# Planning, Design & Access Statement

**Nov 2026**

Creation of an additional storey with hipped roof, part single part two storey rear and side extension, front extension in front of the garage, first floor front extension above the existing ground floor entrance, three rear dormers and front rooflights to facilitate habitable loft accommodation, conversion of the integral garage to habitable space, internal reconfiguration and all associated works.

Zaman ArchiHomes Ltd.®
5th Floor, 167-169 Great Portland Street, London, W1W 5PF, United Kingdom
020 8150 3655 info@archihomes.co.uk www.archihomes.co.uk
Registered in England & Wales No. 17178531

## 1. Introduction

This statement supports a householder application for the conversion of the existing chalet bungalow at 376 Wingletye Lane into a two-storey family dwelling with rooms in the roof. It has been prepared by Zaman ArchiHomes Ltd on behalf of the applicant and should be read with drawings 26-138-P00 to 26-138-P14. A daylight and sunlight assessment to BRE guidance has been commissioned and will be submitted during the application as supplementary information.

The proposal comprises:

- an additional storey, raising the dwelling from one and a half to two full storeys;
- a part single, part two-storey rear and side extension;
- a small front extension in front of the garage, bringing it in line with the main front wall, and a first-floor front extension above the existing ground-floor entrance columns;
- a change of roof profile from the existing gabled chalet roof to a hipped roof;
- three pitched-roof dormers on the rear roof slope and rooflights on the front roof slope, serving a loft-level home office;
- conversion of the integral double garage to habitable space, with internal reconfiguration and all associated works.

The scheme closely follows the development approved next door at 374 Wingletye Lane under ref. P0101.25 (granted 12 May 2025), which converted a similar detached bungalow into a two-storey dwelling. The statement explains how the proposal responds to that precedent, to the officer's reasoning in that case, and to the development plan.

The statement covers the planning, design and access matters required by Article 9 of the Town and Country Planning (Development Management Procedure) (England) Order 2015.

## 2. Site and surroundings

No. 376 is a detached chalet bungalow on the eastern side of Wingletye Lane, Hornchurch, within the Emerson Park ward. It sits between no. 374 to the south, now consented as a two-storey dwelling, and no. 378 to the north (drawing P00).

The existing house has a single storey at ground level and rooms within a gabled roof with a front gable, a front dormer and a rear dormer. The ridge is about 6.0m above ground. An integral double

garage sits on the front elevation. Existing gross internal area is about 138.0 sq m at ground floor and 64.6 sq m in the roof space (P01, P02).

The plot is deep, with a large rear garden and a hard-surfaced front driveway providing off-street parking for at least two cars.

The surrounding area is characterised by detached houses in large plots, of varied age, height and design. Many have been extended at ground, first and roof level, and the officer report for no. 374 records this mix of extended single and two-storey dwellings along Wingletye Lane.

The site is not in a Conservation Area, the building is not listed, and there are no Tree Preservation Orders on the site. The site lies within the Emerson Park Policy Area.

**3. The proposal**

The proposal turns a dated chalet bungalow into a well-proportioned two-storey family house with a hipped roof, matching the form now approved at no. 374.

| Element | Existing | Proposed |
|---|---|---|
| Storeys | Ground plus rooms in roof | Ground, first, plus loft room |
| Ridge height | approx. 6.0m | approx. 8.47m |
| Eaves height | approx. 2.85m | approx. 5.5m |
| Roof form | Gabled chalet roof with front gable and dormers | Hipped roof |
| Front roof slope | Front gable and one dormer | Four rooflights, no dormers |
| Rear roof slope | One flat-roofed dormer | Three pitched-roof dormers |
| Ground floor rear | Stepped rear wall | Flat-roofed single-storey extension to one rear building line: 6.59m beyond the existing rear wall on the north side, 8.69m on the south side where the existing wall is set further forward |

| Element | Existing | Proposed |
|---|---|---|
| First floor rear | Rooms within the roof | Two-storey element 2.49m (north) to 4.59m (south) beyond the existing roof, set behind the ground-floor rear wall |
| Balcony or roof terrace | None | None |
| Garage | Integral double garage | Converted to habitable rooms |
| Bedrooms | 4 | 5, plus loft home office |

**Retained structure:** the plans mark the extent of the existing walls. The existing ground-floor walls and floor are retained and built upon, so the works are an extension and alteration of the existing dwellinghouse and are made as a householder application.

**Ground floor (P04):** an open-plan kitchen, dining and living space across the rear (about 6.5m x 16.35m) opening onto the garden; a front reception room and dining room; a ground-floor bedroom with bathroom; WC, storage, utility and a secondary kitchen.

**First floor (P05):** a master bedroom with walk-in wardrobe and bathroom, three further bedrooms, a games room and bathrooms. No balcony or roof terrace is proposed. The flat roof of the single-storey element is for maintenance access only.

**Loft (P06):** a home office lit by the three rear dormers and the front rooflights.

**Materials:** all external materials will match the existing house (drawing P14): render to the walls, roof tiles to match, tile-hung dormer cheeks and double-glazed windows in a matching finish. The applicant would accept a materials condition in the same terms as condition 2 of P0101.25.

**4. Planning history and precedent**

The directly comparable precedent is the adjoining property, 374 Wingletye Lane, where Havering granted permission on 12 May 2025 (ref. P0101.25) for "creation of additional storey, part two storey part single storey rear/side extension, front extension with internal reconfiguration and all associated works". That permission is a material consideration of significant weight: it is on the neighbouring plot, of the same house type, assessed against the same policies, and recent.

The applicant is not aware of any planning history at no. 376 relevant to this proposal.

**What the Council accepted at no. 374**

| Issue | Officer's conclusion at no. 374 (P0101.25) | How no. 376 responds |
|---|---|---|
| Additional storey | No objection to a further storey creating a two-storey dwelling, given the variety of house types in the street | Same principle: bungalow raised to two storeys |
| Character | Neither the Residential Extensions and Alterations SPD nor the Emerson Park Policy Area SPD restricts change and innovation; elements well integrated | Hipped roof and balanced front elevation sit comfortably beside the new two-storey form at no. 374 |
| Detached character | Separation to side boundaries maintained, keeping the detached character | Extensions follow the line of the existing flank walls, so the existing side spaces are kept |
| Rear ground floor | Rear projection of 4.85m to 5.8m, about 2.9m high, acceptable | Single storey to one rear line, 6.59m to 8.69m beyond the stepped existing rear wall, flat roof approx. 3.0m high |
| Rear first floor | Set 2m off both side boundaries, 3m deep, set down from main roof | 2.49m to 4.59m beyond the existing roof, under a hipped roof sloping away from both boundaries; shallowest on the side of no. 378 |
| Balcony or roof use | Roof not to be used as a balcony (condition 5) | No balcony; same condition accepted |
| Daylight and sunlight | BRE assessment showed no material harm to no. 372 | BRE assessment for nos. 374 and 378 commissioned, to follow as supplementary information |
| Privacy | First-floor side windows obscure-glazed and fixed below 1.7m | No first-floor flank windows; condition 6 equivalent accepted |

| Issue | Officer's conclusion at no. 374 (P0101.25) | How no. 376 responds |
|---|---|---|
| | (condition 4); no new flank windows (condition 6) | |
| Parking | 4-bed house acceptable with two driveway spaces | Two or more spaces retained on the frontage |

Once built, the scheme at no. 374 will be a two-storey house of similar height and bulk directly next to the site. The proposal at no. 376 therefore continues an established and approved pattern rather than introducing a new form to this part of Wingletye Lane.

**5. Planning policy context**

The policies below are those the Council applied to the no. 374 application. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires the application to be determined in accordance with the development plan unless material considerations indicate otherwise.

**National Planning Policy Framework (NPPF):** supports well-designed development that is sympathetic to local character while not preventing appropriate innovation or change, and the efficient use of existing residential land.

**London Plan (2021):**

- D1: London's form, character and capacity for growth
- D4: Delivering good design
- T6: Car parking

**Havering Local Plan 2016-2031:**

- Policy 7: Residential design and amenity
- Policy 24: Parking provision and design
- Policy 26: Urban design
- Policy 34: Managing pollution

**Supplementary planning documents:**

- Residential Extensions and Alterations SPD
- Emerson Park Policy Area SPD

Together these require extensions to respect the scale, form and character of the host dwelling and the street, to safeguard neighbours' light, outlook and privacy, to keep adequate garden space, and to maintain off-street parking.

**6. Design assessment**

The design takes its cue from the approved scheme at no. 374 and the two-storey detached houses common on Wingletye Lane, producing a calm, symmetrical elevation that will sit well in the street.

**Additional storey, scale and massing**

Raising the house to two storeys mirrors what the Council accepted next door, where officers found no objection to a further storey given the mix of house types and heights in the street. The new ridge, at about 8.47m, is comparable with the two-storey houses nearby and with the approved two-storey form at no. 374.

The extended house keeps the existing side spaces to both boundaries, so it remains clearly detached and the rhythm of gaps between houses is maintained.

**Roof profile**

The hipped roof replaces an awkward chalet roof with a cross gable and mixed dormers. Hipping the roof away from both side boundaries reduces bulk at the flanks and visible mass from the street and from neighbouring gardens. It is a traditional roof form found throughout the Emerson Park area.

**Rear dormers**

The three rear dormers are small, pitched-roof and evenly spaced. They are set well up from the eaves, well down from the ridge and well in from the hips, so they sit within the roof slope as subordinate features, as the Residential Extensions and Alterations SPD expects. Tile-hung cheeks and pitched roofs match the main roof and avoid the box-like appearance of a full-width flat dormer.

**Front rooflights**

The front roof slope has only flush rooflights, keeping the principal roof slope uncluttered in the street scene. No front dormers are proposed.

**Front elevation**

The integral garage doors are replaced with windows that match those above, giving a balanced, symmetrical facade with a central entrance. A small front extension brings the garage frontage in line with the main front wall, and a first-floor front extension sits above the existing ground-floor entrance columns. Neither projects forward of the existing front of the house, so the established building line along Wingletye Lane is respected, as it was at no. 374, where a front extension was also approved.

**Rear extension**

The single-storey element brings the stepped rear of the house to one clean rear building line, with a flat roof approx. 3.0m high, close to the 2.9m accepted at no. 374. The first-floor element is shallower, sits under the hipped main roof and is set behind the ground-floor rear wall. The upper floor therefore reads as subordinate, and bulk stays low near both side boundaries.

**Materials**

All external materials match the existing house, as noted on the drawings: rendered walls, tiled roofs and matching windows. This keeps the extended house consistent with its own character and with the remodeled houses in the street.

**Sustainability**

The extended and upgraded envelope will meet current Building Regulations for insulation and airtightness, greatly improving on the existing bungalow. Retaining and extending the existing building avoids the embodied carbon of demolition and rebuilding.

**7. Residential amenity**

The proposal protects the light, outlook and privacy of nos. 374 and 378. Because the site lies directly north of no. 374, the extended house cannot materially reduce sunlight to that property.

**No. 374 (south)**

No. 376 sits on the north side of no. 374. The sun moves from east through south to west, so shadows from the extended house fall northwards, over the application site and away from no. 374. The extensions will cast no meaningful shadow over the rear windows or garden of no. 374, and any effect on its sunlight will be minimal.

No. 374 is also approved as a two-storey house with its own part single, part two-storey rear extension (P0101.25). Once built, the two houses will sit side by side at similar height and depth. The south flank facing no. 374 has two ground-floor windows behind the boundary fence and no first-floor windows (P09).

**No. 378 (north)**

No. 378 lies to the north, so it is the neighbour more exposed to any overshadowing. The design limits the effect in three ways:

- the first-floor element on this side is the shallowest part of the scheme, 2.49m beyond the existing roof;
- the hipped roof slopes away from the shared boundary, reducing bulk seen from no. 378's garden and rear windows;
- the deeper part of the extension is single storey with a flat roof approx. 3.0m high.

The north flank facing no. 378 has no windows at all (P14), so there is no overlooking of that property from the side.

**Daylight and sunlight**

A daylight and sunlight assessment to BRE guidance (BR 209) has been commissioned and will be submitted shortly as supplementary information. It covers the windows of nos. 374 and 378 that face the site and follows the approach of the assessment the Council accepted for no. 374. Given the site's position north of no. 374, the hipped roof and the shallow first floor next to no. 378, the assessment is expected to confirm that neighbouring light is not materially harmed.

**Privacy and overlooking**

- No balcony or roof terrace is proposed. The applicant would accept a condition, as condition 5 of P0101.25, preventing use of the flat roof as amenity space.

- No first-floor flank windows are proposed, and a condition restricting new flank openings (as condition 6 of P0101.25) is accepted.
- The rear windows and dormers look down the applicant's own long garden. Views to neighbouring gardens are oblique and typical of a two-storey suburban house. The two tall first-floor rear openings are windows, not doors, and give no access to the flat roof (P05, P10).

**Garden space**

A large rear garden remains, well in excess of the amenity space needed for a family house of this size.

**Construction**

The applicant would accept a construction hours condition in line with condition 7 of P0101.25.

**8. Access, parking and other matters**

**Access:** pedestrian and vehicle access from Wingletye Lane is unchanged. The house keeps level or near-level access at the front entrance, and the ground-floor bedroom with bathroom allows the home to adapt to the needs of older or less mobile occupants.

**Parking:** the dwelling grows from 4 to 5 bedrooms and the integral garage is converted. The front driveway retains space for at least two cars, which meets London Plan Policy T6 and Local Plan Policy 24 and matches the parking found acceptable at no. 374. No change to the dropped kerb is proposed.

**Refuse and cycles:** bins remain stored on the frontage as now; cycles can be kept securely in the rear garden.

**Trees and ecology:** no trees are affected. Householder applications are exempt from biodiversity net gain.

**Drainage:** surface water will be managed on site, with soakaways or attenuation where ground conditions allow, in line with the Thames Water informative attached to P0101.25.

**CIL:** the new floorspace extends the applicant's own home. The applicant will claim the residential extension exemption from Mayoral and Havering CIL before commencement.

**9. Conclusion**

The proposal converts an outdated chalet bungalow into a well-designed two-storey family home, following the approach approved next door at 374 Wingletye Lane (P0101.25) in May 2025.

- **Design:** the additional storey, hipped roof, small pitched rear dormers and front rooflights respect the varied character of Wingletye Lane and the Emerson Park Policy Area. The house stays clearly detached.
- **Amenity:** lying north of no. 374, the extended house will not materially affect that property's sunlight. The hipped roof, shallower first floor and absence of any balcony or first-floor flank windows protect nos. 374 and 378. A BRE daylight and sunlight assessment has been commissioned and will follow as supplementary information.
- **Parking and access:** the frontage keeps adequate off-street parking and access is unchanged.

The proposal accords with NPPF design policy, London Plan Policies D1, D4 and T6, Havering Local Plan Policies 7, 24, 26 and 34, and the Residential Extensions and Alterations and Emerson Park Policy Area SPDs. The applicant would accept conditions in the same terms as those attached to the permission at no. 374. We respectfully ask that planning permission be granted.