



Pre-Application Planning Advice Note

Ref: PRE/2022/0176 – householder proposal

Date of meeting: 04/07/2022

Thank you for attending the recent Pre-Application Planning advice meeting with Haringey Council to discuss your proposal. We hope you found the meeting useful. The points discussed at the meeting are outlined below, along with feedback from the Planning Service about aspects that were good, could be improved, or are unlikely to obtain planning permission as currently proposed. We hope this summary will provide you with useful guidance about the steps you will need to take before submitting an application for planning permission.

If you have any questions about the feedback we have provided, please contact the named officer who will be able to clarify the advice. If you require further advice, our website can provide you with some information about the things we take into consideration when determining a planning application, or you can book a second pre-application advice meeting.

Site Address: Holly Cottage, Moorefield Road, N17 6QX

Proposal: Extension to existing dwelling.

Submitted Documents: Pre-Application Holly Cottage, Moorefield Road prepared by Polygon Architects; Holly Cottage, Moorefield Pre-application covering letter dated 29 June 2022; Local Heritage List (Consultation Draft);

Site Meeting Date: 04/08/2022

Attendees:

Kwaku Bossman-Gyamera
Rob Hewson
Ms Nancy Bell
Mr Dylan Sheehan

Development Management, 6th Floor, River Park House, 225 High Road, N22 8HQ
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Summary of Council's response

Overall RAG Rating	Reason for rating
	The proposal would only be acceptable provided it preserve the architectural or historic interest of the Locally Listed building and its settings. The scheme submitted and discussed at the pre-application site meeting requires understanding of the existing building and detailing to confirm its acceptability. The design of the new extension must be high quality, it should not have an adverse impact on host property (locally listed) and the neighbouring adjoining occupiers amenity.

Review of submitted proposal

The assessment of the proposal submitted uses a RAG rating system (see below). Comments are provided on the reasons for the rating given.

Red = This element of the element is not currently considered to be acceptable.

Amber = This element of the proposal has not been adequately addressed within the submission.

Green = This element of the proposal is considered to be acceptable by officers.

NOTE: The rating assigned is a result of the officer's consideration of the proposal against the current planning policy (see below) and all other material planning considerations insofar as they are known at this stage (i.e before consultation with the neighbours has taken place).

Policy aspect				Comments
The principle of the proposal				The principle of enlarging the existing dwelling house with single storey extensions is considered acceptable, subject to good design, the extension being subordinate in scale and having no adverse impact on the character and appearance of the locally listed building and conservation area or on the amenities of adjoining occupiers.

Heritage and conservation issues			Holly Cottage, the former Station Master's house, is located within the Bruce Grove Conservation Area and is a locally listed building. Holly Cottage is located on Moorefield Road which was originally named Bruce Grove Road. The street was created in the late-19th century and runs south-west from Bruce Grove to St Loy's Road. A short stretch to the north is included in the conservation area to encompass the former Post Office depot (No. 22) on the east side and the former station master's house on the west, both of which are locally listed and form an important group with the railway station, also locally listed. Holly Cottage is a detached gabled house, of stock brick with red brick dressings and a slate roof. It was designed in a Gothic style to complement the station. It has some historic and architectural interest but also has group value with the station buildings and makes a positive contribution to the Bruce Grove Conservation Area. Currently, there is a set of extensions to the south-west corner of the building, including a brick-built element with a chimneystack, a conservatory and a lean-to also built of brick. As part of this pre-application advice request, it is proposed to demolish part of the north-west corner of the building, including the brick-built element with the chimneystack and the conservatory, and construct a new extension with a partly glazed roof. The new extension would appear as a continuation of the existing lean-to roof to the south. Additional roof lights are also proposed. Any proposals that have the potential to affect this locally listed building and the Bruce Grove Conservation Area should be based on a thorough analysis and understanding of the building and its relationship with its surroundings, including the station and the wider conservation area. Whilst, the council do not objection to an extension to the locally listed building. However, there are a number of issues with this proposal such as the cursory understanding and appraisal of the existing building which hasn't been appropriately assessed in terms of age, conditions and heritage significance in all its parts despite all its parts form part of the local interest of the building.
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			From the submitted information it is not clear when the existing extensions were added, if they are of any historic or architectural interest and how they contribute to the main part of the building. The historic maps provided (email on 05/08/2022) indicate that the brick-built element with the chimneystack, that is proposed to be demolished, may not be original, however, no information was submitted about its age, condition and significance. From a visual inspection on site, it appears that the brickwork between the main part of the building and this north-western part is continuous and of the same appearance. The existing chimneystack is also in keeping with the style and character of the main part of the building. The existing conservatory, although it appears to be a later addition, it was designed to be lightweight and very sympathetic to the style and proportions of the main building. For the reasons mentioned above, it is considered that there is no sufficient information to understand the significance of these elements of the building that are proposed to be demolished and to fully understand the impact of their demolition and whether this may be acceptable. There is also no justification for their demolition. The proposed replacement extension is of modest scale, however, it is considered that the proposed design appears rather utilitarian, emphasizing a later lean-to addition rather than providing a bespoke design solution for this sensitive heritage context. Therefore, there are concerns about the impact of these pre-application proposals on the significance of the locally listed building and the conservation area and they cannot be supported from a conservation perspective as result of the points raised above. It is recommended that a thorough analysis of the building and its extensions is undertaken in order to understand its historic development and the significance of any parts that are to be affected. The relationship of the building with the station and the wider conservation area should also be taken into consideration in any development proposals. Based on that understanding any proposals should be designed to be complementary and to respect the original architecture of the building and any features that contribute to its historic and architectural interest.
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			In terms of the existing windows of the building, the council supports in principle retention and repair of historic windows in heritage setting, including their materials, design, type of openings and glazing. When a specialist condition survey ascertains that existing windows are beyond repair, then like-for like replacements would be acceptable. Planning permission is required for the replacement of windows. Any such application will need to include, among other documentation, a window condition survey and details of the existing and proposed replacement windows, to include proposed materials, finishes, window design, type of opening and glazing. In determining this type of application affecting the setting of listed building, the local planning authority require the applicant to describe the significance of any heritage assets affected, including any contribution made by their setting in a form of "Heritage Statement". The level of detail shall be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance' Briefly, a Heritage Statement should set out details of the history and development of the asset, using photographic, map, archival and fabric evidence. It should be accompanied by records showing the site context and spaces and features which might be affected by the proposal, preferably cross-referenced to survey drawings. It should include an assessment of the archaeological, architectural, historical or other significance of the asset. It will also normally be necessary to include an assessment of the impact of the proposed works on the significance of the asset, and a statement of justification for those works, together with details of any mitigation measures proposed - as discussed above. Normally the services of an appropriately qualified and experienced historic environment professional will be needed.
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Impact on neighbouring amenity			Any design proposal should consider the impact on the amenity of the surrounding properties, particularly the adjoining residential units adjacent to subject site. Given the separation distance between the subject site and adjacent residential units, it would be unlikely that there would be a significant impact. The general design issues discussed above are considered likely to work towards overcoming any unacceptable impacts on neighbouring amenity. Overall, it is considered that development at this site can be achieved without being likely to result in unacceptable loss of residential amenity for neighbouring residential properties in accordance with Policy DM1, DM7, and DM9 of the DM, DMP (2017).
Summary			Whilst the principle of extension is acceptable, it will require the applicant to describe the significance of any heritage assets affected, including any contribution made by their setting in a form of "Heritage Statement" and to make it an acceptable scheme in addressing the issues raised above. These information would help preserve and enhance the character and the appearance of the conservation area and the potential impact on the locally listed building.

Next steps

If you decide to proceed with applying for Planning Permission, the following information will be required when you submit your application:

1. The completed householder application form or full application form if the property is a flat (available on our website or from the [Planning Portal](#))
2. Location plan at a scale of 1:1250 with a red line around the site in question.
3. Site plan at a scale of 1:500 or 1:200 showing the direction of North, the proposed development in relation to the site boundaries and written dimensions.
4. Existing and proposed plans (elevations, floor plans, roof plans and section where appropriate). All plans/elevations must have a scale bar and dimensions.
5. Fee.
6. Energy Statement (all new buildings) which must demonstrate compliance with Local Plan Policy SP4.

The planning application process

Once you have submitted your planning application, it goes through a number of steps:

1. **Validation/Checking**

Applications are checked to make sure all required documents and fees are there, and checked for any potential issues which need addressed to ensure compliance with policy, if considered 'valid' and likely to be acceptable they are registered, applications are only checked when an officer is available so there can be a number of weeks before an application is validated and checked.

2. **Registration**

The application is entered into the register of applications and customers are informed formally that their application is registered, their application reference number, their case officer and the deadline they can expect to hear back by.

3. **Consultation** (a minimum of 21 days following registration)

Details of the application will be provided to neighbours in line with our consultation policy and they will have the opportunity to comment on the proposed development. Consultees are given a minimum of 21 days to comment on an application.

4. **Decision** (Usually as soon as the consultation has ended).

The planning service can deal with most householder applications under delegated powers and will issue a decision notice to stating whether the application has been approved or refused, and if there are any conditions that must be met.

Carrying out building works

Once you have planning permission, it is recommended that you obtain technical advice regarding building control matters. Building Control services ensure that the works carried out by your appointed builders are done safely. Building Control services can be found through your local council or an Approved Inspector service.

Haringey Building Control has extensive experience in working with clients on a wide range of projects. Should you wish to discuss your project and how Haringey Building Control may best advise you regarding compliance with relevant building control regulations, please contact Building Control on 020 8489 5504 or by email on building.control@haringey.gov.uk

List of relevant contacts

Planning Officer: Kwaku Bossman-Gyamera

E-mail: Kwaku.Bossman-Gyamera@haringey.gov.uk

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Please be advised that this response is given at officer level and does not form a formal response or decision of the Council with regard to future planning application(s) or other formal approaches. The views expressed above are given in good faith, to the best of ability, and without prejudice to the formal consideration of any future planning application, which will be subject to formal consultation and ultimately decided on by the Council.