

9th January 2025

Reference: 6574_Trowlock Avenue

The Planning Department,
London Borough of Richmond Upon Thames,
Civic Centre,
44 York Street,
Twickenham,
TW1 3BZ

To Whom it may Concern,

FULL APPLICATION FOR THE INSTALLATION OF A REPLACEMENT VELUX WINDOW AND ASSOCIATED ANTI-HEAT ROLLER SHUTTER ON REAR ROOF PLANE AT 22 TROWLOCK AVENUE, TEDDINGTON, TW11 9QT

We are pleased to enclose, for your consideration, an application to obtain full planning permission for the installation of a replacement Velux window and associated anti-heat roller shutter (the 'proposed development') at 22 Trowlock Avenue, Teddington (the 'Site').

The application is submitted online via the Planning portal and comprises the following:

- This Covering Letter;
- Completed Application Form;
- Existing Rear Elevation (Ref:001);
- Proposed Rear Elevation (Ref:002);
- Proposed Roof Plan (Ref:003);
- Velux Window Specification (Velux GGL Data Sheet); and

- Anti Heat Roller Shutter Specification (Velux SSL Data Sheet).

The Application Site

The site contains an early/mid 20th century single detached dwelling constructed from ornate brickwork and render, with a single space driveway and large private garden. The site has two immediate neighbours; 26 Trowlock Avenue and 20 Trowlock Avenue.

The site is located in the residential suburb of Teddington and lies approximately 80m west of the River Thames, and subsequently, Trowlock Island.

The wider townscape is made up of similar style early 20th century, large, detached properties, the majority of which have benefited from large side and rear extensions, and now sport a number of Velux windows.

The site itself has a unique roof form due to a two-storey side and rear extension completed in the mid 1980's (Application 83/0373). A single Velux window is situated on the rear roof plane allowing light into a second-floor bedroom.

The Proposed Development

The Applicant wishes to replace an existing, and outdated, Velux window that is no longer fit for purpose, with a new Velux window and associated Anti Heat Roller Shutter (the 'shutter').

Supporting this submission are the technical specifications for both the window and the shutter, however for context, the shutter consists of an aluminium, electric roller blind system that is fitted externally to the window. The shutter works to improve the energy efficiency of the dwelling by insulating the windows to prevent excessive heat or cold coming into the property. They also act as a security measure, to help prevent break-ins.

Typically, as per Class C to Part 1 to Schedule 2 of the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) (the 'Order'), the installation of a Velux window does not require permission subject to specific criterion. In this instance, the Velux window and the shutter combined *protrude* (by approx. 22mm) *more than 0.15 meters beyond plane of the slope of the original roof* and thus full planning permission is required.

For clarity, the proposed window measures 942 x 1,600mm and is to replace an existing window in the same location. Both the window and the roller will be constructed using lacquered aluminium and will be black in colour.

Fire Safety

As requested by the Local Authority, the window installers' Certass Registration number is: (No 18-1396).

Conclusion

As detailed above, the proposal is minor in nature but will make a significant difference to the efficiency of the property.

I trust that the information set out is clear, however should you require any further information, please do not hesitate to contact me.

Yours Sincerely

A handwritten signature in black ink that reads "Daniel Corcoran". The signature is written in a cursive style with a large, stylized 'D' and 'C'.

Daniel Corcoran

MSc

Graduate Town Planner