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Design and Access Statement

Project Title:

9 Whitethorn Lane

Project Description:

Infill rear extension and alterations to doors and windows.

Applicant:

Jane Lyons

Architectural Designers:

RD Designs and Partners Ltd.



1. Introduction

This Design and Access Statement has been prepared by RD Designs & Partners Ltd in support of a householder planning application at 9 Whitethorn Lane, Letchworth Garden City.

The application relates to the removal of the existing rear conservatory and erection of a single storey rear extension, together with replacement windows, alterations to existing openings, rooflights, roof glazing and associated internal alterations.

The proposals have been developed to improve the existing ground floor layout and create a better connection between the main living accommodation and rear garden.

This statement should be read alongside the submitted drawings and supporting information.

2. Site and Surrounding Area

The property is an established dwelling located on Whitethorn Lane within Letchworth Garden City.

It sits within a generous residential plot with an established driveway to the front and a large garden to the rear containing mature planting and trees.

The surrounding area is predominantly residential and includes a mixture of detached and semi detached properties. Whilst there is some variation in the age and appearance of individual houses, generous plots, established building lines and mature landscaping are common features along Whitethorn Lane.

The property falls within the Modern Character Area of Letchworth Garden City.

3. Design Approach

The main purpose of the works is to improve the existing ground floor arrangement rather than significantly increase the overall size of the property.

The existing conservatory will be removed and replaced with a single storey rear extension. This allows the kitchen, dining and living areas to be reorganised and provides a more practical connection with the rear garden.

The extension has been kept to a single storey and is positioned to the rear of the house. It therefore remains secondary to the main dwelling and will have limited impact when the property is viewed from Whitethorn Lane.

Alterations are also proposed to a number of existing window and door openings. The larger areas of new glazing are positioned to the rear and face into the applicant's own garden.

The front of the property will remain largely as existing.

4. Scale and Appearance

The proposed extension is modest in comparison with the size of the existing house and the overall plot.

Its single storey form keeps the additional building work subordinate to the main dwelling and avoids adding unnecessary bulk to the property.

The design has been kept simple and is intended to sit comfortably alongside the existing house. The works are mainly contained around the existing dwelling and conservatory and will not significantly reduce the established rear garden.

5. Materials

The proposed materials reflect those forming part of the scheme granted First Stage Approval by Letchworth Garden City Heritage Foundation.

The external walls to the rear extension will be rendered and finished to match the existing property.

The flat roof will be finished in black or dark grey EPDM, or similar, with an anthracite grey fascia.

The new rear patio doors will be anthracite aluminium with horizontal glazing bars, giving a simple heritage style appearance.

Replacement sash windows will be conservation style uPVC and will closely follow the proportions, colour and appearance of the existing windows. The existing stained glass window will be retained.

Conservation style rooflights and roof glazing are also proposed as shown on the submitted drawings.

The materials have been chosen to work with the existing house, with the more contemporary elements kept mainly to the rear.

6. Letchworth Garden City Heritage Foundation

The proposals have been considered separately by Letchworth Garden City Heritage Foundation.

First Stage Approval was granted on 13 August 2026 under reference HA-001271 for the documents numbered WTL/09/01–06.

The Heritage Foundation approval is separate from the planning application to North Hertfordshire District Council. Copies of the First Stage Approval and approved documents are included with the application.

7. Residential Amenity

The extension is single storey and positioned to the rear of the existing dwelling.

Given its scale and position, it is not considered that the proposals will have an unacceptable impact on neighbouring properties in terms of loss of light, outlook or overbearing impact.

The main areas of new glazing face into the applicant's own rear garden and will not create any significant new overlooking issues.

8. Landscaping and Ecology

The existing garden and mature landscaping will remain largely unchanged.

The extension is located immediately to the rear of the existing house and does not significantly encroach into the main garden. Existing mature trees and the main areas of established planting will be retained.

A Preliminary Ecological Appraisal and Roost Assessment has been undertaken and is submitted with the application.

The recommendations and precautionary measures within the ecological report will be followed during the works.

9. Access and Parking

There are no proposed changes to the existing access or parking arrangements.

The driveway and garage will remain as existing and the proposals will not result in any additional parking requirement.

Pedestrian access to the property will also remain unchanged.

10. Sustainability

The proposals involve the alteration and improvement of the existing house rather than redevelopment of the site.

The new extension and replacement windows will be constructed to current Building Regulations standards, improving the thermal performance of these elements compared with the existing conservatory and older parts of the property.

The revised layout and additional glazing will also improve natural light within the main living areas.

The existing garden, mature trees and established planting will be retained.

11. Conclusion

The proposals provide a modest improvement to the existing property and have been designed around the needs of the occupants without unnecessarily increasing the scale of the house.

The single storey rear extension remains secondary to the main dwelling and the majority of the works are located to the rear, with little change to the appearance of the property from Whitethorn Lane.

The proposed materials are in keeping with the existing house and reflect the scheme which has already received First Stage Approval from Letchworth Garden City Heritage Foundation.

The existing access, parking and established garden will remain largely unchanged.

Overall, the proposals are considered appropriate to the existing property and its setting within Letchworth Garden City.

This is the version I'd submit. It reads much more like a normal supporting statement from an architectural practice rather than trying to sell every individual aspect of the scheme.