

Design and Access Statement

for the

**Change of Use of the existing lawful office
to a one-bedroom dwelling**

at

**The Office, The Old Forge, Church Lane,
Graveley, Hertfordshire SG4 7LR**

on behalf of

Mr M Wager

Under Ref

RL/6336-DAS-40

as at March 2026

1.00 Background.

- 1.01 The site has benefited from planning permission being granted for two schemes as detailed below.
- a "Change of use and conversion of existing workshop to create a one bed dwelling" under Decision Notice 20/00046/FP dated 14th April 2020.
 - b "Installation of glazed infill screen to replace the timber doors on the West elevation" under Decision Notice 21/01920/FP dated 4th August 2021.
- 1.02 These approved works were completed in early 2020 and included the entire external fabric of the building being upgraded from its previously dilapidated state giving a significant visual improvement to a relatively prominent building in the Conservation Area.
- 1.03 This submission is for the Change of Use of an existing lawful office into a one-bedroom dwelling and is being made following pre-application advice under ref 25/03221/PRE.

2.00 Introduction.

- 2.01 The application site lies on the north side of Church Lane in the centre of Graveley and is within the conservation area. All of the amenities on offer by an active village community are very close by.
- 2.02 Graveley is a village with most of the development along the High Street. The area is essentially residential and comprises a mixture of architectural styles from varying periods.
- 2.03 The village is ideally located to give easy access to the facilities of nearby towns and is well served by a regular public bus service.
- 2.04 The premises is a section of a part single / two storey building with painted render walls under flat roofs. The two-storey part of the building fronting the highway comprises separate one-bedroom flats at ground and first floor.
- 2.05 The application property is within the existing single storey rear element and is lawfully an office.
- 2.06 There are outside amenity areas within the curtilage of the site.

3.00 The Proposed Scheme.

- 3.01 The proposal is to change the use of the existing lawful office into a one-bedroom / one -person dwelling with 1sqm of built in storage in accordance with national space standards.

- 3.02 The proposal is totally contained within the footprint of the existing building and maintains a suitable level of natural light to all habitable rooms from the existing windows / doors.
- 3.03 As there are no changes to the existing external elevations and the conversion is wholly internal the proposal would not result in any harm to the character of the Conservation Area or the setting of nearby listed buildings.
- 3.04 A new waste and recycling storage area is shown on drawing RL/6336-22A.
- 3.05 The boundary treatment to the north and west shall remain exactly the same.
- 3.06 It is considered that a residential use would be more appropriate than current lawful office and more sympathetic to the surrounding area.

4.00 Car parking and Access.

- 4.01 The established vehicular access from the highway shall remain unaltered. Likewise the pedestrian access from the public footpath will be unchanged.
- 4.02 The area to the west of the building has been used for carparking for many decades.
- 4.03 Please refer to photograph TOF-img_1 within the planning package. This shows the two off road carparking spaces which serve The Old Forge and The Office. It is intended for this arrangement to continue so each ground floor flat benefits from one allocated carparking space.
- 4.04 Photographs TOF-img_2 & 3 are included as part of the presentation to illustrate the vision from the vehicular entrance either way along Church Lane.
- 4.05 The existing ground levels make it is possible to provide level pedestrian access from the public footpath without the need for any steep slopes or steps. The requirements relating to disabled access in and around the dwelling shall fully comply with approved document M of the Building Regulations.

5.00 Conclusion.

- 5.01 The overall aim is to achieve a sustainable scheme to a good standard that will enhance the character of the area and maximise energy efficiency.
 - 5.02 Naturally, I hope the change of use from a lawful office to residential is considered acceptable.
-