

Design and Access Statement

Relating to

Retrospective conversion of the existing dwelling into a five-bedroom, eight-occupier HMO with associated internal and external fenestration alterations.

At

**35 Richmond Avenue
Uxbridge
UB10 9BQ**

for

Mr Aaron Neil

30th June 2026

Project Ref: 2025.050/PR/JC

Stones Architects Limited

Hayes Branch
020 8969 0000
50 Coldharbour Lane
Hayes UB3 3EP

Hillingdon Branch
01895 834 961
1 Hercies Road
Hillingdon UB10 9LT

Hounslow Branch
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3 Noble Corner, Great West Road
Hounslow TW5 0PA

Description of Existing House

- Application Site: 35 Richmond Avenue, Uxbridge, UB10 9BQ.
- Two-storey semi-detached dwelling located within an established suburban residential area of the London Borough of Hillingdon.
- Surrounding area is predominantly residential, characterised by a mix of semi-detached and terraced properties of a similar scale and appearance, many of which have been extended over time.
- The property benefits from a private and off-street parking.

The following constraints do not apply to the site:

- Conservation Area – No
- Area of Special Character – No
- Statutory or Locally Listed Building – No

Existing survey drawings and photo sheets are enclosed with the planning application.

Planning History

The application site has the following relevant history:

Application Ref.	Description	Decision
79674/APP/2025/2375	Erection of a single-storey rear extension and erection of an outbuilding to the rear garden (Application for a Certificate of Lawful Development for a Proposed Development).	Approved
79674/APP/2025/2841	Erection of a single-storey rear extension extending 4.0m beyond the original rear wall, with a maximum height of 3.0m and eaves height of 2.93m (Larger Home Extension Prior Approval).	Prior Approval Not Required

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Brief

- The proposal seeks to convert the existing dwelling into a five-bedroom House in Multiple Occupation (HMO)

Design

- The proposal is shown on drawings listed in the Appendix at the end of this statement
- All the design elements have been covered in the Planning section above.
- There are no external alterations from the approved extensions apart from the fenestration positioning.

Access

- The existing access arrangements will remain unchanged.
- The proposal will comply with current Building Regulations
- The proposed refuse storage and collection arrangements will be to the front of the property.

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Planning Assessment

- The proposal relates to a **small HMO (up to 6 occupants – Use Class C4)**.
- The property received a HMO licence dated 11 June 2026.
- Since **11 December 2025**, an **Article 4 Direction** has removed permitted development rights for new C4 HMOs across the borough. As a result, **planning permission is required** for this proposal.
- If a property was already operating as a C4 HMO on **11 December 2025** and has remained in continuous use since, it would be lawful without requiring planning permission. **However, this is not the case for the current application, and planning permission is therefore required.**
- Hillingdon's adopted HMO policy primarily relates to **large HMOs** and is not specifically intended for **small C4 HMOs**.
- The proposed drawings clearly identify the internal alterations (shaded), including the removal of **Ground Floor Room 3** to create a communal living area and alterations to **First Floor Room 5** to provide an additional communal area. These changes improve the quality of shared accommodation and enhance the living environment for future occupants.
- The proposal satisfies the key planning considerations by:
 - Providing suitable access to local shops, services and public transport, including nearby bus routes and Hillingdon Station.
 - Delivering a functional internal layout with satisfactory living accommodation for future occupants.
 - Having no material impact on neighbouring residential amenity or the character of the surrounding area due to its limited scale.
- The Council's parking standards indicate a requirement of **three off-street parking spaces** for a six-person HMO. Whilst the site appears capable of accommodating two spaces, the requirement for three spaces is considered disproportionate given the scale of the proposal and the property's existing residential use.
- The site lies within a **Controlled Parking Zone (CPZ)**, meaning any potential parking impacts could be mitigated through the removal of future parking permit rights, if required.
- Having regard to the above assessment, the proposal is considered to be acceptable in planning terms and is respectfully recommended for approval, as it accords with the relevant development plan policies and material planning considerations.

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Conclusion

- The proposal represents a considered and proportionate conversion of the existing dwelling into a five-bedroom, eight-occupier HMO.
- Provides high-quality accommodation whilst respecting the character and appearance of the surrounding residential area.
- The design has been prepared in accordance with the Local Planning Authority's adopted planning policies and HMO standards.
- The proposal preserves the character and appearance of the existing dwelling and the surrounding street scene.
- Provides appropriate communal living space together with adequate cycle parking and refuse storage.
- The application is respectfully submitted for planning consideration and approval.

Appendix A

List of documents submitted with the application

Drawing no.	Drawing title	Scale	Sheet Size
S01	Site location plan	1:1250	A3
S02-A	Existing Ground	1:100	A3
S03-A	Existing First	1:100	A3
S04-A	Existing Second	1:100	A3
S05-A	Existing Roof	1:100	A3
S06-A	Existing Elevations	1:100	A3
S07	Photosheet	NTS	A4
D10-C	Proposed Ground	1:100	A3
D11	Proposed First	1:100	A3
D12	Proposed Second	1:100	A3
D13	Proposed Roof And Schedule Of Areas	1:100	A3
D14	Proposed Elevations	1:100	A3
DAS	Design And Access Statement	NTS	A4

ends

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