

Planning Statement

Prior Approval Application under Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)

Applicant: Mr & Mrs Tennison

Site Address: 33 Kite Way, Letchworth, Hertfordshire SG6 4YQ

Proposal: Enlargement of a dwellinghouse by construction of an additional storey

Date: 6 March 2026

Prepared by: Room-by-Room (UK) Ltd

1. Introduction

This Planning Statement has been prepared in support of an application for Prior Approval relating to the proposed enlargement of the existing dwellinghouse at 33 Kite Way, Letchworth, Hertfordshire, by the construction of an additional storey.

The application is made pursuant to Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (“the GPDO”). Class AA grants permitted development rights, subject to specified limitations, conditions and the prior approval process, for the enlargement of certain dwellinghouses by the construction of up to two additional storeys above the topmost storey.

This Statement describes the site and surroundings, outlines the proposed development, and explains why the proposal is considered to comply with the relevant Class AA provisions and to be acceptable in planning terms having regard to the matters subject to prior approval.

2. Site and Surroundings

33 Kite Way is an existing dwellinghouse located within an established residential area of Letchworth, Hertfordshire. The property forms part of a suburban street characterised by domestic scale buildings, residential plots, front gardens, rear private amenity space and a pattern of development typical of the surrounding neighbourhood.

The application site comprises an existing bungalow and its residential curtilage. The bungalow is generally L-shaped in form and is presently arranged beneath a mono-pitched roof, sloping toward the rear garden and toward the Kite Way roadside. The front elevation contains the principal entrance to the dwelling together with a disability-friendly wet room adjoining on the left-hand side.

The existing bungalow currently provides three bedrooms, a disability-friendly wet room, a lounge and a kitchen. The dwelling occupies a lawful residential planning unit and is used as a single private dwellinghouse.

The surrounding area is residential in character, with neighbouring properties set within comparable plots and served from the public highway.

The site is not, to the best of the applicant's knowledge and understanding, located within Article 2(3) designated land, and the proposal has been developed on the basis that the property is capable of being considered under the Class AA prior approval procedure.

3. The Proposal

The proposed development comprises the enlargement of the existing bungalow by the construction of a new first floor above the principal part of the dwellinghouse to create additional residential accommodation.

The proposed upward extension will provide three bedrooms and a family bathroom at first floor level. In parallel with the additional storey, the ground floor layout will be significantly reconfigured in order to create a more open and accessible arrangement capable of delivering improved wheelchair movement and circulation space throughout the main living accommodation.

One of the adult children living at the property is physically disabled and unable to use stairs. Their bedroom will therefore remain at ground floor level, positioned opposite the existing wet room, so that the internal arrangement continues to meet their day-to-day needs in a practical and dignified way. The proposed reorganisation of the ground floor is intended to improve accessibility and the overall usability of the home for the household.

The proposed first floor has been designed to sit above the existing structure as a coherent continuation of the dwellinghouse, with the resulting building retaining a clear domestic appearance. The development is intended to be read as a natural upper-level addition to the existing bungalow rather than as an incongruous or overly dominant form of development.

The additional storey will be formed using timber stud wall construction over a new engineered joist floor. This approach provides practical construction benefits and helps reduce the extent of disruptive site operations when compared with traditional masonry construction. The use of lightweight construction methods is also relevant to the accompanying Construction Management Plan submitted in support of the application.

The detailed design, including external materials, roof form, fenestration and elevational treatment, has been prepared with the objective of producing a well-proportioned and residentially appropriate form of development.

Particular care has also been taken in the design of the rear elevation fenestration to limit the potential for overlooking and to safeguard the amenities of neighbouring occupiers. When viewed from the rear garden, the bedroom positioned to the right-hand side of the proposed bathroom has intentionally been designed without a rear-facing window. The bathroom itself is proposed with an obscured glazed window, thereby preventing direct views outward. Consequently, the only rear-facing window serving this part of the first floor with clear glazing is that associated with the bedroom positioned to the left-hand side of the bathroom. This arrangement has been deliberately adopted as part of the overall design strategy to minimise opportunities for overlooking while still ensuring an appropriate standard of accommodation within the proposed first floor.

4. Legislative Context

Schedule 2, Part 1, Class AA of the GPDO permits, subject to limitations and conditions, the enlargement of a dwellinghouse by the construction of up to two additional storeys immediately above the topmost storey of the dwellinghouse.

The legislation requires that the proposal falls within the defined scope of Class AA and that the local planning authority considers specified prior approval matters before development may proceed. These matters include, amongst other things, transport and highways impacts, air traffic and defence asset impacts, contamination risks, flooding risks, external appearance, the provision of adequate natural light in all habitable rooms of the new dwellinghouse created through the works, privacy impacts, and the effect of the development on the amenity of the existing building and neighbouring premises including overlooking, privacy and loss of light.

This application has been prepared specifically to address the prior approval process applicable to Class AA development.

5. Principle of Development

The principle of enlarging a qualifying dwellinghouse by adding an additional storey is established through the permitted development regime, provided that the proposal satisfies the relevant limitations and conditions of Class AA and secures prior approval where required.

The application site is an existing dwellinghouse within a residential area, and the proposal seeks to create additional living accommodation through a vertical extension to the existing building rather than through outward sprawl across the plot. In land use terms, the development remains wholly residential and does not alter the lawful use of the site.

In this case, the upward extension is also driven by the specific physical constraints of the existing property and the needs of the family occupying it. The current mono-pitched roof does not provide sufficient height to enable a practical loft conversion. In addition, the rear garden extends only approximately 3 metres from the rear wall of the bungalow to the back boundary fence, meaning that a meaningful rear extension is not a realistic option to provide the accommodation required.

The existing household comprises Mr and Mrs Tennison and their three adult children, two of whom are registered disabled. The dwelling in its current form places significant pressure on the family's living arrangements. The proposed development provides an opportunity to create additional bedrooms at first floor level while simultaneously reorganising the ground floor into a more accessible layout, including the retention of a ground floor bedroom for the family member who is unable to use stairs.

In these circumstances, extending upward is the only realistic option available to provide improved living accommodation and a more functional internal arrangement for the family. The proposal therefore accords in principle with the purpose of Class AA, namely, to enable sensitively designed upward extensions to qualifying dwellinghouses subject to a site-specific prior approval assessment.

6. Assessment Against the Relevant Prior Approval Matters

6.1 Transport and Highways Impacts

The proposed development does not involve a material change of use and remains as a single dwellinghouse. As such, the proposal is not expected to give rise to significant additional traffic generation. The site is already served from the existing residential highway network, and the scale of the development is such that any effects on traffic and highway conditions are expected to be limited.

During the construction phase, deliveries and contractor activity will be managed through the accompanying Construction Management Plan, which includes measures relating to delivery timing, contractor parking, loading and unloading, and the minimisation of disruption to the local highway.

6.2 External Appearance

The external appearance of the proposal has been carefully considered to ensure that the additional storey integrates successfully with the host dwellinghouse and the wider street scene.

The additional storey is proposed as a proportionate and domestic addition above the existing bungalow. The elevational treatment, roof arrangement, window pattern and proposed material palette are intended to ensure that the development appears as a coherent part of the dwellinghouse. The overall objective has been to produce an addition that respects the scale and character of the host property and does not appear visually jarring or over-engineered.

6.3 Amenity of the Existing Building and Neighbouring Premises

The proposal has been developed with full regard to the residential context of the site. Consideration has been given to the relationship between the proposed additional storey and neighbouring properties, including the potential effects in terms of overlooking as discussed and detailed in section 3 The Proposal, privacy and loss of light.

By virtue of the domestic scale of the proposal, its siting directly above the existing dwellinghouse footprint, and the careful approach to window design and placement, it is considered that the scheme can be accommodated without giving rise to unacceptable effects on the amenities of neighbouring occupiers.

In addition, the proposal represents an upward extension rather than a deeper encroachment into the rear garden. As such, the development avoids the more direct effects often associated with large rear projections and preserves the existing extent of rear private amenity space.

6.4 Privacy and Overlooking

Any upper floor development has the potential to alter the level of intervisibility with neighbouring sites. In this case, the proposal has been designed as a conventional domestic first floor addition, and the fenestration strategy will be arranged in a manner appropriate to the residential setting.

It is considered that the resulting relationship with adjoining properties will remain consistent with what would ordinarily be expected within a suburban residential environment comprising two-storey dwellings and that no unacceptable overlooking or loss of privacy will arise.

6.5 Loss of Light

The proposed development follows the established footprint of the existing dwelling and introduces a first floor addition typical of a domestic two-storey form.

Given the form of the proposal and its relationship to adjoining plots, it is considered that the development will not result in such an oppressive or overbearing relationship as to cause unacceptable harm through loss of light to neighbouring occupiers. The proposal should be read in the context of the permitted development framework, which anticipates the addition of storeys to qualifying dwellings subject to assessment of resulting amenity effects.

6.6 Air Traffic and Defence Asset Impacts

Having regard to the nature, scale and domestic context of the proposal, no adverse impacts are anticipated in relation to air traffic or defence assets.

6.7 Contamination Risks

The site is in established residential use as a dwellinghouse and there is no reason to suggest that the proposal would give rise to unacceptable contamination risks. The development comprises a domestic-scale upward extension to an existing house plot.

6.8 Flooding Risks

The proposal relates to the addition of a first floor above an existing dwellinghouse and does not involve significant ground level expansion of built form. As such, the development is not expected to give rise to any material flooding implications.

6.9 Natural Light

The design of the proposed first floor includes the provision of windows and other openings as necessary to ensure that all habitable rooms at first floor level receive adequate natural light. This matter will be addressed through the submitted drawings.

7. Design Approach

The design objective has been to create a first floor addition that appears proportionate, functional and visually compatible with the host dwellinghouse.

Particular emphasis has been placed on:

- producing a balanced and coherent elevational composition.

- ensuring that the building retains a clear domestic appearance.
- designing the upper floor as an integrated part of the dwelling rather than an awkward superimposed form.
- improving the functionality and accessibility of the dwelling for its occupants; and
- selecting a construction approach that is efficient and less disruptive in a residential setting.

The proposal has therefore been informed by both planning and practical considerations, including visual quality, neighbour amenity, accessibility and buildability.

8. Construction and Deliverability

The proposed first floor will be constructed in timber stud over a new engineered joist floor. This method of construction provides a lighter-weight and faster form of build than traditional masonry and has the benefit of reducing the extent of cutting, drilling and wet trade activity on site.

This is relevant both in practical terms and in amenity terms, as it supports a shorter and less disruptive construction programme. Full details of the proposed management of working hours, noise, dust, vibration, traffic, waste, site safety and neighbour liaison are set out in the accompanying Construction Management Plan.

9. Conclusion

This Planning Statement has been prepared in support of a Prior Approval application under Schedule 2, Part 1, Class AA of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) for the construction of an additional storey at 33 Kite Way, Letchworth.

The proposal represents an appropriate form of domestic upward extension to an existing dwellinghouse within an established residential area. The principle of development is supported by the permitted development regime, subject to compliance with the relevant limitations and conditions and the consideration of the specified prior approval matters.

The proposed design has been prepared to achieve a coherent and acceptable external appearance, while also safeguarding the amenities of neighbouring occupiers. The development remains domestic in scale and character, does not involve any material change of use, and is supported by a construction approach intended to minimise disruption during the build period.

The case for the proposal is further reinforced by the circumstances of the Tennison family and the physical limitations of the site. The existing roof form does not provide sufficient height for a loft conversion, and the shallow rear garden prevents the creation of a meaningful rear extension. The proposed upward extension is therefore the only realistic way to provide the additional accommodation required while at the same time reconfiguring the ground floor to achieve a more accessible and functional living environment. The resulting arrangement will provide improved day-to-day living conditions for the household and a better overall layout for a

family with specific accessibility needs, thereby improving the family's overall living conditions, wellbeing and day-to-day functioning within the home.

For the reasons set out above, it is respectfully considered that the proposed development is acceptable under the Class AA prior approval procedure and that Prior Approval should be granted.