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Architectural Design & Planning Consultancy

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DESIGN AND ACCESS STATEMENT

Alterations to Convert First & Second Floor Retail to 4no. Residential Apartments

28 Commercial Street, Batley, West Yorkshire, WF17 5EY

Site Address	28 Commercial Street, Batley, West Yorkshire, WF17 5EY
Prepared By	Manzil Studio Ltd
Date	26 October 2026
Application Reference	2026/92955 - 28, Commercial Street, Batley, WF17 5EY
Status	PLANNING

1.0 Introduction

This Design and Access Statement has been prepared by Manzil Studio Ltd in support of a planning application for alterations to convert the first and second floor retail accommodation at 28 Commercial Street, Batley to 4no. self-contained residential apartments. It should be read alongside the accompanying drawings and application forms.

The Statement sets out the design principles and concepts applied to the proposed development, and demonstrates how issues relating to access have been dealt with, in accordance with the Town and Country Planning (Development Management Procedure) (England) Order 2015.

2.0 Site & Context

The application site is located on a corner plot at the junction of Commercial Street and Spa Street, within Batley town centre, in an area characterised predominantly by commercial premises at ground floor level, with a mix of active and underused upper floor accommodation typical of a traditional West Yorkshire high street.

The site comprises a three-storey mixed-use building with a ground floor restaurant unit, which is to be retained. The first and second floors, which are the subject of this application, are understood to have most recently been in Class E use. Each floor extends to approximately 175 sqm gross internal area, as shown on the accompanying existing floor plans. To the rear of the building, within the application site boundary, is an enclosed yard bounded by fencing, as shown on the site plan (A103).

3.0 The Proposal

Use

The proposal comprises a change of use of the first and second floor accommodation from Use Class E (Commercial, Business and Service) to Use Class C3 (Dwellinghouses), together with associated internal alterations to form 4no. self-contained residential apartments. The existing ground floor restaurant unit is to be retained in its current commercial use.

Amount

The proposal affects approximately 350 sqm of existing gross internal floorspace across the first and second floors (175 sqm per floor, as shown on the accompanying floor plans). No additional floorspace is proposed; the development takes place entirely within the existing building envelope.

Layout

The 4no. apartments are arranged as follows:

- First floor: 2no. one-bedroom apartments.
- Second floor: 2no. one-bedroom apartments.

Each apartment is designed as a self-contained unit with its own kitchen, bathroom and private entrance door off the shared internal circulation core.

4.0 Standard of Accommodation

Unit layouts will be designed to meet or exceed the Nationally Described Space Standards (2015). Based on the proposed unit mix, the applicable minimum gross internal areas are set out below. Room areas for each apartment are set out in the floor area breakdowns on the proposed floor plans (drawing A101).

Unit	Floor	Unit Type	NDSS Minimum GIA (sqm)*
Apartment 1	First	1-bedroom, 2-person	50 sqm
Apartment 2	First	1-bedroom, 2-person	50 sqm
Apartment 3	Second	1-bedroom, 2-person	50 sqm
Apartment 4	Second	1-bedroom, 2-person	50 sqm

** Nationally Described Space Standards minimum GIA for the stated bedroom/occupancy level. Final unit areas to be confirmed at detailed design stage.*

Each apartment will be designed to provide adequate natural light and outlook to habitable rooms, having regard to the constraints of the existing building fabric.

5.0 Scale & Appearance

The proposed development will not result in any increase in the scale, footprint or height of the building. The external appearance of the building will not be materially altered. The only external additions are free-standing refuse and recycling bins and a cycle rack, located in the rear yard as shown on the site plan (A103). The site lies partly within the Station Road Conservation Area; as no external alterations are proposed, its character and appearance are preserved, as set out in the accompanying Heritage Statement. Any minor external works found to be necessary to meet Building Regulations requirements (for example, replacement of individual window units) will match the existing building in materials, proportion and detailing, and will be of a scale and character sympathetic to the host building and the wider streetscene.

6.0 Access

Physical Access

Access to the apartments will be through the existing apartment entrance door off Commercial Street, labelled “Apartment Entrance / Exit” on the proposed floor plans, which provides independent access to the first and second floor accommodation, separate from the ground floor restaurant unit. No alterations to vehicular access are proposed. Given the site's sustainable, town centre location within walking distance of shops, services and public transport connections, no on-site parking is proposed, as noted on the site plan (A103).

Inclusive Access

Whilst the constraints of the existing building and stair core limit the extent to which level access can be achieved to the upper floors, the design will have regard to the principles of Approved Document M and will provide inclusive, accessible design so far as is reasonably practicable within the retained fabric of the building.

7.0 Fire Safety & Means of Escape

As the proposal introduces residential accommodation above a retained ground floor restaurant unit, fire separation between the residential and commercial elements, and a compliant, protected means of escape from the upper floors via the existing stair, will be a fundamental part of the design. Particular attention will be given to the fire risk associated with the commercial kitchen and its existing extraction flue, and to noise and odour mitigation between the restaurant and the residential accommodation above. These matters will be developed in detail and agreed with Kirklees Building Control, in consultation with West Yorkshire Fire and Rescue Service and, where relevant, Environmental Health, at the Building Regulations stage.

8.0 Refuse & Cycle Storage

Refuse, recycling and cycle storage for the residential units are provided in the existing rear yard of the property. The site plan (A103) shows the location of the waste bins and the cycle rack, and notes that no on-site parking is proposed. Because the storage lies outside the building, it is shown on the site plan and not on the floor plans. The arrangements will follow Kirklees Council's waste storage guidance, and the applicant would accept a condition requiring details of screening or enclosure if the Council considers it necessary.

9.0 Sustainability

The proposal makes efficient use of an existing, underused town centre building, avoiding the embodied carbon associated with demolition and new build. Fabric upgrades, including improved insulation and glazing, will be incorporated to meet current Building Regulations Part L standards, and each unit will be independently metered. The site's central, highly accessible location supports sustainable travel patterns and reduces reliance on the private car.

10.0 Planning Policy Context

Policy LP15 (Residential in town centres) of the Kirklees Local Plan (adopted 2019) supports residential uses within defined town centres, including on upper floors, where this does not prejudice existing established ground floor uses or the vitality of the primary shopping frontage. The proposal retains the ground floor restaurant unit and brings underused upper floor space back into productive use, consistent with this policy objective.

The proposal is also consistent with the National Planning Policy Framework's support for the effective use of land and buildings within existing settlements, and for maintaining the vitality and viability of town centres through diversification of use.

11.0 Conclusion

This Statement demonstrates that the proposed change of use and associated alterations represent a sustainable, well-designed re-use of underused town centre floorspace, consistent with adopted planning policy, making efficient use of an existing building without any increase in scale or material change to its external appearance. The proposal is respectfully commended for approval.