



## Design & Access and Planning Statement

39 Surbiton Road, Kingston upon  
Thames KT1 2HG, Royal Borough of Kingston upon Thames.  
**Permitted Development application Permission**

**For**

**Ground Floor change of use from vacant offices ( Use Class B1) to residential (Use Class C3) to create 3nos of 1bed  
apartments at 39 Surbiton Road.**

Prepared by

[www.maskan.uk](http://www.maskan.uk)



A photo for the ground floor at 39 Surbtion Rd **(No elevations or mass changes are proposed)**

## Existing Site description and context.

- [MASKAN Ltd](#), acting on behalf of [Mrs Loulua Safwan Zawawi](#) (The Applicant), has prepared this statement to support a planning application for the development located at [39 Surbiton Road, Kingston upon Thames KT1 2HG](#) .
- The site does not fall within a Conservation Area nor does it house a Statutory Listed Building. However, it holds as a Locally Listed Building, contributing to the Buildings of Townscape Merit designation that encompasses 39 Surbiton Road.
- Furthermore, the site is situated within an Area of Archaeological Significance.
- The site does not contain any mature vegetation.

## The proposed development.

In summary, the proposal involves retaining the existing building at 39 Surbiton Road and converting the ground floor from offices use to residential C3 Use, comprising 3 flats, 1 bedroom each. Each flat will be meeting the national proscribed space standard of 1b, 1p, 37 sqm, plus basement storage. Of more than 8sqm each.

The proposed change from office to residential is considered to fall within the parameters of permitted development as set out under Schedule 2, Part 3, Class O of the Town and Country Planning (General Permitted Development) (England) Order 2015.

In summary, the proposal involves preserving the current building elevations at 39 Surbiton Road and transforming its ground floor from office use to residential C3 use. This will comprise three flats, each with one bedroom. Each flat will meet the National Prescribed Space standard of one bedroom, one person, with GIA 37 square meters, along with basement storage of more than 8 square meters each.

## Summary of the proposed development.

- The plan involves dividing the existing ground-floor offices into three separate one-bedroom flats. Only internal wall changes are proposed; there will be no alterations to the external elevations.
- The proposal emphasizes a car-free development and includes provisions for cycle and bin storage.
- The proposal is applied as a permitted development application.
- Work has not started until we obtain permission from the Council. The building has been vacant for a long time and is in very bad shape.
- The building will be brought back to life and cared for when the investment is made.
- The owner is ready to start as soon as the Council grants permission and the entire building team is prepared to begin.

## Planning history and approved permission similarity.

Two prior approval applications were previously granted permissions for the site.

- 19/02005/PNO was granted for change of Use of the first and second floors from Office (Use Class B1a) to Residential (Use Class C3) creating 4x residential units. 2/10/ 2019.
- 13/12802/PNO was granted change of use for all floors from B1 (Offices) to C3 (Residential) use at 39 & 41 Surbiton Road. 17/12/2013

Also:

- The building was recently granted permission in March 2021, Ref: 19/03092/FUL, as part of a larger development, which included parking at the rear and an existing outbuilding, for a total of xxx units, incorporating a top-floor extension.

Our current proposal solely concerns the ground floor of the existing building, maintaining the identical mass, character, and material palette as in the previous permissions.

- Therefore, we consider this current proposal acceptable due to its exact similarity to the previously permitted ground-floor permitted by the Council.

## Land Use

- The site is situated outside of both Town Centre and District Centre zones, yet it is designated as a Local Centre according to Kingston's Proposals Map.
- The surrounding area exhibits a diverse character, featuring a blend of commercial and residential establishments in close proximity to the site.

### Drawings and accompanying information:

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The following documents have been submitted in support of this application:

- Application Form;
  - CIL Form.
  - Design & Access and Planning Statement.
  - Accompanied drawings:
- Existing Plans:
    - ✓ E1-Location plan.
    - ✓ E2- Existing Block Plan.
    - ✓ E3- Existing Basement Plan
    - ✓ E4- Existing Ground Floor Plan
    - ✓ E5- Existing West Elevation ( No changes proposed).
    - ✓ E6- Existing North Elevation ( No changes proposed).
    - ✓ E7- Existing East Elevation ( No changes proposed).

- Proposed Plans:
- ✓ P1- Proposed Block Plan
- ✓ P2- Proposed Basement Floor
- ✓ P3- Proposed Ground Floor

### Design character and identity:

- No changes are proposed for the elevations in this application.
- Only internal ground floor layout changes are proposed within the ownership of the applicant.
- The proposed layout of the scheme consists of three residential units, each with one bedroom for one person, along with associated cycle parking at ground level and proposed rear garden.
- Each unit within the proposal has been carefully designed to maximize natural light and ventilation, with habitable rooms offering direct access to windows. This ensures that all living spaces provide comfortable accommodation. Furthermore, all units comply with the Natural Space Standard for 1-bed, 1-person accommodation, plus storage space at the basement level. Please refer to the accompanying drawings.

### Amenity Space

The proposal provides rear garden spaces for all units with shared access to private storage at the basement level, as

well as shared access to the bins and bikes location area. Please refer to the accompanying ground floor and basement level drawings for details.

The current rear space is tarmac covered, and the proposal will transform it into a much more user-friendly green space.

### Proposed Residential Accommodation

The proposal comprises three 1-bedroom apartments, each associated with bike storage and a bin location at the proposed rear garden.

- **Flat A : 37 sqm, 1 bedroom, 1 person, with 8 sqm of storage space at the existing basement as shown in the accompanying drawings.**
- **Flat B : 37 sqm, 1 bedroom, 1 person, with 15 sqm of storage space at the existing basement as shown in the accompanying drawings.**
- **Flat C : 37 sqm, 1 bedroom, 1 person, with 10 sqm of storage space at the existing basement as shown in the accompanying drawings.**

### Access, parking, cycle storage and bins:

- The project promotes a car-free development. It includes 3 secure and covered cycle spaces.

- The proposal features on-site bike storage facility dedicated to the proposed ground floor dwellings. Accessible from the ground floor rear garden.

### **Refuse Storage.**

The proposal includes a residential bins location in the rear garden.

The proposed refuse location remains close to its previous location at the rear. Accessible from Southsea Road, the bin location offers a conveniently accessible area for residents, meeting the Council's required 30-meter standard, and for waste collectors. Refuse collection for all purposes can be efficiently carried out without the necessity for refuse vehicles to enter the site.

### **Planning Policy Framework.**

The relevant planning policy framework includes:

- The National Planning Policy Framework (2019)
- The London Plan (2016)
- Royal Borough of Kingston upon Thames' Development Plan

The most relevant planning policy considerations from the NPPF, the London Plan, and Royal Borough of Kingston upon Thames' (RBKUT) Development Plan have been identified and addressed below.

### **National Planning Policy Context**

- Town and Country Planning (General Permitted Development) (England) (Amendment) Order 2024 and comes into force on 5th March 2024.
- The National Planning Policy Framework (NPPF) was initially adopted on March 27, 2012, and subsequently updated by the Government in July 2018, with further revisions in February 2019. Serving as a comprehensive guide, the NPPF delineates the Government's planning policies and their expected application.

### **Regional Planning Policy Context:**

RBKUT is situated within the Greater London Area, thus rendering the London Plan (2016) pertinent, as it delineates the planning strategy for the entirety of London, including Kingston. This document articulates the Mayor's spatial development strategy, encompassing economic, environmental, transport, and social planning policies.

The proposed scheme has been prepared in consideration with the following policies of the London Plan 2016:

- Policy 2.6 – Outer London: Vision and Strategy
- Policy 3.3 – Increasing Housing Supply
- Policy 3.4 – Optimising Housing Potential
- Policy 3.5 – Quality and Design of Housing Development
- Policy 4.1 – Developing London's Economy

- Policy 4.2 – Offices
- Policy 4.3 – Mixed Use Development and Offices
- Policy 4.7 – Retail and Town Centre Developments
- Policy 5.1 – Climate Change Mitigation
- Policy 5.3 – Sustainable Design and Construction
- Policy 5.17 – Waste Capacity
- Policy 6.3 – Assessing Effects of Development on Transport Capacity
- Policy 6.9 – Cycling
- Policy 6.13 – Parking
- Policy 7.4 – Local Character
- Policy 7.6 – Architecture
- Policy 7.8 – Heritage Assets and Archaeology
- Policy 8.2 – Planning Obligations

### **Local Planning Policy Context**

At the local level, RBKUT's Development Plan consists of the Core Strategy (2012) and the Kingston Town Centre Area Action Plan (2008). As the application site is not located within the Kingston Town Centre, the Area Action Plan (2008) is not a relevant consideration.

The RBKUT Core Strategy (2012) provides the overarching vision, strategy and objectives for planning in the borough to 2027. The proposed scheme has been prepared in consideration with the following policies of the Core Strategy:

- Policy S1 – Surbiton Neighbourhood
- Policy CS1 – Climate Change Mitigation
- Policy CS5 – Reducing the Need to Travel

- Policy CS6 – Sustainable Travel
- Policy CS7 – Managing Vehicle Use
- Policy CS8 – Character, Design and Heritage
- Policy CS9 – Waste Reduction and Management
- Policy CS10 – Housing Delivery
- Policy CS12 – Retail and Town Centres
- Policy DM1 – Sustainable Design and Construction Statements
- Policy DM8 – Sustainable Transport for New Development
- Policy DM10 – Design Requirements for New Developments
- Policy DM11 – Design Approach
- Policy DM12 – Development in Conservation Areas and Affecting Heritage Assets
- Policy DM13 – Housing Quality and Mix
- Policy DM22 – Design for Safety

### **Other Material Considerations**

Other material considerations to the assessment of the proposal include:

- Technical Housing Standards – Nationally Described Space Standard (March 2015)
- Mayor of London's Housing Supplementary Planning Guidance (March 2016)
- National Urban Design Code and Guidance. ( 2019)
- RBKUT Residential Design Supplementary Planning Document (SPD) 2013
- RBKUT Sustainable Transport Supplementary Planning Document (SPD) 2013
- RBKUT Planning Obligations (SPD) 2017



- Policy CS10 of the RBKUT Core Strategy (2012) emphasises the significance of delivering more housing within the Borough. Figure 20 of the Core Strategy identifies the indicative areas for housing delivery, and the application site falls within one of these indicative areas.
- Furthermore, Policy DM14 emphasises that the Council will resist the loss of all existing residential accommodation
- Sustainable Construction

#### **Affordable housing:**

- The applications seeks permitted development of 3 units only, the scheme does not trigger the provision of affordable housing.

#### **Planning Obligations:**

The applicant agreed for any other legal agreement such as CIL, will be necessary to ensure.

#### **Summery & Conclusion**

Overall, the proposed development is considered to be appropriate to the context of the site and surrounding area. The existing façade has been retained, and by doing this, the proposal preserves the character value of the buildings of townscape merit. For these reasons, the proposal is consistent with the permitted development criteria.

The proposed scheme makes an efficient residential use of a site, in a sustainable, accessible location and provides overall for much needed additional units of residential accommodation.

Cycle parking and bin storage are all provided on site in an acceptable fashion to standard.

In sum, the proposed scheme in an eminently accessible location and delivering an efficient residential use are the like of which Government and local planning policy is specifically designed to permit for.

In the circumstances and planning context of the case, it is very much hoped that the proposal can be granted planning permission.

- Note: We are happy to respond to any additional inquiries or documents required by the Council and to accommodate any site visit or online meeting.
- Additional photos of the existing 39 building are found in next page of this document.

Kind regards

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