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## **SUPPORTING STATEMENT**

**FOR A RETROSPECTIVE- PLANNING APPLICATION SUBMISSION  
FOR RETENTION OF SELF-CONTAINED EXISTING OFFICES  
ON THE  
FIRST AND SECOND FLOORS**

**AT**

**KARAPARA  
LONDON ROAD  
SWANLEY  
KENT  
BR8 7AQ**

**FOR**

**SCOPE BUILDING SERVICES LIMITED**

Project: KARAPARA, London Road, Swanley, BR8 7AQ

Client: Scope Building Services Limited

Document: Supporting Statement

Ref: JLH/192

<u>Issue</u>	<u>Date</u>	<u>Status</u>
1	26 <sup>th</sup> April 2022	Issue

## 1.0 THE PROPOSALS

- 1.1 The application submission seeks to retain the first and second floors for office use by the owner for his business.

The ground floor will remain as a self-contained residential apartment consisting of a 3 bedroom, 6 person property, with full access to the rear garden area, that will be specifically used by the occupants of the apartment.

- 1.2 It is proposed to provide a new single door to the front elevation that will be the access to the office suite. The existing front door will then be used only for the residential apartment, making both units self-contained. There are no other external alterations.

- 1.3 Planning Consent was approved for “Raising of the roof to accommodate full height first floor. Erection of a part one/part two storey front, side and rear extension. Proposed parking to the front of the property”, under reference SE/15/01200/HOUSE.

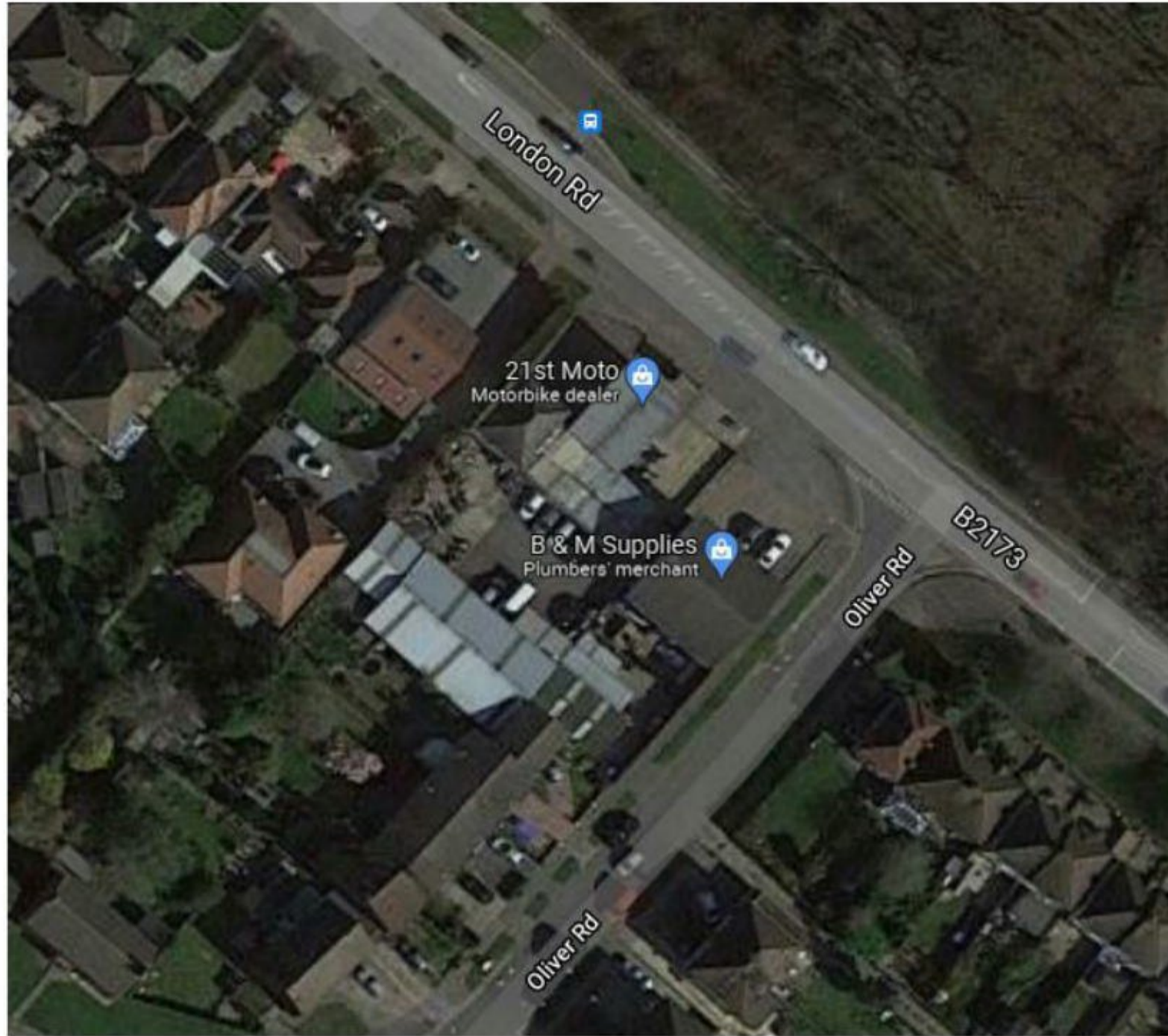
- 1.4 When comparing the current plans to the approved documents it should be noted that there are now 6 roof lights located in the roof, that provides natural light to the office accommodation contained within the roof-space. This floorspace is ancillary to the office use on the first floor.

A further window has been added to the side (western) elevation to provide light into the kitchen on the ground floor.

Three rooflights have also been added to the single storey rear addition roof.

- 1.5 In terms of the office use, it should be noted that the building is located in an established area of Swanley, where there is a range of properties in this location consisting of residential and commercial use. This forms the basis of the general character of the area. The following photographs and aerial view provides more evidence of this.





Aerial View



General Street Scenes







General Views of the Front and Rear Elevations.









- 1.6 The front forecourt area will provide up to 4 car parking spaces with one space for the apartment and 3 spaces for the office unit. The site is well located to the Town Centre and there are good public transport facilities to the site.
- 1.7 On this basis we feel that the introduction of the self- contained office unit will not be out of character with the surrounding area and there will be no loss of residential units as the 3 bedroom apartment will be retained.
- 1.8 The submitted drawings include a copy of the previously consented scheme, plus copies of the current layout, site plan and elevations of the building.
- 1.9 A Pre-application submission for this use was submitted on 9<sup>th</sup> February 2022 under Reference PA/22/00038. A formal response was received on 13<sup>th</sup> April 2022. A copy of this is given in Appendix A of this document.
- 1.10 In summary, it was generally accepted that the partial change of use of the upper floors to office use, including that additional floorspace within the roof void. Furthermore, the minor alterations to the external appearance of the building would not unduly affect any overlooking or loss of privacy to adjoining properties when compared to the previously approved scheme and fully complies with the relevant planning policies outlined in Policy EN2 of the ADMP.



## APPENDIX A.



Mr J Ellis  
C/O Haskins Designs Ltd  
Civic Centre  
St Mary's Road  
Swanley  
BR8 7BU

Tel No: 01732 227000  
Ask for: Louise Cane  
Email: DCNorth@sevenoaks.gov.uk  
My Ref: PA/22/00038  
Date: 13 April 2022

Dear Mr J Ellis

### **Pre-Application Advice Enquiry**

**Site:** Karapara London Road Swanley Kent BR8 7AQ

**Development:** Retention of office use for the first and second floors of the existing building.

I refer to the information submitted on 9 February 2022 for the above proposal and your meeting on 13 April.

### **Purpose of this letter**

This letter will provide feedback on your scheme and set out some key information that may be helpful to you when considering your proposal. You are advised to seek your own independent advice on the issues raised in this email, to help you understand how planning policy may have an impact on your proposal. Appended to this letter is further information and website links, to help you research the planning issues in more detail, before submitting an application.

### **Summary of Pre-Application Advice**

On the basis of the information submitted, the proposal may comply with current planning policy and has the potential to be granted planning permission, subject to the further advice and guidance referred to in this letter.

### **Planning Assessment**

Based on the information submitted, the main issues relevant to your proposals are considered below.

#### Principle of Development

The area currently comprises of predominantly residential properties, however there are commercial/residential units in the immediate vicinity. Therefore, due to the varied use within London Road, the development should be acceptable in principle.

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### Design and impact on character of the area and landscape

The proposed development should respond to the scale, height, materials and site coverage of the area and should respect the topography and character of the site and surrounding area.

The changes to the windows and doors on the dwelling should be acceptable due to the varied character and design of properties within the area. They would also appear proportionate on the dwelling.

From reviewing the information, it appears that sufficient parking should be available and sufficient outdoor amenity and living space for the flat.

We would expect any proposed changes to the windows/doors to respect the existing material finish and character of the existing dwelling and neighbouring properties.

Policy EN1 of the ADMP applies here.

### Impact on neighbouring amenity

The development should not result in excessive overlooking or visual intrusion or result in an unacceptable loss of privacy or light enjoyed by the occupiers of nearby properties.

The full impact on neighbouring properties will be assessed at formal application stage once a site visit has been conducted. However, as the development is to accommodate offices, it may not result in any concerns to residential amenity.

Policy EN2 of the ADMP applies here.

### **Conclusion**

Please note that this letter is not intended to provide a comprehensive response of all issues which may be relevant. The advice refers to the issues we consider likely to be the most pertinent to the consideration of an application in the event of a submission along the lines presently proposed.

This advice is without prejudice to the decision making processes of the local planning authority and in no way prejudices any future determinations or decisions made by the local planning authority.

Please review the additional information attached to this letter.

Yours sincerely

Louise Cane  
Case Officer



## APPENDIX

### Planning Policy and Constraints

The planning constraints listed below may be of particular relevance to your proposal:

No relevant constraints.

You can find further information on other constraints that may be relevant to your proposal, by using the interactive map on our website:

<https://maps.sevenoaks.gov.uk/planning/>

Both national and local planning policy will be relevant to your proposal, if a planning application is submitted for the site. You can review these policies on the following websites:

National Planning Policy Framework (NPPF)

<https://www.gov.uk/government/publications/national-planning-policy-framework--2>

Sevenoaks District Council:

[https://www.sevenoaks.gov.uk/info/20014/planning\\_policy](https://www.sevenoaks.gov.uk/info/20014/planning_policy)

In particular, please refer to the policies in the Core Strategy 2011 and the Allocation and Development Management Plan (ADMP) 2015 and our Supplementary Planning Documents.

### New Local Plan

Please note that Sevenoaks District Council is currently undergoing the process to adopt a new local plan. As such, dependent upon the time of any planning applications submission local policy considerations may have changed. Planning decisions will be based upon the adopted local policies at the time of the decision. The applicant is advised to review the proposed timetable for the adoption of the new local policies, please see link below:

[https://www.sevenoaks.gov.uk/info/20014/planning\\_policy](https://www.sevenoaks.gov.uk/info/20014/planning_policy)

### Community Infrastructure Levy (CIL)

Please note under the terms of the Planning Act 2008 (as amended) and Community Infrastructure Levy Regulations 2010 (as amended), the Sevenoaks Community Infrastructure Levy (CIL) may be chargeable on this development.

Applicants are recommended to take their own advice. For further information please see the planning portal website:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil> and Sevenoaks District Council website:



<http://www.sevenoaks.gov.uk/services/housing/planning/planning-applications/community-infrastructure-levy-cil>

#### **Consideration of this pre application response**

The information and advice in this letter is not intended to provide a comprehensive response of all issues which may be relevant, but intends to set out those which I consider likely to be most pertinent to the consideration of an application in the event of a submission along the lines presently proposed.

Please note that this response is given at officer level, does not constitute a formal response or decision and should not be considered as binding on the Council in the event of a consequent planning application.

I would recommend that you research all relevant policies and guidance, which may change over time, and consider how they apply to your proposal before submitting any planning application. You may also wish to discuss your proposals with adjoining properties prior to submission as the Council will notify them of the application and you may be able to address their concerns prior to submission.

As a final note, please be advised that Planning Validation Requirements and application forms can be found on the planning section of our website. You do not need to fill out the validation list, but it will help guide you as to what information should be submitted to ensure swift validation of your application.