



DESIGN AND ACCESS STATEMENT FOR

**CHANGE OF USE FROM COMMERCIAL (E) TO  
RESIDENTIAL (C3 & C4) USING THE LOFT SPACE**

at

138-140 Welling High Street  
WELLING  
DA16 1TJ

**PROJECT P-23016**

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The proposal consists of the conversion of an existing two-storey building (ground floor commercial premises and first-floor ancillary storage to the ground floor premises, class E) into a mix of ground floor commercial (class E) and upper floor residential (1 flat class C3 & 1 HMO unit C4), including a second-floor loft conversion with front and rear skylights to be used as part of the HMO unit.

## 1. DESCRIPTION OF PROPERTY

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The property is located at the end of Welling High Street, WELLING, DA16 1TJ. No. 138-140 is a 2-storey building consisting of a ground floor commercial unit and a first floor ancillary storage space with an empty loft at second floor level. This is a mid-terraced property with an original two-storey outrigger at the rear that has been extended and altered in the past. It backs onto a 8m wide shared alleyway with access for vehicles and pedestrians.

The surrounding area is mainly residential with commercial unit on the ground floor level of each property.



The site is rectangular in shape, and it is accessed from both the front main street and the rear alleyway.

The front façade consists of a large double shopfront with a top signboard, and access door to the ground floor premises currently used as a pharmacy. The upper part of the facade is made of brick painted in white colour and the roof is pitched and tiled. Two large windows bring natural light to the first floor level currently used as an office, with direct access from the rear door and stair. The loft space is empty and has access from the first floor level. The rear façade is mainly built in brick.

To the rear, many properties in the terrace have been altered over time. In their unaltered state the roof-slopes to the main body of the terrace are pitched without skylights and the outriggers had a pitched roof. No.138-140 was modified long time ago to install a flat roof instead. The other properties have retained the outrigger pitched roof but have been significantly extended, one of them adding also skylights to the main roof.



There are no trees or means of access affected by the proposed works. The building to which this application relates, is not a listed building or a locally listed structure. It does not lie within any conservation area.

IT IS IMPORTANT TO HIGHLIGHT THAT A PRE-APPLICATION ADVICE WAS SOUGHT FOR THIS PROJECT AND A POSITIVE FEEDBACK WAS RECEIVED. The new proposal follows the advise given by the Planning Department and aims to create an acceptable living accommodation that satisfies the needs of the local community. Pre-application report received on the: 16/10/2023. Ref: 23/02085/PREAPP  
Pre-application officer: Ankit Dhakal, Principal Planning Officer

## 2. PLANNING HISTORY. No. 138-140 Welling High Street

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There are some previous planning applications related No. 138-140 Welling High Street:

**Change of use of first floor from offices (Class B1) to financial and professional services (Class A2).**

138 - 140 Welling High Street Welling Kent DA16 1TJ

Ref. No: 06/00048/FUL | Received: Tue 03 Jan 2006 | Validated: Tue 03 Jan 2006 |

Status: Granted with Conditions

**Removal of condition no: 3 on planning permission 77/939 dated 27.10.1977 for use of first floor as offices to allow Class B1 use.**

138-140 Welling High Street Welling Kent DA16 1TJ

Ref. No: 02/05937/FUL | Received: Tue 31 Dec 2002 | Validated: Tue 31 Dec 2002 |

Status: Granted with Conditions

**Change of use from retail (Class A1) to bookmakers (Class A2)**

138-140 Welling High Street Welling Kent DA16 1TJ

Ref. No: 02/03801/FUL | Received: Tue 08 Oct 2002 | Validated: Tue 08 Oct 2002 |

Status: Granted with Conditions

## 3. SIMILAR PLANNING APPLICATIONS in the area

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There are many other properties with approved planning applications for different alterations in the same terrace:

**Conversion of upper floor with rear infill extension and erection of front and rear dormers to existing building to provide 2 x two bed apartments.**

128 - 130 Welling High Street Welling Kent DA16 1TJ

Ref. No: 22/00748/FUL | Received: Thu 24 Mar 2022 | Validated: Thu 24 Mar 2022 |

Status: Granted with Conditions

**Part one/ part two storey rear infill extension to provide 2x1 bedroom flats.**

132 And 134 Welling High Street Welling Kent DA16 1TJ

Ref. No: 22/00341/FUL | Received: Tue 15 Feb 2022 | Validated: Mon 12 Sep 2022 |

Status: Granted with Conditions

**External alterations including external stairwell and relocation of existing air conditioning units.**

146 Welling High Street Welling Kent DA16 1TJ

Ref. No: 21/01787/FUL | Received: Tue 01 Jun 2021 | Validated: Tue 01 Jun 2021 |

Status: Granted with Conditions

**Lawful Development Certificate (Proposed) for the change of use of the existing first floor from Financial and Professional Use (Class A2) to provide a 1 bed. self contained flat (Class C3 use).**

144 Welling High Street Welling Kent DA16 1TJ

Ref. No: 21/00526/LDCP | Received: Thu 18 Feb 2021 | Validated: Thu 18 Feb 2021 |

Status: Granted with Conditions

**Single storey rear extension.**

136 Welling High Street Welling Kent DA16 1TJ

Ref. No: 16/03201/FUL | Received: Fri 23 Dec 2016 | Validated: Thu 29 Dec 2016 |

Status: Granted with Conditions

**Two storey rear infill extension and rear dormer extension to provide storage area at ground floor level and 2 x 1 bedroom flats.**

132 - 134 Welling High Street Welling Kent DA16 1TJ

Ref. No: 11/00172/FUL | Received: Tue 08 Feb 2011 | Validated: Tue 26 Jul 2011 |

Status: Granted with Conditions

**Erection of 2 metre high security fencing and gate**

146 Welling High Street Welling Kent DA16 1TJ

Ref. No: 99/02049/FUL | Received: Mon 09 Aug 1999 | Validated: Mon 09 Aug 1999 |

Status: Granted with Conditions

**Variation of condition 2 of planning consent 97/0894F dated 4.7.97 to allow hours of opening to be 8.30 a.m. to 7.00 p.m. Monday to Friday, 8.30 a.m. to 6.00 p.m. Saturday and 10 a.m. to 4.00 p.m. Sundays and Bank Holidays.**

126 Welling High Street Welling Kent DA16 1TJ

Ref. No: 98/01427/FUL | Received: Fri 26 Jun 1998 | Validated: Fri 17 Jul 1998 |

Status: Granted with Conditions

**Change of use from retail (Class A1) to tea shop. (Class A3).**

134 Welling High Street Welling Kent DA16 1TJ

Ref. No: 96/00357/FUL | Received: Wed 14 Feb 1996 | Validated: Wed 14 Feb 1996 |

Status: Granted with Conditions

**Change of use of premises from Estate Agents (Class A.2) to retail (Class A.1) for a temporary period of 6 months.**

146 Welling High Street Welling Kent DA16 1TJ

Ref. No: 91/00965/FUL | Received: Mon 22 Jul 1991 | Validated: Mon 22 Jul 1991 |

Status: Granted with Conditions

**Rear extension to form dispensing area and new practice front**

136 Welling High Street Welling Kent DA16 1TJ

Ref. No: 83/00880/FUL | Received: Tue 21 Jun 1983 | Validated: Tue 21 Jun 1983 |

Status: Granted with Conditions

**Use of first floor as offices with ancillary accommodation.**

138 - 140 Welling High Street Welling Kent DA16 1TJ

Ref. No: 77/00939/FUL | Received: Fri 03 Jun 1977 | Validated: Fri 03 Jun 1977 |

Status: Granted with Conditions

## 4. RELEVANT NATIONAL AND LOCAL POLICIES

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Section 38(6) of the Planning and Compulsory Purchase Act 2004 Act states that applications should be determined in accordance with the development plan, unless material considerations indicate otherwise.

The proposal has been design taking into consideration the following national and local policies:

- The London Plan 2021 and the detailed policies of the Bexley Core Strategy and Bexley UDP.
- It has also been considered the Government's planning policy objectives as set out in the National Planning Policy Framework (2021) and National Design Guide.

The following planning documents have also been reviewed:

- Bexley Design for Living SPD
- Housing SPG (Mayor of London, 2016)
- Character and Context SPG (Mayor of London, 2014)
- Sustainable Design and Construction SPG (Mayor of London, 2014)



## 5. PROPOSAL

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### **GENERAL DESCRIPTION:**

The planning application seeks approval for the conversion of the existing two-storey building located at 138-140 Welling High Street, WELLING, DA16 1TJ. The proposal aims to reconfigure the current premises, which currently houses ground floor commercial premises and first-floor ancillary storage space (Class E), into a mixed-use development, comprising ground floor commercial (Class E) and upper floor residential (1No. flat Class C3 & 1 HMO unit, Class C4 using the loft space).

### **SPECIFIC WORKS:**

The primary objective of this project is to adapt and enhance the existing building to meet the evolving demands of the local community and contribute positively to the area's urban fabric. The proposed conversion entails the following key elements:

- Ground Floor Commercial (Class E): The ground floor area will continue to be utilised for commercial purposes under the Class E use classification. The intention is to enhance and support the commercial activities in the locality, thereby promoting local economic growth. A new door from the rear alleyway will be created to have a secondary direct access to the commercial premises.
- Upper Floor Residential (Class C3 & C4): The first floor will be converted into residential properties under Classes C3 & C4. The upper floors will accommodate two separate units, one being a 1-bedroom flat and the other being a HMO unit. This conversion aims to address the need for housing in the area while making efficient use of the existing building.
- Second-floor Loft Conversion: As part of the proposed development, a loft conversion is planned for the second floor. The conversion will involve the installation of front and rear skylights, transforming this area into a habitable space to be used as part of the HMO unit including 3 separate bedsits..

The proposed alterations have been designed in line with other similar approved applications in the area and in compliance with the current Local and National Policies as well as the Nationally Described Space Standards and Building Regulations.

## INTERNAL LAYOUT:

### 1-Bedroom Flat (First Floor Level):

**Entrance:** The entrance to the 1-bedroom flat is located on the first floor level, accessible via the communal entrance at the rear of the building. Upon entering, there will be a small hallway providing access to various spaces within the flat.

**Living/Dining Area:** From the entrance corridor there is a door to access the living/dining and kitchen area. This open-plan space is designed to maximise natural light and create a welcoming atmosphere.

**Bedroom:** The flat will include a comfortable bedroom, providing ample space for a double bed and wardrobe.

**Bathroom:** The bathroom will be well-appointed and equipped with standard amenities such as a bathtub, wash basin and toilet.

**Storage:** There will be a built-in designated storage area within the flat to optimise space use, with a minimum of 1.5sqm

**Other Features:** All the windows will be replaced with like-for-like double glazing windows. There will also be a study room with space for a desk and storage.

### 3-Bedsit HMO unit (First Floor and Loft):

**Entrance:** Similar to the 1-bedroom flat, the entrance to the HMO unit is at the first floor level, accessed through the communal entrance at the rear of the building.

**Living/Dining Area:** Upon entering the HMO, residents will have a spacious shared living and dining area with shared kitchen space. This area will serve as the central hub of the property, providing ample space for relaxation and entertainment.

**Kitchen:** the kitchen space lies within the open-plan living/dining area. It will be shared by less than 5 people, and therefore it complies with the Council's HMO design guidance. It will contain:

- Four-ring hob, oven and grill.
- 1000 mm sink/drain set on base unit, provided with a constant supply of hot and cold water and properly connected to the drainage system.
- A securely fixed worktop of smooth impervious material, minimum size 1000mm X 600mm deep (excluding any area covered by a major appliance).
- 300 mm tiled splashback or its equivalent to be provided to the sink/drain, worktop and any cooker without an integral splashback.
- Two double electrical sockets, plus one additional socket for each major appliance (e.g. cooker, refrigerator, freezer, washing machine). The two double electrical sockets will be positioned within the food preparation area, at worktop level and in a safe position.
- A dry goods storage cupboard of minimum capacity 0.15m<sup>3</sup> (500 x 600 x 500mm), finished internally and externally with smooth impervious surfaces.
- 1 worktop height fridge and 1 worktop height freezer.

**Single Bedsits:** The HMO will feature three Bedsits distributed across the loft level. Two of them will have single beds, with more than 9sqm following the Council's HMO design guidance.

**Double Bedsit:** The double bedsit will be situated on the loft level, providing enough space according to the Council's HMO design guidance..

**Bathrooms:** The 3-bedsits will share 2 bathrooms to cater to the needs of the occupants, including the entrance shower room at first floor level and a complete bathroom on the loft floor. Both of them will be located in enclosed rooms of an adequate size and layout within 1 floor of any bedsit and directly accessible from the communal area.

Both bathroom facilities will be sited in a hygienically designed and constructed room which is provided with appropriate wall and floor surface finishes that are easily cleanable. They will be suitably heated, lighted and ventilated, with taps and supplied with a cold and constant supply of hot water and properly connected to the mains drainage system.

Both wash hand basins and baths will be provided with a two course tiled splashback and shower cubicles fully tiled or be complete self-standing cubicles.

**Storage:** Adequate built-in wardrobes and closets will be incorporated into the property to optimise space. A designated storage area with a minimum of 2sqm will be created at second floor to improve the living conditions.

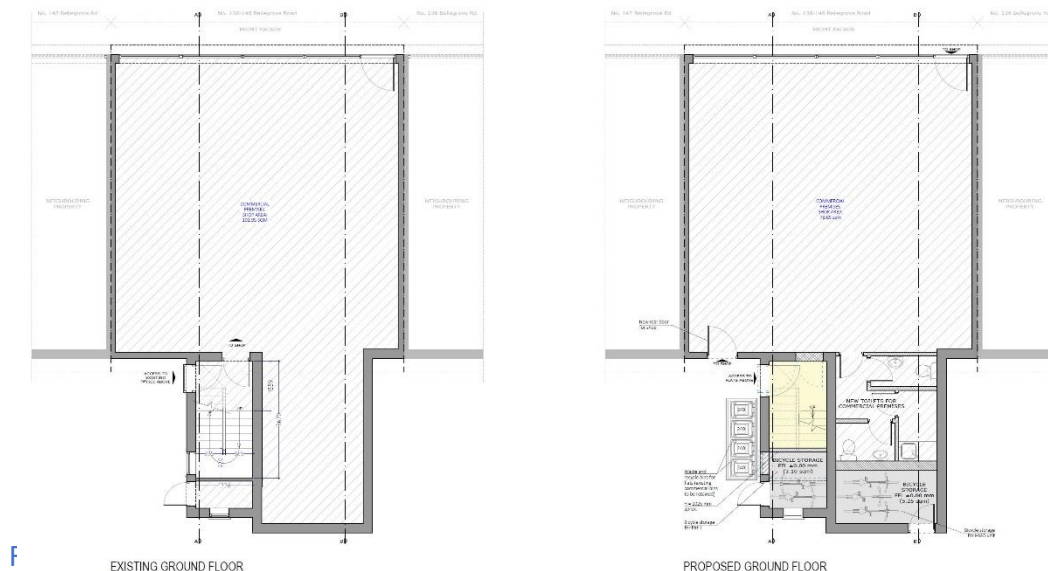
**Other Features:** The loft space could offer additional storage space under the eaves. Skylights have been designed to allow for an appropriate view from the inside of the bedsits, being placed at 1.10m from the internal finished floor level.

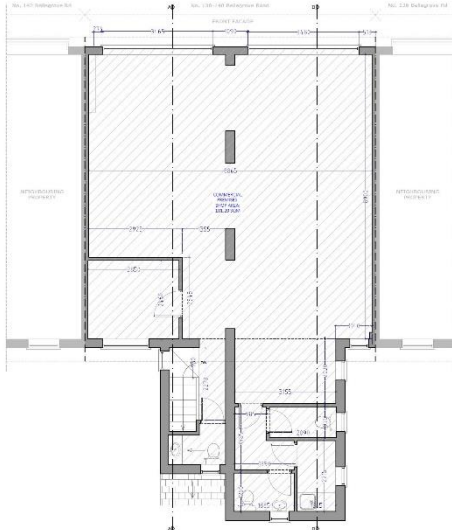
The internal layouts of both units are designed with careful consideration of functionality, comfort, and modern living standards. The aim is to create living spaces that are practical, aesthetically pleasing, and well-suited to the needs of their respective occupants.

There will also be an extra communal storage room located in the first floor landing, suitable for cleaning products and tools, to ensure the good maintenance of the building.

All the Electrical safety and Fire precaution measures will be compliant with the current building regulations and the Council's HMO design guidance.

#### GROUND FLOOR PLAN:



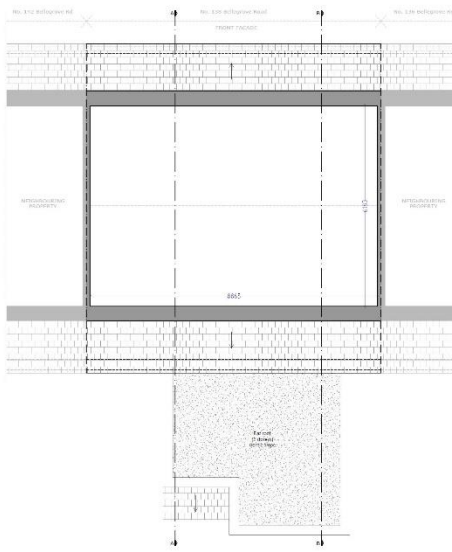


EXISTING FIRST FLOOR

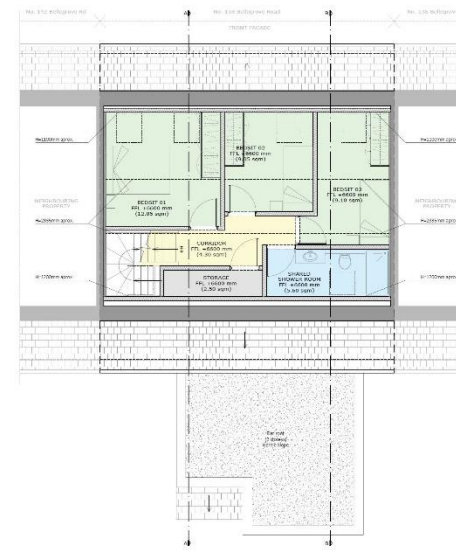


PROPOSED FIRST FLOOR

SECOND FLOOR PLAN:



EXISTING LOFT FLOOR



PROPOSED LOFT FLOOR

### **WASTE STORAGE:**

The sheltered waste storage will be strategically positioned next to the entrance to the residential units, in the rear courtyard, to allow easy access for waste collection vehicles.

By implementing secured and sheltered waste storage in accordance with Bexley Council's guidelines, the proposed development will contribute to the overall cleanliness, sustainability, and environmental responsibility of the area while ensuring efficient waste management practices for its residents and commercial occupants.

## **6. ACCESSIBILITY AND PARKING:**

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The existing front door and front access to the building, facing Welling High Street will be retained as existing, and the proposed alterations will not affect any means of access. This street benefits from pedestrian and vehicular access with pavements on both sides and two way road. The access to the residential units will be through the rear alleyway, using the same door and stair shaft as existing.

Access to the property will therefore be the same, including the access to the rear alleyway, except for the creation of an extra secondary door to access the ground floor premises directly.

The proposal will be car free given the sustainable location of the site. Future occupants would not be car dependent with a variety of sustainable transport modes available in close proximity to the site. It is noted that the Council raised no concerns in respect of parking provision for the approved application in the neighbouring property No.128-130 (same terrace).

The units will be served by secure and covered cycle storage within the building – ensuring that the proposal meets London Plan cycle standards. This high quality provision will encourage active travel to and from the site for future occupiers. For this reason, the proposal offers appropriate levels of cycle parking which would be fit for purpose, secure and well-located. This will consist of two rooms accessed from an independent door each, being them close to the main entrance to the residential units and with direct access to the rear alleyway.

## 7. CONCLUSION

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The proposal involves very conscious and thought through alterations and intends to be respectful with the surrounding area by following other examples of roof alterations approved by Bexley Council in the same street.

The proposal would comply with the Council policies, and it would not harm the character and appearance of the host property or the surrounding area. Nor would the proposed window changes have any unacceptable impact upon the amenities of neighbouring properties.

We believe this application would be considered as positive for the area development and should therefore be granted.

## 8. PICTURES



Front of No. 138-140.



Rear of No. 138-140.





Rear of No. 138-140 and neighbouring properties within the same terrace.



Inside of No. 138-140 first floor offices.