

**Planning, Design and Access Statement**

11 Woodville Gardens HA4 7NB

HA5 2PT

Conversion of Residential Dwelling into a House of  
Multiple Occupation (Use Class C4)

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Report Prepared by



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## 1.0 Introduction

This planning, design and access statement is prepared in support of a full planning application for the conversion of No.11 Woodville Gardens, HA5 7NB into a 4 bedroom house of multiple occupation. The Unit has been adapted to cater for the Wheelchair community, a sector of society that struggles to find lower cost housing. There are a sever shortage of lower cost properties specially designed to be accessible to all sectors of the community.

The application follows the Council imposing an immediate article 4 meaning its conversion to a Use Class C4 property is no longer possible under permitted development. Work commenced on conversion on 25<sup>th</sup> November 2025 prior to the article 4 notice being made with immediate effect on the 10 December 2025. Works were not complete prior to the imposition of the Article 4. Works are due to be completed February 2026. The Council is likely to receive a compensation claim if this application is refused.

## 2.0 Site Description

The application site is a bungalow located in Woodville Gardens.



The dwelling is similar in design and scale to other dwellings in the local area. The application proposes no external alterations to the property and/or its plot.

The property has a sizeable front and rear garden with landscaping and fencing on its boundaries.

To the front of the site there is a good sized driveway providing parking for 2 cars.

### **3.0 Local Plan Designations**

According to the Council's adopted Proposals Map, the site is located within the urban area. It is not subject to any special designation.

Hillingdon has an Article 4 Direction in place which prevents the conversion of residential dwellings into houses of multiple occupation without first obtaining planning permission.

The most relevant policy for consideration can be found in the Adopted Local Plan Part 2 Development Management Policies adopted in January 2020.

- Policy DMH 5: Houses in Multiple Occupation (HMOs) and Student Accommodation

#### 4.0 Description of the Proposal

This application proposes the change of use of the existing floor space to create a 4-bedroom house in multiple occupation. The building has been converted so as to provide accommodation to the Wheelchair community.

There will be 4 bedrooms created from existing rooms and a communal dining/kitchen area. All rooms will be fully wheelchair accessible as will the garden and driveway areas.

All rooms will be provided with at least 1 large window.

ROOM	SQM
Room 1	19
Room 2	18
Room 3	22
Room 4	20

The communal kitchen would contain a 4-ring hob and oven, a large sink, a counter worktop space and individual cupboards, it has been designed to be wheelchair accessible.

Within each room there would be a small fridge and washing machine. Each room would have access to an wheelchair accessible en-suite containing a shower, hand basin and w/c.

No external alterations are proposed to the building.

#### 5.0 Planning Analysis

##### Principle of Residential Development

The principle of a house of multiple occupation on this site is controlled by Policy DMH 5 Houses in Multiple Occupation (HMO's) and Student Accommodation.

Policy DMH 5 confirms that for a house of multiple occupation to be considered acceptable, the development must:

A) *In all parts of the Borough Proposals for the provision of large HMOs, residential hostels, student accommodation and secure accommodation will be required to demonstrate that:*

- i) there is good accessibility to local amenities and public transport;*
- ii) they accord with the Accessible Homes standards and provide satisfactory living conditions for the intended occupiers; and*
- iii) there will be no adverse impact on the amenity of neighbouring properties or the character of the area.*

*B) In wards covered by an Article 4 Direction for HMOs Planning applications for the change of use from dwelling house (Use Class C3) to HMO (Use Class C4 and Sui Generis) will only be permitted:*

- i) where it is in a neighbourhood area where less than 20% of properties are or would be exempt from paying council tax (or in the case of Conservation Areas 10%) because they are entirely occupied by full time students, recorded on the Council's database as a licensed HMO, benefit from C4/Sui Generis HMO planning consent and are known to the Council to be HMOs;*
- ii) in Conservation Areas where less than 10% of properties are exempt from paying council tax because they are entirely occupied by full time students, recorded on the Council's database as a licensed HMO, benefit from C4/Sui Generis HMO planning consent and are known to the Council to be HMOs and the change of use does not form a consecutive HMO use in a street frontage;*
- iii) where less than 15% of properties within 100 metres of a street length either side of an application property are exempt from paying council tax because they are entirely occupied by full time students, recorded on the Council's database as a licensed HMO, benefit from C4/Sui Generis HMO planning consent and are known to the Council to be HMOs; and*
- iv) where the accommodation complies with all other planning standards relating to car parking, waste storage, retention of amenity space and garages and will not have a detrimental impact upon the residential amenity of adjoining properties.*

It is noted that this proposal relates to a Class C4 House in Multiple Occupation and does not constitute a Large HMO (sui generis), residential hostel, student accommodation, or secure accommodation. Accordingly, Part A of Policy DMH 5 is not applicable to this proposal.

In respect of Part B of Policy DMH 5, the following observations are made.

In relation to criterion (i), the applicant is not aware of any other Houses in Multiple Occupation within the defined neighbourhood area. As such, the proposal accords with the requirement that no more than 20% of properties within the neighbourhood are exempt from paying Council Tax or are in HMO use. Criterion (i) is therefore satisfied.

The site does not lie within a conservation area, as previously established. Criterion (ii) is therefore not relevant to the consideration of this application.

Regarding criterion (iii), the applicant is not aware of any properties within a 100-metre radius of the site that are exempt from paying Council Tax or are in HMO use. The proposal therefore complies with this criterion.

In accordance with criterion (iv), the following sections of this statement set out how the development provides appropriate levels of parking, refuse storage, and amenity space, while ensuring that the residential amenity of neighbouring properties is fully maintained.

Looking at the particulars of this development, the following is clear;

### Communal Facilities

In terms of kitchen facilities, this development would provide a fully wheelchair accessible kitchen.

Each personal room would be provided with additional work top space, a small fridge and a washing machine to complement the communal kitchen facilities. Stef & Philips have found that by providing each room with such facilities reduces the risk of conflict within the property leading to easier management and less risk of disturbance.

### Personal Washing Facilities

Despite no minimum standard for washing machines being expressed within guidelines the proposal includes a washing machine within each room.

Rooms have a wash hand basin together with fixed taps providing adequate supplies of constant hot and cold water. Each room has a wheelchair accessible en-suite which includes a hot and cold basin, a toilet and a shower. A suitable drainage connection is provided.

### Space Standards for Sleeping Accommodation

In terms of licensing and in the interests of good management the rooms would only be occupied on a single occupancy basis and would be limited to those with mobility challenges, including those in wheelchairs. As part of this application a detailed brochure outlining the accommodation to be provided has been provided.

Stef & Philips's business model is to make rooms larger than prescribed license minimums because it has been found that if the occupant value their private space i.e. accepting that this is a high-quality spacious room, they are less likely to cause disruption both within and around the building due to a sense of ownership. Management processes as a result run more smoothly. More often than not, residents recognise the quality of space within such properties, having often had to deal with less desirable units elsewhere in London.

All rooms would have access to at least 1 large window ensuring good light and ventilation. Given there are no neighbours with windows looking towards the site no issues of privacy are raised.

Typically WI-FI would be provided on site to enable residents to use the internet, typically this is used for job searching and/or information on locally publically accessible services.

### **Character of the Area**

The development proposes no external alterations to the property. The character of the property so far as impacting upon the street scene would have no impact upon views. The property would look no different as it does today.

**Does the development lead to an unacceptable level of noise and disturbance for occupiers of adjoining properties?**

Given the relationship with neighbouring properties and the fact that the external envelope of the building would remain unchanged, the proposed development would not give rise to any conflict with adjoining occupiers.

For the long-term success of the development, it is essential that there is no unacceptable impact on existing public or residential amenity. This includes consideration of noise and disturbance, as well as matters of privacy, overlooking, and security.

Stef & Philips Ltd are an experienced and well-established HMO operator, with a strong track record of managing similar properties across London and the South East in a manner that does not give rise to harm to local amenity.

To ensure that the use operates appropriately, a robust management plan is implemented across all HMO properties operated by Stef & Philips. An example management plan has been submitted in support of this application, and a detailed version can, if required, be secured by way of planning condition.

The management plan clearly sets out tenant responsibilities and the consequences of any breach of management rules. All occupants are required to acknowledge their social responsibilities upon entering into a tenancy. Should the management company become aware of any issues—such as anti-social behaviour, excessive noise, or disturbance—a clear escalation process is followed. This includes an initial verbal warning, followed by a written final warning if necessary, with eviction pursued as a last resort should issues remain unresolved.

In addition, neighbouring residents are provided with a 24-hour contact number for the management company, allowing any concerns to be reported promptly. These robust management arrangements ensure that any disturbance is minimised and that any issues are dealt with swiftly and effectively.

Given the site's relationship with neighbouring properties, and the fact that no new windows are proposed that could result in overlooking or loss of privacy, the privacy of both existing neighbours and future occupants would be fully maintained.

Residents would also benefit from full access to the rear garden, which would provide suitable amenity space for activities such as drying washing and general outdoor use.

## **Parking**

The development would offer a level of occupation akin to a residential dwelling. The parking area to the front of the property remains unchanged and would offer sufficient parking for 2 vehicles.

Levels of car ownership within the HMO user demographic are typically very low, even more so for those with a disability. For those tenants that might not be reliant upon wheelchairs for travel, there will be storage for disability bikes to the rear of the property. This is considered the most sensible location for such provision with regards to security.

## **Waste**

The provision of waste collection is not to change from the existing provision. The provision is no different to the majority of other properties in the local area.

As with other Stef & Philips run HMO's it is anticipated that a refuse management plan would be provided pursuant to condition. The management plan would define collection times and procedures and would state how the management company are to ensure the property is kept clean, tidy and smell free.

Refuse storage would ensure that waste and recyclables can be emptied regularly in accordance with the management plan. Residents would be responsible to place bags out on collection day or managers would be able to arrange private collection throughout the week.

## **6.0 Conclusion**

This statement has been prepared in support of a planning application for the change of use of a single dwelling house to a 4 bedroom house in multiple occupation.

This development provides high quality internal facilities which would meet/exceed the requirements stated within the London Plan and good practice guidelines, fully overcoming the objections raised by the planning inspector as part of the previous planning appeal.

A detailed management plan has been included within the application to demonstrate the premises would be professionally run. The development would not cause detriment to neighbouring amenities.

This statement has demonstrated that the development would have no detrimental impact upon highway safety; bike storage is to be made available on site.

It is therefore respectfully requested that this application be approved subject to the appropriate conditions.