

OFFICER REPORT FOR DECISION UNDER DELEGATED AUTHORITY

APPLICATION NO: P1597.25

WARD: St Edwards

Date Received: 18th December 2025

ADDRESS: Phoenix House, 102-106 South Street
Romford

PROPOSAL: Replacement of existing windows

DRAWING NO(S): A-100
A-101
A-102
A-103
A-104
A-110
A-111
A-112
A-120
A-200
A-201
A-202
A-203
A-204
A-210
A-211
A-212
A-220

RECOMMENDATION: It is recommended that **planning permission be GRANTED** subject to the condition(s) given at the end of the report

SITE AND SURROUNDINGS

The application relates to the first and second floors of Phoenix House, 102-106 South Street, Romford, which have a Class B1a office use.

THE PROPOSAL

Planning permission is sought for the replacement of single glazed metal existing windows with

uPVC double glazed windows.

RELEVANT PLANNING HISTORY

j0031.25	Conversion of the first and second floor to 12 x 1 bed 1 person studio flats with shower
	Prior App COU Given 26-11-2025
Q0155.18	Discharge of conditions 2 & 3 of Prior Approval application J0006.18
	ALL DECISIONS 09-07-2019 ISSUED
Y0036.18	.
	Withdrawn - Invalid 01-02-2018
J0006.18	Prior approval application for conversion of B1 office to C3 residential use to provide 10 self contained flats on first and second floors. (PRIOR APPROVAL).
	Prior App COU Given 03-04-2018
P1238.06	New fourth floor extension and conversion of third and fourth floors to 9 residential units
	Apprv with cons 04-08-2006
P0800.99	Change of use from retail showroom/office to a dance studio with parking
	Apprv with cons 03-09-1999

REPRESENTATION SUMMARY

Approximately 30 neighbouring properties were notified of the proposal at the application site. No letters of representation were received.

PLANNING POLICIES

Policies 7 (Residential design and amenity) and 26 (Urban Design) of the Havering Local Plan (2016-2031) as well as the Havering Community Infrastructure Levy Charging Schedule is relevant.

Policies D4 (Delivering good design) and T9 (Funding transport infrastructure through planning) of the London Plan 2021 are relevant.

The National Planning Policy Framework is relevant.

MAYORAL CIL IMPLICATIONS

The proposal is not liable for Mayoral or Havering CIL.

OFFICER APPRAISAL

In accordance with the current protocol for site visits, an in-person site visit was not considered to be necessary. Site photos were provided by the applicant/agent in support of the application. In determining this planning application, photos, Google Street View™, aerial view images and submitted drawings were used to assess the site constraints.

Prior Approval was granted under application J0031.25 for the conversion of the first and second floor to 12 x 1 bed 1 person studio flats with shower on 26th November 2025. An informative will be imposed if minded to grant planning permission stating that this planning application has been assessed on the basis of the operational development proposed as set out in the description of development.

The report covers the impact of the development in the street scene, the impact on the amenities of neighbouring properties and highway and parking.

DESIGN/IMPACT ON STREET/GARDEN SCENE

The supporting statement states that the replacement windows will match the existing window arrangement, proportions and alignment. Therefore, it is considered that the proposal would not affect the streetscene. The application form states that the replacement windows will be double glazed UPVC units, white in colour and this will be secured by condition to ensure that the appearance of the proposed development will harmonise with the character of the surrounding area.

IMPACT ON AMENITY

The proposal involves replacement windows and as such, it is considered that it would not adversely affect neighbouring amenity.

HIGHWAY/PARKING

It is considered that the proposal would not create any parking or highway issues.

CONCLUSION

Upon full assessment of the submitted material supporting the application, taking into account all material considerations, it is considered the objectives of the development plan have been met, and planning permission should be approved.

RECOMMENDATION:

It is recommended that **planning permission be GRANTED** subject to the following condition(s)

- 1 SC4 (Time limit) 3yrs**

The development to which this permission relates must be commenced not later than three years from the date of this permission.

Reason:-

To comply with the requirements of Section 91 of the Town and Country Planning Act 1990 (as amended by Section 51 of the Planning and Compulsory Purchase Act 2004).

2 SC10C Materials as per application form

The proposed development hereby approved shall be constructed in accordance with the materials detailed under the Materials Section of the application form unless otherwise agreed in writing by the Local Planning Authority.

Reason: To ensure that the appearance of the proposed development will harmonise with the character of the surrounding area.

3 SC32 (Accordance with plans)

The development hereby permitted shall not be carried out otherwise than in complete accordance with the approved plans (as set out on page one of this decision notice).

Reason:-

For the avoidance of doubt and to ensure that the development is carried out as approved.

INFORMATIVES

1 Approval - No negotiation required

Statement Required by Article 35(2) of the Town and Country Planning (Development Management) Order 2015: No significant problems were identified during the consideration of the application, and therefore it has been determined in accordance with paragraph 38 of the National Planning Policy Framework.

2 Non Standard Informative 1

This planning application has been assessed on the basis of the operational development proposed as set out in the description of development.

Authorising Officer:



Habib Neshat

9th March 2026