

Jade3 Architecture Ltd

Job reference: 2026 enquiry 15

Address: **54 Meltham Road**
Lockwood
Huddersfield

Date: 6-3-2026

Extra notes: **Design and Access report**

change of use from dwelling (C3 use) to form 2no residential apartments (C3 use)

Design statement

This design statement has been produced following the guidance provided in CABE's publication 'Design and Access Statements – How to write, read and use them' (2006).

1. Introduction

This Design and Access Statement accompanies a full planning application for the conversion of a terraced dwelling house (C3 use) at 54 Meltham Road, Huddersfield, into 2n residential apartments (C3 use). It explains the design principles, site context, access arrangements and planning policy justification.

2. Site and Context

Site location: 54 Meltham Road, Lockwood, Huddersfield, The property is a terraced dwelling elevated above roadside level with vehicular access and parking to the roadside and rear of the property. It sits within a predominantly residential street of terraced houses.

Surroundings and accessibility: The site benefits from local services and public transport within walking distance to Huddersfield town centre.

3. Use

The proposal seeks to retain the residential use of the building but change the internal layout from a single dwelling to 2no separate residential apartments.

Use class: All units will fall within Use Class C3 (Dwellinghouses). This complies with the existing lawful residential use and ensures the long-term residential use of an existing building.

Planning context: The conversion of existing dwellings to smaller residential units can contribute to local housing supply and optimisation of the existing housing stock within the district in sustainable urban areas (in line with the overarching objectives of national policy to support housing delivery and effective use of land).

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4. Amount

The proposal would provide 2no self-contained residential apartments within the existing building footprint. The amount of accommodation is balanced to ensure appropriate space standards and residential quality.

The site area is circa 135sqm gross

Existing

Basement	33sqm
Ground	34sqm
First	32sqm
Total	99sqm

Proposed

Apartment 1	Basement	31sqm (included the porch area)
	Part ground	24sqm
Total		55sqm
Apartment 2	part ground	9sqm
	First	34sqm
Total		43sqm
Overall total		98sqm

5. Layout

The layout arranges the residential apartments to provide daylight, privacy and efficient use of floorspace, including stair cores and entrance arrangements. The apartment 1 is a duplex with basement and part ground floor combined. The apartment 2 is also a duplex with part ground and first floor combined. All layout respects the existing walls.

6. Scale

No change to the external scale of the building is proposed. Any internal subdivision is facilitated within the existing envelope. The existing porch onto the basement was partly removed and is to be reinstated to suit.

7. Landscaping

Existing landscape to the front and rear is to be pruned to suit.

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8. Appearance

External appearance will remain largely unchanged. Where alterations are proposed to the partly damaged porch in the basement will be reinstated to suit and these will be designed to respect the character, proportions and materials of the host building.

9. Access (Inclusive and Movement)

Vehicular access and parking: Car parking will be provided on roadside spaces as existing and also adequate space at the rear for car parking as well in accordance with Council parking standards.

Pedestrian access: Separate pedestrian access will be provided for each apartment as appropriate; access arrangements cater for circulation and safety. (Include swept path, step/ ramp gradients if applicable.)

10. Planning Policy

A. National Policy – National Planning Policy Framework (NPPF 2024)

All planning applications must be determined in accordance with the development plan (Local Plan) unless material considerations indicate otherwise; the NPPF is a material consideration that should be read as a whole in decision-making. It sets out national policy on sustainable development, housing delivery and making effective use of land.

The proposals

The National Planning Policy Framework:

The National Planning Policy Framework is now a material planning consideration on any development proposal. The Framework highlights the fact that the purpose of the planning system is to contribute to the achievement of sustainable development and that there is a presumption in favour of sustainable development which can deliver:-

*i) **Planning for prosperity (an economic role)** - by ensuring that sufficient land of the right type and in the right places is available to allow growth and innovation;*

The change of use from a dwelling to form 2no residential apartments will promote an economic role.

*ii) **Planning for people (a social role)** - by promotion of strong, vibrant and healthy communities by providing an increase supply of housing to meet the needs of present and future generations and by creating a good quality built environment with accessible local services;*

The change of use from a dwelling to form 2no residential apartments will bring hustle and bustle activities back into the local community and assist with a social role.

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*iii) **Planning for places (an environmental role)** - by protecting and enhancing the natural, built and historic environment, adapting to climate change including moving to a low carbon economy. As such the Framework suggests local planning authorities should approve development proposals that accord with statutory plans without delay.*

The change of use from a dwelling to form 2no residential apartments will promote and assist with an environmental role.

Key national policy themes that support the proposal include:

Presumption in favour of sustainable development: Decisions should approve development that accords with an up-to-date development plan without delay.

Delivering a sufficient supply of homes: The planning system should identify and deliver a wide choice of high-quality homes and make effective use of land.

Effective use of land: Policies should promote the reuse of previously developed land and buildings where this leads to an efficient use of land.

Achieving well-designed places: High quality design that responds to local character and optimise site potential is required.

Paragraphs relating to design, sustainability, housing supply and the efficient use of land are relevant to the approach taken in this conversion.

Note: The government has been consulting on proposed revisions to the NPPF (including national decision-making policies) that may alter the content of national policy but the December 2024 version of the NPPF remains the primary national policy document at the time of writing.

B. Local Policy – Kirklees Local Plan (Adopted February 2019)

The Kirklees Local Plan (2019) is the statutory development plan for determining applications in the district and continues to guide planning decisions.

Relevant local planning policy principles include:

Development plan compliance: Applications must be determined in accordance with the Local Plan unless material considerations indicate otherwise.

Housing supply and delivery: The Local Plan includes a strategy to meet housing needs in the borough and supports the efficient use of land and existing buildings to help meet housing requirements.

Conversion and reuse of buildings: Although the Local Plan does not contain a specific stand-alone policy on residential conversion, related planning policy in saved

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guidance and previous UDP policy H8/H9 (still relevant considerations where applicable) encourages consideration of conversion to residential use subject to access, parking and character impacts.

Good design: Local policy requires residential developments to respect local character, scale, appearance and residential amenity (Local Plan policies on design including design guides that complement the statutory plan, and SPD guidance where relevant).

Supplementary planning guidance: Kirklees SPDs such as the House builders Design Guide and Affordable Housing and Housing Mix SPD provide guidance on design quality and delivery of housing.

11. Planning Balance

The proposal:

- Optimises the use of an existing residential property in a sustainable urban location.
- Will provide three units of housing that contribute to housing supply.
- Retains existing building character and respects local amenity.
- Is policy compliant with the strategic aims of the Local Plan and national policy to support sustainable housing delivery.

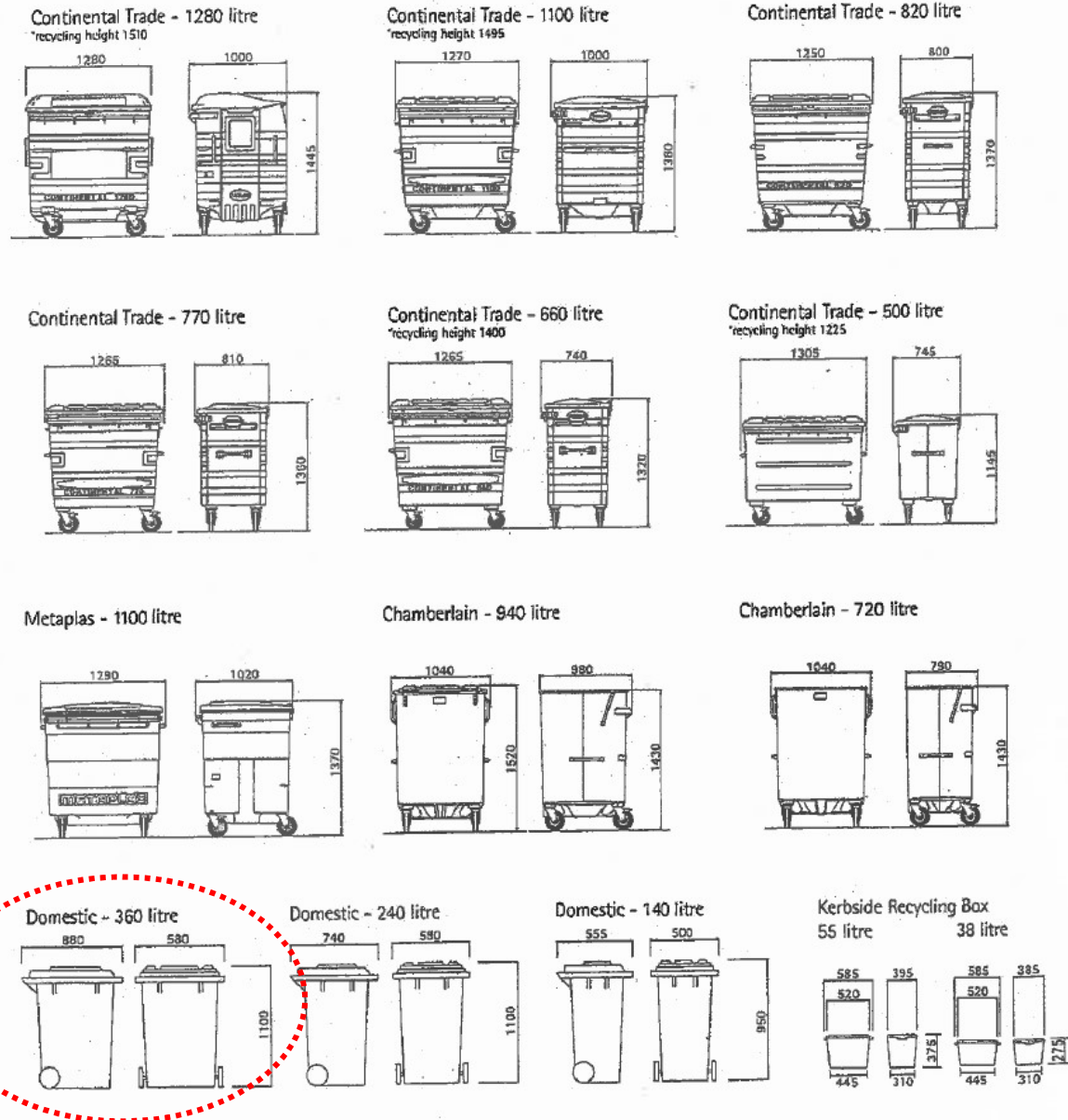
Refuse and recycle waste bins.

The refuse and recycle waste bins (360 litres) are kept within timber enclosure to visually screen them located at the front and can be easily be brought out to a dedicated space for ease of waste collection days anticipated once a week collection however, should demand is exceeded, then twice a week collection services can be considered.

Bicycle store

The bicycle is to be taken into the respective apartment to suit rather than creating a bicycle shed.

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Secured by design

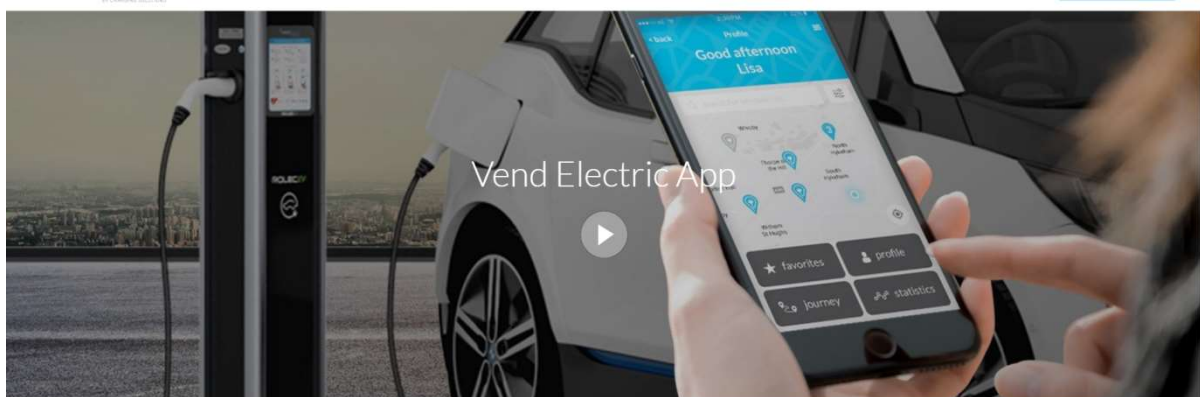
The proposal included the provision of the following

- a CCTV surveillance system,
- access controls,
- construction materials of bin/cycle stores and,
- lighting of the site.

The change of use has incorporated these 'secured by design' recommendations within the specifications and there are no awkward areas that can attract burglars to hide.

Electric Vehicle Charging Points

The driveway at the rear is proposed to have 1no electric vehicle charging point (EVCP) on the rear façade as shown on the site plan. The EVCP specification is as follows.



Our client wants to promote a green sustainable means of transportation who has electric vehicles. See website link <https://vendelectric.com/>

Electric Vehicle charging condition informative:

- A standard electric vehicle charging point is one which is capable of providing a continuous supply of at least 16A (3.5kW). **A 32A (7kW) is however more likely to be future-proof and is proposed on the rear facade.**
- Standard charging points for single residential properties that meet the requirements specified in the latest version of "Minimum technical specification - Electric Vehicle Homecharge Scheme (EVHS)" by the Office for Low Emission Vehicles will be acceptable. Charging points that provide Mode 3 charging with a continuous output of at least 16A (3.5kW) and have Type 2 sockets would be acceptable.

vendelectric is proud to have **ROLEC** as their charging equipment partner.

- ROLEC EV Produce Europe's largest range of electric vehicle charging stations and equipment.
- ROLEC GLOBAL MARINA SERVICES - are world leaders in the design and installation of marina services.
- ROLEC LEISURE SERVICES - World-leading hook-up and electrical distribution solutions for the caravan and camping industries.

Rolec Services is one of the world's leading specialists in outdoor electrical equipment. Offering design, manufacture and installation of an extensive range of products - including electrical connection, charging, hook-up and distribution equipment.

Established in 1990 Rolec presently employ over 135 personnel in a bespoke, purpose-built office, showroom, warehouse and factory complex. Now over 30 years old, Rolec's wide range of products is the most extensive of its kind and continues to grow via its distribution network of representatives in over 40 countries across the globe.

Rolec have chosen Teckpro and vendelectric as their preferred partner for their EV charging and back office solutions management.



Electric Vehicle charging point

- The electrical supply of the final installation should allow the charging equipment to operate at full rated capacity.

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- The installation must comply with all applicable electrical requirements in force at the time of installation.
- It is the responsibility of the developer to ensure that the provision of EV charging is adequately incorporated into the design of the new side extension such that there are no health and safety matters arising from trailing cables in public areas.

Access statement

This access statement has been produced following the guidance provided in CABE's publication 'Design and Access Statements – How to write, read and use them' (2006) headings.

Arriving on site on Meltham Road, car parking spaces are directly available on the road and 2no car spaces can be achieved.

Apartment 1

There is an existing access road to the rear where access can be achieved to apartment 1 ground floor bedroom. On entering the site via Meltham Road, is the existing entrance to apartment 1 at the basement with one step into the open planned lounge, dining and kitchen. The existing stair is to be used as access to the ground floor bedroom.

Apartment 2

On entering the site on Meltham Road has 5 steps up to the ground floor into a foyer leading to the existing stair up to first floor with open planned lounge, kitchen, dining and bedroom.

12. Conclusion

The proposed change of use conversion is justified on planning, design and access grounds. It responds positively to both national and local planning policy objectives, promotes effective use of land, and respects the character and amenity of the area.

Prepared by

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