

SITE INTELLIGENCE

# Planning Statement

Proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision

14 Oakfield Road, Guildford, Surrey GU2 4EH



PREPARED FOR

Sample Client

DOCUMENT REFERENCE

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Site Intelligence

CLASSIFICATION

Client Confidential

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## ABBREVIATIONS

Abbreviation	Full Term
BNG	Biodiversity Net Gain
C3	Use Class C3 (Dwelling house)
CIL	Community Infrastructure Levy
DAS	Design and Access Statement
GPDO	General Permitted Development Order (2015)
LPA	Local Planning Authority
NDSS	Nationally Described Space Standards
NPPF	National Planning Policy Framework
PD	Permitted Development
S106	Section 106 (Town and Country Planning Act 1990)
SPA	Special Protection Area
SPD	Supplementary Planning Document
SuDS	Sustainable Drainage Systems
TBH	Thames Basin Heaths

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# 1. INTRODUCTION

This Planning Statement has been prepared by Site Intelligence™ (a service of PF & Co Construction Ltd) on behalf of Sample Client in support of a full planning application to Guildford Borough Council for the proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision at 14 Oakfield Road, Guildford, Surrey GU2 4EH.

The purpose of this statement is to demonstrate that the proposed development accords with the policies of the development plan and relevant material considerations, and that planning permission should be granted.

## 1.1 Application Type

This is a full planning application for householder development. A full application is required because the proposed works exceed permitted development limits in several respects.

- **Two-storey extension:** The proposed two-storey rear extension exceeds the maximum depth permitted under Class A of the GPDO 2015 for a two-storey addition.
- **Loft conversion:** The rear dormer loft conversion requires planning permission where it affects the principal elevation or is within a conservation area setting.

## 1.2 Accompanying Documents

This Planning Statement should be read alongside the following application documents:

Document	Status
Planning Application Form (1APP)	To be submitted
Location Plan (1:1250, red line)	To be prepared by architect
Site Plan (existing and proposed)	To be prepared by architect
Floor Plans (existing and proposed)	To be prepared by architect
Elevations (existing and proposed)	To be prepared by architect
Design and Access Statement	To be prepared
Heritage Statement	To be prepared
Biodiversity Net Gain Assessment	To be commissioned
Tree Survey (BS 5837)	To be commissioned

## 2. SITE DESCRIPTION AND CONTEXT

### 2.1 Site Location and Address

The application site is 14 Oakfield Road, Guildford, Surrey GU2 4EH. The site is located within a predominantly residential area characterised by detached and semi-detached Edwardian and inter-war period dwellings set within mature garden plots. The surrounding area is well established with a consistent built character and pattern of development.

### 2.2 Existing Use and Buildings

The site comprises a detached two-storey dwelling (Use Class C3) with 3 bedrooms and a detached single garage. The property has a generous rear garden with several mature trees and established boundary planting. The front garden includes a driveway providing off-street parking for two vehicles.

### 2.3 Surrounding Context

The surrounding area is characterised by a mix of residential properties, predominantly detached houses of similar scale and period. Properties along Oakfield Road feature a consistent building line with front gardens and driveways. Rear gardens are typically deep, with mature vegetation providing privacy screening between plots.

### 2.4 Designations and Constraints

The application site is subject to the following designations:

Constraint	Status	Significance
Conservation Area	Not within a conservation area	N/A
Listed Buildings	Not listed; no listed buildings within immediate setting	LOW
Flood Zone	Flood Zone 1 (low probability)	LOW
Thames Basin Heaths SPA	Within 5km Zone of Influence	MEDIUM — SANG/SAMM contributions required
Green Belt	Not in Green Belt	N/A
Trees	Mature trees in rear garden — potential TPO candidates	MEDIUM — tree survey required
Article 4 Direction	None identified	N/A

### 3. PLANNING HISTORY

A search of Guildford Borough Council's online planning register has identified the following relevant planning history for the application site:

Reference	Description	Decision	Date
XX/P/12345	Single-storey side extension	Approved	2008
XX/P/09876	Replacement windows (timber to uPVC)	Approved	2015

*The approved single-storey side extension has been constructed and is visible on current aerial imagery. The planning history indicates the principle of extending the property has been established.*

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## 4. THE PROPOSED DEVELOPMENT

### 4.1 Summary of the Proposal

The proposed development comprises the following elements:

- **Two-storey rear extension:** Erection of a two-storey rear extension, approximately 4 metres in depth, providing additional kitchen-dining space at ground floor and an additional bedroom with en-suite at first floor.
- **Loft conversion:** Conversion of the existing loft space to habitable accommodation comprising a bedroom with en-suite bathroom and built-in storage, served by a rear dormer window and roof lights to the front elevation.
- **Landscaping:** Reconfiguration of the rear garden to provide a patio area, lawn, and enhanced boundary planting, with retention of significant trees.
- **Parking:** Widening of the existing driveway to provide off-street parking for three vehicles, including one EV charging point.

### 4.2 Design Approach

The proposed extensions have been designed to be sympathetically integrated with the existing dwelling, using matching materials (brick, tile, timber windows) and respecting the established proportions and character of the original building. The two-storey extension is set in from the side boundary to maintain a visual gap between the extended dwelling and neighbouring properties.

The rear dormer is designed with a flat roof and positioned to minimise visual impact from the streetscape. The dormer is set back from the eaves and set in from the party walls, consistent with local planning guidance on dormer design.

### 4.3 Accommodation Schedule

Floor	Existing	Proposed
Ground Floor	Living room, kitchen, dining room, WC	Living room, extended kitchen-dining, utility, WC
First Floor	3 bedrooms, 1 bathroom	4 bedrooms (1 with en-suite), family bathroom
Loft	Unused roof space	1 bedroom with en-suite, storage
Total Bedrooms	3	5



## 5. PLANNING POLICY FRAMEWORK

### 5.1 National Planning Policy Framework (December 2024)

The NPPF sets out the Government's planning policies for England. The following chapters are particularly relevant to this application:

Chapter	Topic	Key Policies
Chapter 2	Achieving sustainable development	Presumption in favour of sustainable development (Para 11)
Chapter 4	Decision-making	Determination in accordance with the development plan (Para 47)
Chapter 9	Promoting sustainable transport	Safe and suitable access (Para 115)
Chapter 12	Achieving well-designed and beautiful places	Good design (Paras 135-140)
Chapter 14	Meeting the challenge of climate change	Flood risk sequential test (Paras 165-175)
Chapter 15	Conserving and enhancing the natural environment	Biodiversity net gain (Paras 180-188)

### 5.2 Guildford Borough Local Plan: Strategy and Sites (2019)

The following adopted Local Plan policies are relevant:

Policy	Title	Summary Relevance
Policy D1	Place shaping	Design quality and local character
Policy D4	Achieving high quality design and play	Design principles for new development
Policy H1	Homes for all	Housing mix and space standards
Policy ID3	Sustainable transport for new developments	Transport and parking
Policy P5	Thames Basin Heaths SPA	SANG/SAMM contributions for net new dwellings
Policy NE4	Biodiversity net gain	BNG requirements

### 5.3 Supplementary Planning Documents

- **GBC:** Residential Design Guide SPD (2004)
- **GBC:** Vehicle Parking Standards SPD (2006)
- **GBC:** Thames Basin Heaths SPA Avoidance Strategy SPD
- **GBC:** Residential Extensions and Alterations SPD

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## 6. POLICY COMPLIANCE ASSESSMENT

This section provides a systematic assessment of the proposed development against the relevant development plan policies.

### 6.1 Design and Character (Policy D1, D4)

The proposed two-storey rear extension and loft conversion have been designed to respect the scale, proportions, and materials of the existing dwelling and the surrounding residential character. The extension is subordinate to the main dwelling and does not dominate the streetscene or harm the visual amenity of neighbours.

Assessment: **LOW**

### 6.2 Residential Amenity

The proposed development has been assessed against the standard residential amenity tests: privacy, daylight/sunlight, outlook, and noise/disturbance. The two-storey extension maintains a minimum distance of 21 metres to the rear elevation of properties on the adjoining road. No habitable room windows in the side elevation of the extension overlook neighbouring properties.

Assessment: **LOW**

### 6.3 Transport and Parking (Policy ID3)

The proposal increases the dwelling from 3 to 5 bedrooms. The existing driveway is to be widened to provide 3 off-street parking spaces including one EV charging point, meeting the adopted parking standards for a 5-bedroom dwelling in this location.

Assessment: **LOW**

### 6.4 Thames Basin Heaths SPA (Policy P5)

The site is within the 5km Zone of Influence of the Thames Basin Heaths SPA. As the proposal results in a net increase in residential accommodation (from 3 to 5 bedrooms with potential for increased occupancy), a SANG/SAMM contribution may be required. This will be confirmed with the LPA at validation.

Assessment: **MODERATE**

### 6.5 Trees and Landscaping

Several mature trees exist in the rear garden. A BS 5837 tree survey will be commissioned to assess the arboricultural impact of the proposed extension. The development has been designed to avoid the root protection areas of the most significant trees.

Assessment: **MODERATE**

## 6.6 Flood Risk

The site is located entirely within Flood Zone 1 (low probability). No Flood Risk Assessment is required. Surface water drainage will be managed through a condition requiring a SuDS strategy.

Assessment: **LOW**

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## 7. HOUSING LAND SUPPLY

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Guildford Borough Council has an adopted Local Plan. While this application does not propose new dwellings, the extension and improvement of existing housing stock contributes to the quality and adaptability of the housing supply. The proposal allows a growing family to remain in their existing home rather than relocating, reducing pressure on the wider housing market.

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## 8. MATERIAL CONSIDERATIONS

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### 8.1 Precedent

Numerous similar two-storey rear extensions and loft conversions have been approved by the LPA within the surrounding residential area. These approvals establish an accepted pattern of residential intensification through extension that is consistent with the character of the area.

### 8.2 Sustainability

The proposal supports sustainable development by making efficient use of existing residential land, providing additional accommodation within the existing urban footprint, and incorporating EV charging infrastructure. The improved thermal performance of the new extension elements will exceed current Building Regulations Part L requirements.

### 8.3 Biodiversity

A Biodiversity Net Gain assessment will be commissioned. The landscaping scheme is designed to deliver a net gain in biodiversity through the introduction of native planting, bird and bat boxes, and a wildlife-friendly garden design.

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## 9. PLANNING BALANCE

The NPPF requires planning decisions to be made in accordance with the development plan unless material considerations indicate otherwise. The following table summarises the planning balance:

Factor	Weight	Assessment
Design and character	Significant	Sympathetic design, matching materials, subordinate scale
Residential amenity	Significant	No material harm to neighbouring amenity
Transport and parking	Moderate	Compliant with adopted standards, EV charging provided
Trees and landscaping	Moderate	Tree survey to confirm; design avoids key specimens
Thames Basin Heaths SPA	Moderate	SANG/SAMM contribution to be secured
Flood risk	Low	Zone 1, no constraint
Biodiversity	Moderate	BNG to be demonstrated through landscaping
Sustainability	Moderate	Efficient use of land, improved energy performance

### Key Finding

The planning balance is considered to weigh clearly in favour of granting planning permission. The proposal accords with the development plan and there are no material considerations that indicate permission should be refused.

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## 10. CONCLUSION

This Planning Statement has demonstrated that the proposed two-storey rear extension and loft conversion with associated landscaping and off-street parking provision at 14 Oakfield Road, Guildford, Surrey GU2 4EH accords with the relevant policies of the Guildford Borough Local Plan and the National Planning Policy Framework.

The proposed development:

- Respects the scale, character, and appearance of the existing dwelling and surrounding area
- Does not cause material harm to the residential amenity of neighbouring occupiers
- Provides adequate off-street parking in accordance with adopted standards
- Is located in Flood Zone 1 with no flood risk constraints
- Can deliver biodiversity net gain through the proposed landscaping scheme

It is respectfully requested that planning permission be granted.



### Next Steps

Submit planning application with all accompanying documents.

Commission BS 5837 tree survey prior to submission.

Commission Biodiversity Net Gain assessment.

Confirm SANG/SAMM contribution requirements with LPA.



## Known Limitations & Assumptions

This section identifies the boundaries of this assessment, data limitations, and assumptions that underpin the conclusions. Each item states what could change if the assumption proves incorrect.

### What This Report Does NOT Assess

- This statement does not include detailed structural engineering analysis of the proposed extension.
- No ecological survey has been undertaken as part of this report.

### Data Gaps

- Planning history search is based on online records only; pre-digital records may not be captured.

### Key Assumptions

- It is assumed that the existing dwelling is in lawful C3 residential use.
- It is assumed that no Article 4 direction applies to the property.

### Specialist Input Required

- A BS 5837 tree survey is required before submission.
- A Biodiversity Net Gain assessment is required.

### What Could Change This Assessment

- Changes to the NPPF or Local Plan policies could alter the policy assessment.

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### Clause 1: Named Client and Reliance Restriction

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Prepared by:

**Chris Preston, BEng (Hons)**

Structural & Civil Engineer

For and on behalf of:

**Site Intelligence**

A PF & Co Construction Ltd service

Date of issue: 1 March 2026

Document reference: SAMPLE-PFCO-REP-PlanningStatement-R00

Revision: R00

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