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**WALSINGHAM PLANNING**

SPECIALIST PLANNING & DEVELOPMENT CONSULTANTS

## Planning, Design & Access Statement

12 Botwell Lane, Hayes, UB3 2AA

Proposal for a two-storey  
office extension to the existing store building

MAY 2025

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# I INTRODUCTION

- I.1 This Planning, Design and Access Statement is submitted in support of a planning application for a two-storey office extension to the existing store building located to the rear of 12 Botwell Lane in Hayes Town Centre. The application follows positive pre-application advice (ref: 9916/APP/2005/804).
- I.2 The application is supported by the following documents:
- Location Plan
  - 01A\_SITE PLANS
  - 02A\_EXISTING GROUND FLOOR PLAN
  - 03A\_EXISTING FIRST FLOOR PLAN
  - 04A\_EXISTING ELEVATIONS
  - 05C\_PROPOSED GROUND FLOOR PLAN
  - 06C\_PROPOSED FIRST FLOOR PLAN
  - 07C\_PROPOSED SECOND FLOOR PLAN
  - 08A\_PROPOSED ROOF PLAN
  - 09B\_PROPOSED ELEVATIONS
  - 10B\_SECTIONS
- I.3 This Statement will describe the site and surroundings, explain the development proposals and assess the proposed development against relevant planning policy.
- I.4 It is concluded that the proposals would accord with the Development Plan such that planning permission should be granted.

## 2 SITE AND SURROUNDINGS

- 2.1 12 Botwell Lane comprises a two-storey building within Hayes Town Centre and fronting Botwell Lane. The ground floor is owned by the applicant and comprises a Class E retail unit. Above and attached to the rear of the unit is 12A Botwell Lane, a residential unit.
- 2.2 12 Botwell Lane is part of a terrace/parade of commercial units facing south onto Botwell Lane.
- 2.3 To the rear of the site is a single-storey store building located on the opposite side of a servicing road and providing storage for the ground floor Class E unit.



Aerial view of 12 Botwell Lane and the surroundings

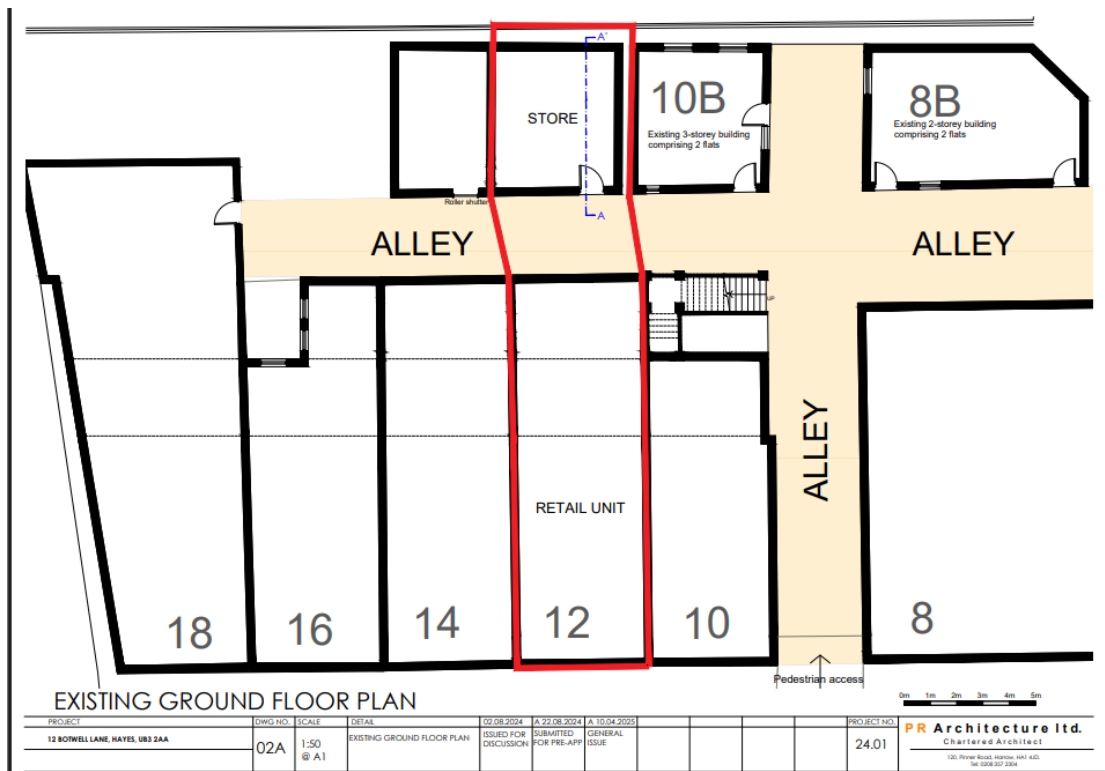
- 2.4 The building and surrounding buildings are not statutory or locally listed and are not located within a conservation area.
- 2.5 The site is located in Flood Zone I (low risk).
- 2.6 The site is located within the built-up area of Hayes and designated within Hayes Town Centre within Hillingdon's Development Plan.

### Planning History

- 2.7 Planning permission (ref: 9916/APP/2005/804) was granted in 2005 for the erection of single storey detached outbuilding for storage use at 12 Botwell Lane. Condition 3 attached to the planning permission restricts the building to ancillary storage only.



South elevation of existing single storey store building



Existing Ground Floor Plan





Neighbouring two and three-storey buildings directly to the east of the application site

- 2.8 The single storey detached outbuilding forms part of a row of buildings ranging in use and from single to three storeys in height to the rear of the shopping parade.

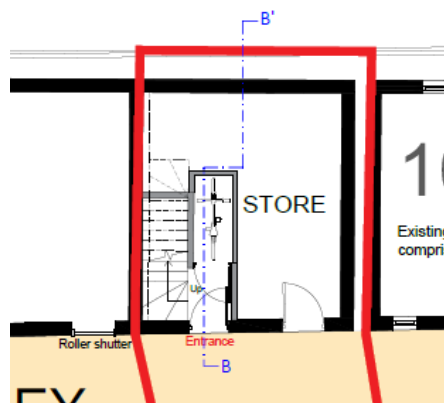


Residential uses above and to the rear of the parade of shops along Botwell Lane

- 2.9 Pre-application advice (ref: 9916/APP/2005/804) was sought in November 2024 for the proposed development. The proposed were supported in principle and the applicant has addressed each of the detailed points raised in this formal submission.

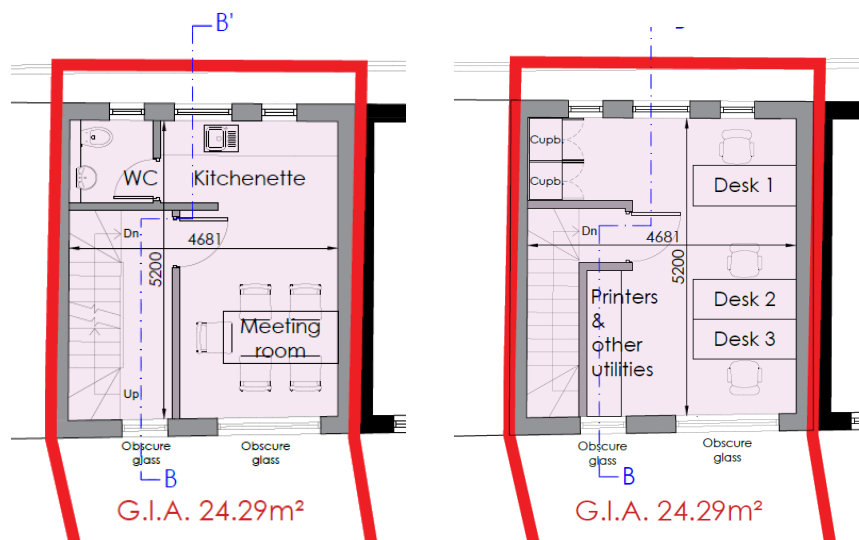
### 3 PROPOSED DEVELOPMENT (DESIGN & ACCESS)

- 3.1 It is proposed to add an additional two-storey office extension to the existing single-storey store building located to the rear of 12A Botwell Lane.
- 3.2 The ground floor would remain in use as a store serving the commercial unit at 12 Botwell Lane but with a staircase leading to the proposed upper floors. Full details are shown on the submitted proposed drawings by PR Architecture.



Proposed Ground Floor Plan

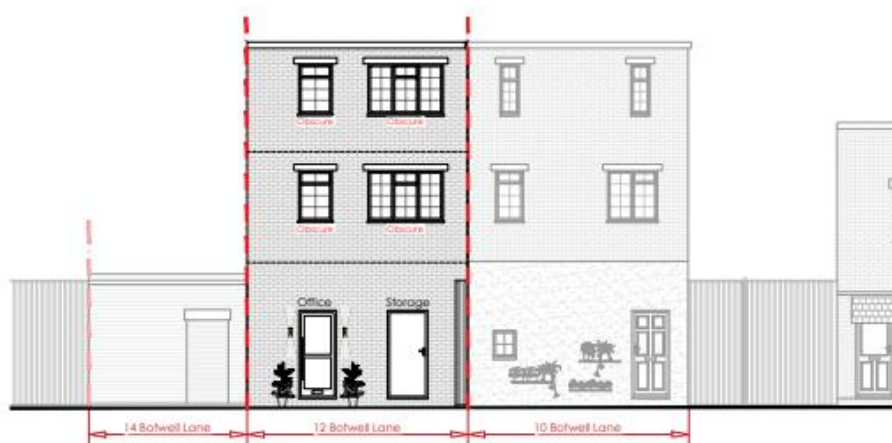
- 3.3 The proposed first and second floors will provide a meeting room, kitchenette, toilet and three desk spaces. There is also space for printers and other utilities and storage.



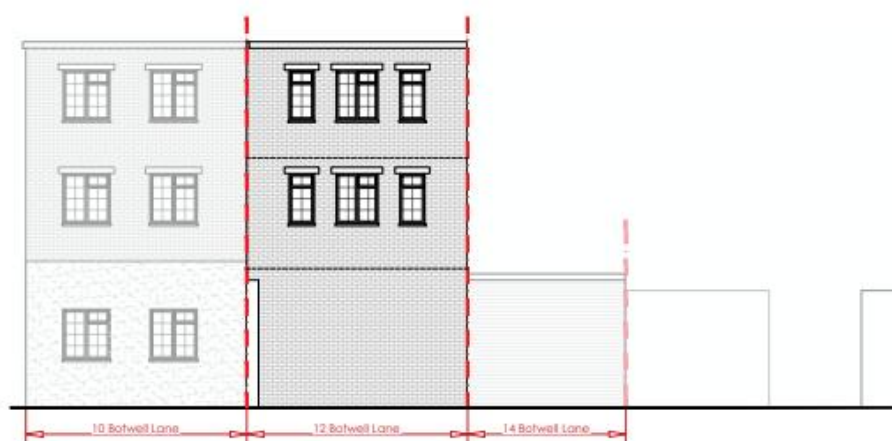
Proposed First and Second Floor Plans



- 3.4 The proposed office extension will incorporate obscure windows at first and second floor levels on its south elevation to avoid overlooking to and from the building. The obscure glass will be carefully selected to allow daylight in, whilst remaining obscure. Clear windows are to be provided on the north elevation (rear of the building), to allow an optimal level of daylight into the office.
- 3.5 The extension would be made in matching brick to the existing store building and attached units.
- 3.6 As suggested by the Council in its pre-application advice, modest lighting is proposed for security, safety and to add visual interest along with hanging planters.



PROPOSED FRONT ELEVATION



PROPOSED REAR ELEVATION

## Access

- 3.7 One cycle storage space is proposed at ground floor level for the office use.
- 3.8 Hayes and Harlington Station and bus stops are also located within a short walking distance of the site to encourage the use of sustainable transport methods.
- 3.9 Given the sustainable location of the site within a Town Centre, the proposal would be a car free development with the future occupant using the available sustainable transport modes to access the site. The applicant would accept a legal agreement to this effect.
- 3.10 Given the limited size of the site, there is no space to incorporate a lift to serve the upper floors of the proposed office. The staircase would however meet Part K of the general access staircase standards as shown in the table below.

**Table 1.1 Rise and going**

	Rise*		Going*	
	Minimum (mm)	Maximum (mm)	Minimum (mm)	Maximum (mm)
Private stair <sup>1,2</sup>	150	220	220	300
Utility stair	150	190	250	400
General access stair <sup>3</sup>	150	170	250	400

Notes:

[1] The maximum pitch for a private stair is 42°.

[2] For dwellings, for external tapered steps and stairs that are part of the building the going of each step should be a minimum of 280mm.

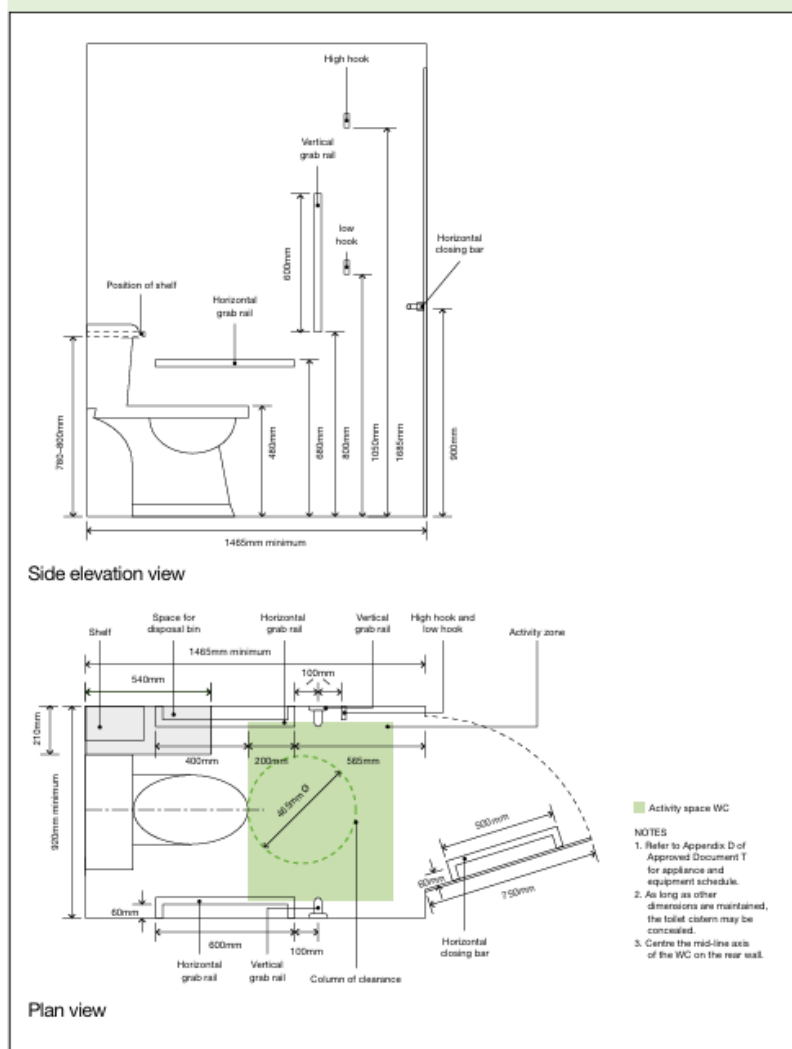
[3] For school buildings, the preferred going is 280mm and rise is 150mm.

\* The normal relationship between the dimensions of the rise and going is: twice the rise plus the going (2R + G) equals between 550mm and 700mm.

For existing buildings the dimensional requirements in Table 1.1 should be followed, unless due to dimensional constraints it is not possible. Any alternative proposal should be agreed with the relevant building control body and included in an access strategy (refer to Approved Document M).

- 3.11 A designated WC cubical for ambulant disabled people can also be accommodated as per the image below.

Diagram 21 WC cubicle for ambulant disabled people



## 4 PLANNING POLICY

- 4.1 This section of the Statement sets out the relevant planning policies at national level and at Development Plan level, as well as any other documents which are material planning considerations.
- 4.2 Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that applications for planning permission are determined in accordance with the Development Plan unless material considerations indicate otherwise. The duty is therefore for the LPA to exercise its judgement and consider many (sometimes) conflicting issues to decide whether planning permission should be granted. This will mean examining the Development Plan as a whole and taking material considerations which apply to the proposal into account. These must be properly considered otherwise the decision of whether to grant permission may be unlawful. This process is often termed the “Planning Balance”.
- 4.3 In this case, the Development Plan comprises The Hillingdon Local Plan Part I Strategic Policies (2012), The Hillingdon Local Plan Part 2 – Development Management Policies (2020) and the London Plan 2021.
- 4.4 The National Planning Policy Framework 2024 (NPPF) is also of relevance.

### **The Development Plan**

#### The Hillingdon Local Plan: Part I - Strategic Policies (2012)

- 4.5 Policy BE1 requires all development to improve and maintain the quality of the built environment in order to create successful and sustainable neighbourhoods. A high quality of design is required which enhances the local distinctiveness of the area, contributes to community cohesion and a sense of place.

#### The Hillingdon Local Plan: Part 2 – Development Management Policies (2020)

- 4.6 Policy DMT1 supports ‘main town centre uses’ where the development proposal is consistent with the scale and function of the centre.
- 4.7 Policy DME3 supports proposals for smaller scale new office floorspace within designated town centres where the scale of provision is appropriate to the role and function of the town centre.

- 4.8 Policy DMHB 11 requires all new extensions to be designed to the highest standards and, incorporate principles of good design including considering the height, mass and bulk of adjacent structures and building plot sizes and widths, plot coverage, and established street patterns.
- 4.9 Policy DMT1 requires developments to meet its transport needs in a sustainable manner. In order for developments to be acceptable they must be required to be accessible by public transport, walking, and cycling.
- 4.10 Policy DMT2 ensures that development proposals must ensure that safe and efficient vehicular access to the highway network is provided to the Council's standards.
- 4.11 Policy DMT5 demands that development proposals will be required to ensure that safe, direct and inclusive access for pedestrians and cyclists is provided on the site connecting it to the wider network.

The London Plan (2021)

- 4.12 Policy D4 refers to the importance of delivering good design.
- 4.13 Policy D5 supports developments that achieve the highest standards of accessible and inclusive design.
- 4.14 Policy D14 aims to reduce, manage and mitigate noise to improve health and quality of life.
- 4.15 Policy T4 states that development proposals should not increase road danger.
- 4.16 Policy T5 prioritises development proposals should help remove barriers to cycling and create a healthy environment in which people choose to cycle.
- 4.17 Policy T6 states that car-free development should be the starting point for all development proposals in places that are (or are planned to be) well-connected by public transport.
- 4.18 Policy T7 requires development proposals to facilitate safe, clean, and efficient deliveries and servicing.



National Planning Policy Framework (2024)

- 4.19 Section 6 relates to building a strong, competitive economy. Paragraph 85 states that planning policies and decisions should help create the conditions which businesses can invest, expand and adapt.
- 4.20 Section 8 refers to promoting healthy and safe communities. Paragraph 96 states that planning decisions should aim that developments are safe and accessible, so that crime and disorder, and the fear of crime, do not undermine the quality of life or community cohesion.
- 4.21 Section 9 relates to promoting sustainable transport. Paragraph 114 states that in assessing specific applications for development, it should be ensured that:
- a) appropriate opportunities to promote sustainable transport modes can be – or have been – taken up, given the type of development and its location;
  - b) safe and suitable access to the site can be achieved for all users;
  - (c) the design of streets, parking areas, other transport elements and the content of associated standards reflects current national guidance, including the National Design Guide and the National Model Design Code; and
  - (d) any significant impacts from the development on the transport network (in terms of capacity and congestion), or on highway safety, can be cost effectively mitigated to an acceptable degree.
- 4.22 Section 12 of the NPPF Section 12 relates to achieving beautiful and well-designed places. Paragraph 131 notes that the creation of high quality, beautiful, and sustainable buildings and places is fundamental to what the planning and development process should achieve. Paragraph 135 states that planning decisions should ensure that developments:
- a) will function well and add to the overall quality of the area;
  - b) are visually attractive as a result of good architecture, layout, and appropriate and effective landscaping;
  - c) are sympathetic to local character and history, including the surrounding built environment and landscape setting;

- d) establish or maintain a strong sense of place, using the arrangement of streets, spaces, building types and materials to create attractive, welcoming and distinctive places to live, work and visit;
- e) optimise the potential of the site to accommodate and sustain an appropriate amount and mix of development; and
- f) create places that are safe, inclusive and accessible with a high standard of amenity for existing and future users.

## 5 PLANNING ASSESSMENT

### **Sustainable Development**

- 5.1 The NPPF makes it clear that sustainable development has three overarching objectives: an economic objective to help build a strong, responsive, and competitive economy; a social objective to support strong, vibrant and healthy communities; and an environmental objective to contribute to protecting and enhancing our natural, built and historic environment.
- 5.2 The proposed two-storey extension would support each of these three objectives. There is demand from the applicant for the office accommodation to support their business which would create additional employment opportunities during the operational and construction phases, as well as supporting third party suppliers. The proposed development would ensure the continued viability of the Botwell Road site for the applicant.
- 5.3 The proposed development would be built on brownfield land and would make more efficient use of a highly sustainable town centre site without needing to expand outside the existing curtilage.
- 5.4 The development is exempt from the statutory biodiversity net gain but new planting is proposed to provide a gain.
- 5.5 As such, the proposed extension would bring economic, social, and environmental benefits.

### **Principle of Development**

- 5.6 The principle of providing new office space on previously developed brownfield land within a designated town centre and sustainable location is supported by both the Development Plan and the NPPF. Offices are designated as town centre uses.
- 5.7 Policy DME3 specifically supports proposals for smaller scale new office floorspace within designated town centres where the scale of provision is appropriate to the role and function of the town centre.
- 5.8 Policy E6 also states the Council will encourage the development of affordable accommodation for small businesses in appropriate sustainable locations throughout the borough. The proposed development will achieve this objective.

- 5.9 This proposal is also supported by Local Plan Policy DMT1 where main town centre uses are supported if they are consistent with the scale and function of the centre. This development meets Policy DMT1 as it will be adding small scale office space, along with raising the building height to match others in the surrounding area.
- 5.10 There is clear demand for additional smaller scale, affordable office development as highlighted by the Hunters letter submitted with the application. The demand is evident as there are no offices of similar size within Hayes Town Centre available to buy online.
- 5.11 Irrespective of the lack of availability to buy an existing small office space, the applicant already owns the application site and wishes to remain the freeholder for the office space as they intend to occupy the proposed office space to support the running of their own business. There is therefore clear demand for the space from the applicant which would be occupied on completion. The site is preferred by the applicant as it is already within their ownership and to the rear of their existing business. Paragraph 85 of the NPPF makes it clear that planning decisions should help create the conditions in which businesses can invest, expand and adapt. Significant weight should be placed on the need to support economic growth and productivity, taking into account both local business needs and wider opportunities for development.
- 5.12 The NPPF makes it clear that it does not wish to stifle competition and that local planning authorities must determine applications on planning grounds only. Planning policies and decisions should support the role that town centres play at the heart of local communities, by taking a positive approach to their growth, management and adaptation.

### **Design**

- 5.13 The proposed extension has been designed to an appropriate scale, with detailing and materials to provide additional character and sit appropriately within the street scene and site. The proposal would not appear overly prominent, nor at odds with the remainder of the site or the neighbouring buildings (there are already two and three storey buildings to the rear of the service road, including 10B and 8B Botwell Lane).
- 5.14 Additional detailing (modest lighting and window planters) have been added as recommended in the pre-app response and the bricks would match the existing building.
- 5.15 The front (south) windows are to be made using obscure glass to avoid overlooking to and from neighbouring properties. This supports Local Plan policy DMB11 which requires all

extensions to incorporate principles of good design considering the height, mass and bulk of adjacent structures.

- 5.16 Overall, the design and scale of the proposed extension would be appropriate and sensitive to its surroundings, whilst providing the opportunity to improve the street scene and public realm.

### **Flooding and Surface Water**

- 5.17 The site is located within Flood Zone I and is at low risk of surface water flooding.
- 5.18 Offices are classed as less vulnerable to flooding; the office space would also be located on the first and second floors rendering any flood risk obsolete.

### **Highways, Transport and Parking**

- 5.19 Given the highly sustainable location of the site within a town centre, the proposal would be a car free development with the future occupant using sustainable transport modes to access the site.
- 5.20 A cycle space has been provided at ground floor level which complies with Local Plan Policy DMT1 and the London Plan Minimum Cycle Parking Standards.
- 5.21 As this proposal is car free there will be no adverse effect on the local highway network. Including the service road.

### **Ecology and Biodiversity**

- 5.22 This site is to be built wholly on previously developed land with an existing baseline Biodiversity Net Score of zero. Therefore, the development is exempt from Biodiversity Net Gain and there is set to be no ecological harm caused by the development.
- 5.23 No trees need to be removed or pruned as a part of this development.
- 5.24 It is however proposed to include hanging planters to improve the biodiversity and visual appearance of the building.



### **Sustainability and Energy**

- 5.25 The proposal will follow sustainable and environmentally friendly building methods, including the use of locally sourced and recycled materials where possible, the use of local labour during construction periods and compliance with Building Regulation requirements.

### **Servicing and Amenity**

- 5.26 The office would be serviced off the Botwell Lane service lane adjacent to the property. An office of this size requires limited servicing.
- 5.27 The existing separation distances between the application site and residential uses opposite, the high-walled patio area at first floor level and the use of obscure glass means that there would be an acceptable level of amenity.
- 5.28 The existing building benefits from a separation distance of approximately 9.5m between the application site and the windows of the residential uses' opposite, as well as a high walled patio area. This distance would remain.
- 5.29 An office is not a noisy or antisocial use. It would be highly compatible with the adjacent residential uses.

### **Fire**

- 5.30 To ensure the building meets the appropriate fire safety requirements, the first and second floors will benefit from a protected stairwell as shown on the proposed drawings. The walls around the staircase will be one-hour fire-rated and the doors into the staircase will be 30-minute fire-rated. Fire extinguishers will be provided on each floor. Emergency lights and a fire alarm will also be installed. The escape route will be via the stairs and front door.

## 6 CONCLUSION

- 6.1 Planning permission is sought for a two-storey upwards office extension to the existing store building located to the rear of 12 Botwell Lane in Hayes Town Centre.
- 6.2 There is a direct demand from the applicant for the office accommodation at this site.
- 6.3 Both local and national planning policy make it clear that office space should be directed towards town centre sites.
- 6.4 The extension has been designed to make more efficient use of the existing brownfield site and to improve the public realm and biodiversity.
- 6.5 It is located in a highly sustainable location with good access to sustainable transport modes.
- 6.6 The extension would create new jobs in both the construction and operations phases and support third party suppliers.
- 6.7 In conclusion, the proposal constitutes sustainable development and planning permission should therefore be granted.