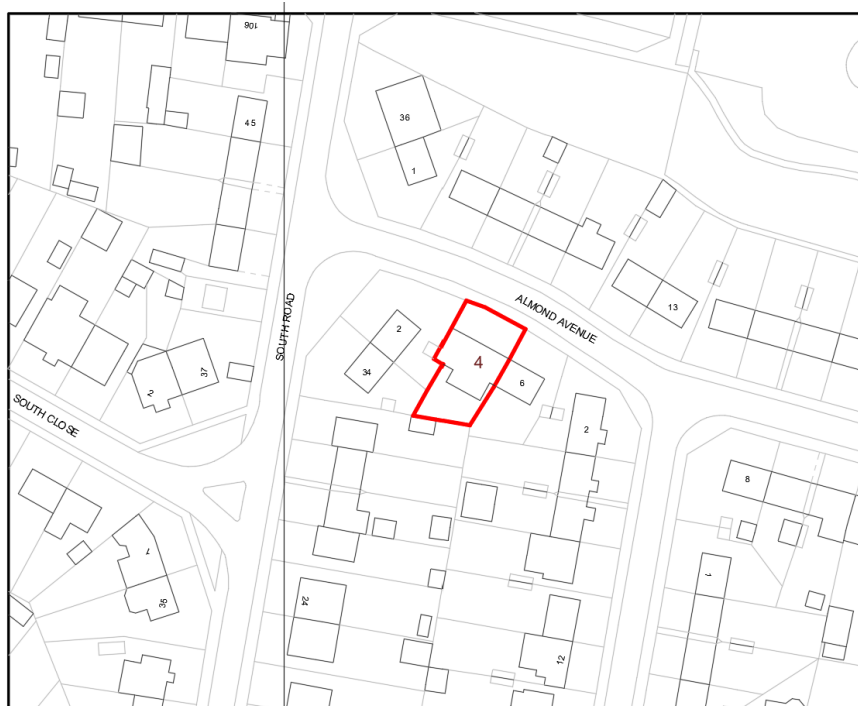
The application follows correspondence from the Local Planning Authority's Planning Enforcement Team (reference **ENF/754/25**), subsequent to a site inspection undertaken on **23/12/2025**. The Enforcement Officer confirmed that the use of the property as a small House in Multiple Occupation (Use Class C4) does not require planning permission and identified a breach of planning control arising solely from the sequencing of construction of the approved side and rear extensions.

The application seeks to regularise this technical matter by obtaining full planning permission for the extensions as built. No additional development is proposed.

## 2.0 Site and Surroundings

The site comprises an end-of-terrace, two-storey dwelling located within an established suburban residential area of West Drayton. Almond Avenue is characterised by traditional terraced housing, much of which has been incrementally extended over time.

Single-storey side and rear extensions are a common and established feature along the street and within the wider area. The end-of-terrace position of the dwelling provides increased lateral spacing at ground-floor level and reduces the potential for impacts on neighbouring properties.



### 3.0 Planning History

The planning history confirms that both elements of the development were approved by the Local Planning Authority:

- **72531/APP/2020/1167** – Certificate of Lawful Development (Proposed), approved **15/05/2020**, confirming that the single-storey side extension constituted lawful permitted development.
- **72531/APP/2021/3119** – Full Planning Application, approved **13/12/2021**, granting permission for a single-storey rear extension following full assessment against adopted planning policy.

### 4.0 Nature of the Breach and Construction Sequence

#### 4.1 Nature of the Breach

Following a site inspection undertaken on 23/12/2025, the Planning Enforcement Officer provided written comment dated 24/12/2025 clarifying the nature of the breach of planning control.

The Officer's response dated 24/12/2025

*" I refer to my inspection of 4 Almond Avenue, West Drayton yesterday (23rd).*

*I can confirm that I found the property, notwithstanding I was unable to view rooms 4 and 5, to be being used as one property. Provided the number of occupants does not exceed six persons, it would be considered to be a house in multiple occupation under use class C4 of the Town and Country Planning (Use Classes) Order 1987 (as amended) and planning permission would not be required for this use.*

*With regards to the single storey side and rear extensions, whilst you were granted a certificate of proposed lawful development for the side extension and planning permission for the rear extension, these are two types of application and you were meant to substantially complete the side extension before commencing any works on the rear extension. According to our records, works commenced on the rear extension prior to the side extension being substantially completed and as such they have been built as one development, for which planning permission has not been granted.*

*I appreciate that this is a technical breach, but the previous applications were assessed under two separate and different elements of the planning system. The side extension was considered under the Town & Country Planning (General Permitted Development)(England) Order, which only looks at whether the proposed development meets the limitations and conditions of the order, not if it would comply with local and/or national policies, which was the criteria for the rear extension.*

*In order to regularise this issue you can either submit a planning application for both the side and rear extension showing them as built, including the internal layout or remove the single storey side extension and complete the rear extension as approved. Please note, this email does not mean that if an application is submitted that it would be granted, only that it would be considered on its merits and with due regards to both local and national policies*

*I would be grateful if you could confirm your intentions with regards to this matter within 7 days of the date of this email, giving a timeframe for compliance.*

*Yours sincerely,*

*David Lockie - Planning Enforcement Officer "*

## 4.2 Construction Sequence

The identified breach of planning control relates solely to the sequencing of construction and not to the principle, scale or acceptability of the development.

The side extension was lawfully commenced in reliance on the Certificate of Lawful Development. Google Street View imagery dated **January 2021** shows the demolition of the existing side garage and excavation works consistent with the foundations of the side extension. These works occurred prior to the approval of the rear extension, which was not granted until **13/12/2021**.

Construction of the side extension only overlapped at a later stage with the commencement of the rear extension. Satellite and street-level imagery confirm that construction commenced in early 2021, several months before the rear extension received planning permission.

At the time, it was reasonably believed that construction works were being undertaken in accordance with planning requirements. The potential technical breach only became apparent several years later, following retrospective review by the Planning Enforcement Team. No further dated imagery is available to demonstrate the precise point at which the side extension became substantially complete.

It is also material that the construction period coincided with the COVID-19 pandemic, during which the construction industry experienced exceptional disruption, including labour shortages, material supply delays and uncertainty arising from national restrictions. These unprecedented circumstances materially affected construction programming and contributed to the limited overlap in works.

As set out in correspondence under reference **ENF/754/25**, the Local Planning Authority considers that the side extension was not substantially completed prior to commencement of the rear extension and has therefore treated the development as a single scheme.

It is respectfully submitted that this represents a procedural and technical matter. At all times, the development remained within the scope of what had already been approved, and there was no intention to circumvent the planning system.

# 4 Almond Avenue



**May 2018**



**Jan 2021**

# 4 Almond Avenue

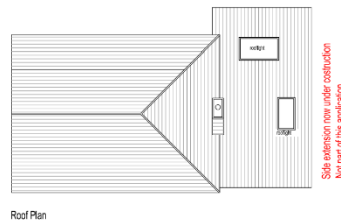
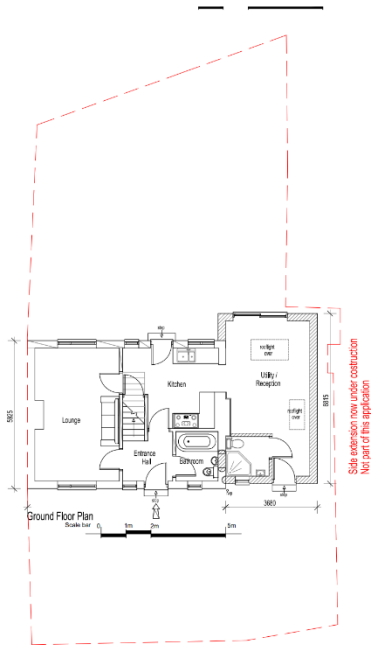


**Jul 2022**

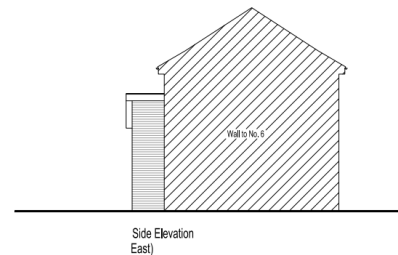
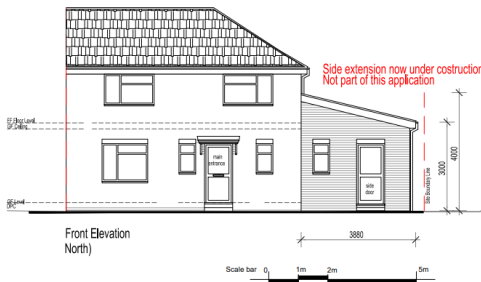
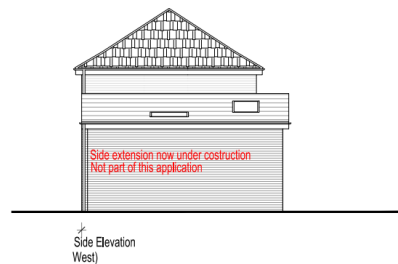
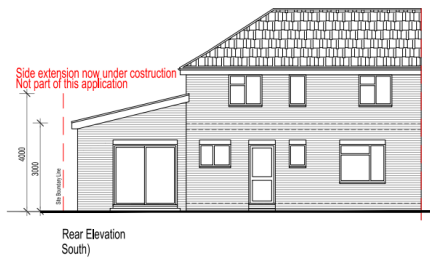


**Jan 2026**

As part of the second planning application (Ref: 72531/APP/2021/3119) for the rear extension, the submitted planning drawings clearly stated that construction work had already commenced on site in relation to the proposed side extension. The drawings were submitted on 11/09/2021.



project: <b>4 Almond Avenue West Drayton, UB7 9EJ</b>	As Approved Ground Floor Side & Roof Plan (Under Construction)	A R Projects Limited <small>Architectural &amp; Planning Services</small>	Rev A-Sept. 2021 updated drawing © A R Projects Ltd. All rights reserved. drawing no: <b>PL-1197-02</b> date: <b>Aug. 2021</b> <small>81 Spring Drive Chesham, Bucks HP8 4SA M. 07971 878 910 E. arprojects@gmail.com</small>	sheet: <b>A</b>	
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project: <b>4 Almond Avenue West Drayton, UB7 9EJ</b>	As Approved Side extension Elevations (Under Construction)	A R Projects Limited <small>Architectural &amp; Planning Services</small>	Rev A-Sept. 2021 updated drawing © A R Projects Ltd. All rights reserved. drawing no: <b>PL-1197-03</b> date: <b>Aug. 2021</b> <small>81 Spring Drive Chesham, Bucks HP8 4SA M. 07971 878 910 E. arprojects@gmail.com</small>	sheet: <b>A</b>	
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## 5.0 Development Description

The development comprises a modest single-storey side extension and a single-storey rear extension to the original dwelling. Both elements are clearly subordinate to the host building in terms of scale and height and do not result in overdevelopment of the site.

The extensions were constructed in accordance with the layouts previously approved by the Local Planning Authority, and no additional built form has been introduced beyond that already assessed and accepted.

Internally, the development provides improved kitchen and living accommodation, enhancing the functionality of the dwelling without intensifying its residential use.

## 6.0 Design, Appearance and Materials

The extensions have been designed and constructed to integrate successfully with the existing dwelling and surrounding context. Materials, proportions and detailing reflect the host building, including matching brickwork, roof form and appropriately scaled fenestration.

As constructed, the development reads as a cohesive and sympathetic addition and does not appear visually intrusive when viewed from neighbouring properties or the public realm.

## 7.0 Access

The development does not involve any alteration to existing vehicular or pedestrian access arrangements. The principal access to the dwelling remains unchanged, and level access is maintained at ground-floor level.

## 8.0 Impact on Residential Amenity

The extensions are single storey in nature and have been designed to minimise impacts on neighbouring occupiers. They do not result in unacceptable loss of daylight or sunlight, do not appear overbearing, and do not give rise to additional overlooking.

The scale and form of the development are consistent with numerous similar extensions within Almond Avenue and the surrounding area.

## 9.0 Planning Policy Assessment

The development accords with the adopted policies of the London Borough of Hillingdon, including:

- **DMHD 1 – Alterations and Extensions to Residential Dwellings**
- **DMHB 11 – Design of New Development**
- **DMHB 18 – Residential Extensions**
- **DMEI 5 – Design and Accessibility**

The extensions are modest, subordinate and reflective of the established character of the area. The end-of-terrace position provides additional flexibility at ground-floor level, and no meaningful visual gap is eroded.

Adequate private amenity space is retained, and there are no material impacts on neighbouring occupiers in terms of light, outlook or privacy.

While not relied upon as the primary justification, it is noted that the rear extension is of a scale and form that would typically fall within permitted development parameters for an end-of-terrace dwelling. This represents a realistic fallback position and further demonstrates the absence of planning harm.

### 10.0 Enforcement, Proportionality and Planning Balance

The National Planning Policy Framework confirms that enforcement action should be proportionate and focused on addressing genuine planning harm.

In this case, the Local Planning Authority has acknowledged that the breach of planning control is technical in nature and arises from the interaction of two lawful approval mechanisms, rather than from any unacceptable development.

The development:

- Has been approved in principle
- Complies with adopted planning policy
- Causes no material harm to residential amenity or character
- Reflects a form of development that is commonplace within the surrounding area

In these circumstances, refusal of planning permission or any requirement for removal would be disproportionate and would not serve the public interest.

### 11.0 Conclusion

This application seeks to regularise a development that has already been accepted in principle, constructed in accordance with planning policy, and which causes no material planning harm.

The retrospective application represents a reasonable and proportionate response to a technical breach identified by the Local Planning Authority, and it is respectfully requested that planning permission be granted for the retention of the single-storey side and rear extensions as built.