



Design and Access Statement

Planning Application Submission

**26 Cardiff Road
Reading
RG1 8FX**

Proposed Rooflight / Velux Loft Conversion and Associated Internal Alterations

Prepared for	Planning Application Submission
Prepared by	Lime Tree Designs & Planning Ltd.
Site address	26 Cardiff Road, Reading, RG1 8FX
Local Planning Authority	Reading Borough Council
Drawing reference	26 Cardiff Road REV B - drawings E.01-E.03, P.01-P.05 and N.01-N.02
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1. Introduction

This Design and Access Statement has been prepared in support of a planning application for 26 Cardiff Road, Reading, RG1 8FX. The site falls within Reading Borough Council as the Local Planning Authority.

The proposal seeks planning permission for domestic alterations to the existing dwellinghouse, comprising a rooflight / Velux loft conversion to form usable second floor accommodation, together with associated rooflights, a new window to match the existing fenestration, internal staircase alterations, eaves access and associated internal works.

This statement should be read alongside the submitted drawing package titled 26 Cardiff Road REV B, including existing and proposed elevations, floor plans, roof plans and sections. The submitted drawings identify the project as a "Velux conversion".

The purpose of this statement is to explain the design rationale for the scheme and to address the matters of use, amount, layout, scale, appearance, access and residential amenity.

2. Site and Existing Property

26 Cardiff Road is an existing residential dwellinghouse located within an established residential area of Reading. The property is already in single-family residential use and the proposal does not seek to alter that use.

The existing drawings show a traditional two-storey dwelling with an existing pitched roof form above. The existing ground floor contains a lounge, W.C., kitchen / dining area, hallway and associated circulation. The first floor contains bedrooms, a bathroom and an en suite, with the existing loft area shown above the first floor accommodation.

The existing drawing set comprises:

- E.01 - Existing Elevations
- E.02 - Existing Floor Plans
- E.03 - Existing Section

3. Description of Development

Planning permission is sought for a coordinated programme of domestic alterations designed to improve the quality, usability and long-term functionality of the dwelling. The proposed works comprise:

- Conversion of the existing roof / loft space to provide a second floor bedroom suite.
- A proposed second floor layout containing a bedroom, en suite and walk-in wardrobe.
- Installation of rooflights to the pitched roof slopes, including Velux-style rooflights as shown on the proposed elevations, roof plan and second floor plan.
- A new window to match the existing fenestration, as indicated on the proposed elevation and first floor plan.
- Internal staircase, banister and door / wall alterations to provide safe and practical access to the new roof accommodation.
- Eaves access doors and associated internal alterations within the roof space.

- Associated Building Regulations matters, including fire doors and smoke / heat detection, as shown indicatively on the drawings.

The proposed drawing set comprises:

- P.01 - Proposed Elevations
- P.02 - Proposed Floor Plans
- P.03 - Proposed Section
- P.04 - Proposed First Floor Plan at 1:50
- P.05 - Proposed Second Floor Plan at 1:50
- N.01 - Technical Specification / Building Regulations Notes
- N.02 - Party Wall Notes

4. Planning and Design Context

The proposal has been designed with regard to the National Planning Policy Framework objective of achieving well-designed places, and to Reading Borough Council's adopted local design and amenity policy framework. In particular, the scheme has been prepared having regard to the principles of high-quality design, compatibility with local character, and the protection of neighbouring residential amenity.

The proposal is domestic in scale and is contained principally within the existing roof envelope. The external changes are limited to rooflights and a matching window, with the main roof form, ridge and eaves appearance remaining visually consistent with the established dwelling.

This Design and Access Statement therefore focuses on the proposal's relationship with the host dwelling, the surrounding residential character, the street scene and neighbouring amenity.

5. Design

5.1 Use

The property will remain in residential use as a single dwellinghouse. No change of use, subdivision, or additional residential unit is proposed. The works are domestic in character and are intended to improve the accommodation available to the existing household.

5.2 Amount

The proposal increases the amount of usable residential floor area by converting the existing loft / roof space into a practical second floor bedroom suite. The additional accommodation is contained within the existing roof form and does not rely on a dormer, hip-to-gable extension, raised ridge or enlarged building footprint.

The increase in accommodation is proportionate to the scale of the host dwelling and remains clearly ancillary to the continued residential use of the property.

5.3 Layout

The proposed layout provides a clear and practical arrangement for continued family occupation. The existing ground floor arrangement is retained, with the lounge, W.C., kitchen / dining area and hallway continuing to operate in their established positions.

At first floor level, the accommodation remains arranged as bedrooms, bathroom and en suite accommodation, with internal staircase and banister alterations to connect to the new second floor. The proposed second floor is arranged as a bedroom suite with en suite, walk-in wardrobe and eaves access doors, served from the internal stair.

The resulting arrangement rationalises the use of the roof space and improves the quality of the dwelling without changing the residential function of the property.

5.4 Scale and Massing

The proposal is modest in scale because the new accommodation is formed within the existing roof envelope. The drawings do not show a rear dormer, raised ridge, hip-to-gable alteration or external roof enlargement. The principal external additions are rooflights set within the existing pitched roof slopes.

The proposed elevations identify that there are no alterations to the rear elevation visible from street level and no alterations to the left-hand side elevation visible from street level. The limited nature of the external works ensures that the proposal remains visually subordinate and does not result in an over-dominant or disproportionate addition to the dwelling.

5.5 Appearance and Materials

The external appearance has been designed to integrate with the existing dwelling. The proposed rooflights are domestic in scale and are positioned within the roof slopes so that the existing pitched-roof character of the property is retained.

The general drawing notes state that materials used in exterior work will be of a similar appearance to those used in the construction of the exterior of the existing dwellinghouse. The notes also state that proposed rooflights will protrude no more than 0.15m beyond the plane of the original roof slope when measured perpendicular to the roof plane.

The proposed new window is annotated to match the existing fenestration. This approach will help the works read as a coherent adaptation of the existing dwelling rather than a visually separate or discordant form of development.

5.6 Daylight, Outlook and Internal Quality

The proposal improves the quality of internal accommodation by introducing rooflights to provide natural light and outlook to the new second floor bedroom suite. The second floor plan indicates appropriate usable headroom zones, eaves storage access and a logical internal arrangement with en suite and wardrobe accommodation.

The use of rooflights is an efficient means of daylighting roof accommodation while avoiding the visual bulk associated with larger roof extensions. The proposal therefore improves internal residential quality while maintaining a restrained external appearance.

5.7 Sustainability and Efficient Use of the Existing Building

The scheme represents an efficient adaptation of an existing dwelling, making better use of the existing roof space rather than requiring redevelopment or intensification of the site. Thermal performance,

insulation, drainage, structural design, ventilation and detailed construction matters will be addressed through the Building Regulations process and any other relevant statutory consents.

6. Access

6.1 External Access

There is no alteration to the established pedestrian access arrangements to the dwelling from Cardiff Road. The principal entrance remains as existing and the proposal does not create a new access point or alter the relationship between the dwelling and the street.

6.2 Internal Access

Internal circulation is retained and improved through the proposed staircase, banister and door / wall alterations. The new second floor accommodation is served by the internal stair and is arranged in a conventional domestic format.

6.3 Inclusive Access Considerations

As the proposal relates to the alteration of an existing dwellinghouse and the conversion of roof space, opportunities to alter inclusive access are constrained by the existing structure, site layout and levels. The works do not worsen existing external access arrangements and focus on improving the quality and functionality of the internal residential accommodation.

7. Residential Amenity and Neighbour Considerations

The scheme has been designed to balance the improvement of the applicant's home with appropriate regard to neighbouring residential amenity. The key amenity considerations are scale, outlook, daylight / sunlight, overlooking and intensity of use.

The works are principally contained within the existing roof form and do not introduce a dormer, balcony, roof terrace or projecting upper-level amenity space. The lack of a roof enlargement helps to limit impacts on neighbouring outlook, daylight and the character of the surrounding roofscape.

The proposed rooflights are set within the roof slopes and are domestic in scale. Their position and form are consistent with a conventional loft conversion and are not expected to result in a material increase in overlooking when compared with the existing residential use of the property.

The proposal does not introduce a new dwelling and does not materially intensify the residential use of the site. Consequently, there should be no adverse impact in terms of noise, activity, parking demand or highway movements when compared with the existing lawful residential use.

8. Highways, Parking and Servicing

The proposal retains the existing residential use and does not create an additional dwelling. No changes are proposed to the established highway access or parking arrangements. Refuse storage and day-to-day servicing arrangements are expected to remain as existing.

9. Conclusion

The proposed development at 26 Cardiff Road is a well-considered domestic scheme comprising a rooflight / Velux loft conversion and associated internal alterations. The proposal will improve the quality and functionality of the dwelling while retaining its established residential use.

The scheme:

- Retains the property as a single residential dwellinghouse.
- Provides improved family accommodation through the conversion of the existing roof / loft space.
- Forms a second floor bedroom suite with en suite and walk-in wardrobe.
- Limits external change to rooflights and a matching window, avoiding a dormer, raised ridge or enlarged building footprint.
- Retains the existing roof form and domestic character of the host dwelling.
- Uses external materials and fenestration intended to match or closely relate to the existing property.
- Retains existing access, parking and servicing arrangements.
- Avoids the creation of a separate dwelling, raised terrace or material intensification of use.
- Has been designed with appropriate regard to local character and neighbouring amenity.

On this basis, the proposal is considered an appropriate and proportionate form of residential development and is suitable for approval by Reading Borough Council.