

Design and Access Statement

Change of Use of Residential Annexe to Holiday Let
(Retrospective)



Brook House, Tuners Lane, Crudwell. SN16 9EH

August 2026

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Introduction

This Design and Access Statement has been prepared in respect of the submission of a full planning application for the change of use of an annex building to provide a holiday let unit (retrospective) at Brook House, Tuners Lane, Crudwell SN16 9EH.

The statement will provide a description of the site and surrounding area. It will then go on to explain the proposal and explore the design and access considerations pertinent to it in accordance with the relevant national and local guidance. This statement will demonstrate that a reasoned and appropriate approach has been adopted in the preparation of this proposal.

This statement should be read in conjunction with the accompanying drawings.

- Location Plan
- Existing and Proposed Block Plan
- Existing and Proposed Floor Plan



Property Ownership and Site Area

The Site

The application site is located on the western side of Turners Lane, in the settlement of Crudwell. The existing annex sits to the north west of the main dwelling, Brook House, within the residential curtilage and has its own access off Turners Lane. The site lies within the Crudwell Conservation Area boundary. Crudwell is identified as a 'Large Village' within Wiltshire Council Planning Policy.

Background and Proposal

The applicants, Mr and Mrs S Thomson, purchased the property, Brook House, at the end of 2025. The property was sold with the existing use of the annexe, which has been used over a period of time by the previous owners as a short term holiday let. The use has been continued by the applicants.

It was brought to the attention of Mr and Mrs Thomson, by Wiltshire Council, that annexe had been previously approved for use ancillary to the main dwelling and the use as an holiday let is considered a material change of use, hence the submission of this now being made, retrospectively.

There have been no alterations to the building to enable use as an holiday let. The annexe comprises a one bedroom unit with separate kitchen/living and bathroom facilities. It is single storey with a floor area of approx 31.5m². Being relatively small in scale and with only one bedroom, the holiday let has been occupied by couples to use as a base for visiting the local area. The maximum guests allowed at booking is 2 guests. There is a private outdoor amenity area at the front of the annexe. The property is well maintained and well equipped.

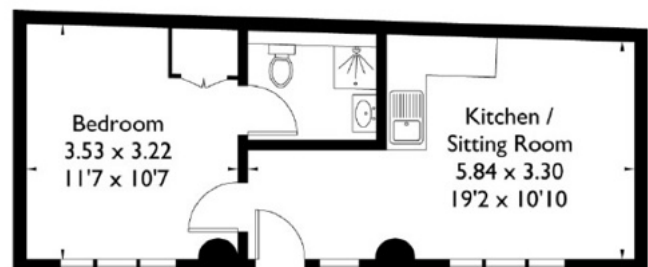
Reviews of those that have stayed in the annexe, praise the private and peaceful setting, the location close to village and being able to make use of the amenities in the village, such as the local pub/restaurant and being '*well located ideal for visiting many places of interest, lovely towns and villages.*' And '*with plenty of walks.*'

All bookings are by appointment and check-in is from 15.00 hrs, check out before 11.00 hrs. House rules indicate quiet hours between 21.00 and 07.00, with no parties or events.

A condition to tie the annexe to the host property to retain a single planning unit will be acceptable to the applicants. There is no intention to create a separate independent dwelling.



Front of annexe and private amenity space

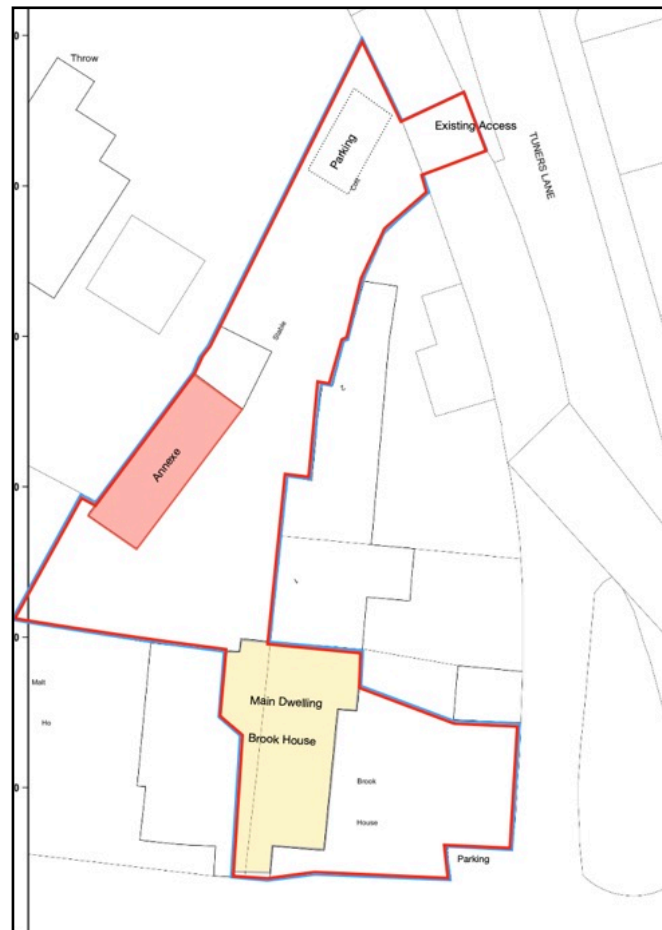


Existing Floor Plan

Planning History

N/03/01548/FUL - alterations to a garden room - approved 18/08/2003.

Existing / Proposed Layout



Sustainability, Highways and Access

There is an existing access off Tuners Lane to access the annexe. There are no proposed changes to the existing access arrangements. There is existing parking for the occupiers of Brook House, at the southern side of the property. There is adequate provision for parking and for safe access to the highway network for the proposed one bedroom holiday let within the site area. This negates the need for any on-street parking. Therefore, there will be no impact on highways. With no changes proposed the existing parking arrangements will continue to serve the needs of the property as a whole.

Flood Risk

Flood map for planning

Your reference
Unspecified

Location (eastings/northing)
395229/192821

Scale
1:2,500

Created
29 Jun 2026 14:11

☒ Selected area
 ■ Flood zone 3
 ■ Flood zone 2
 ■ Flood zone 1
 — Flood defence
 — Main river
 ■ Water storage area

0 20 40 60m

[illegible]

Residential development is looked upon as more vulnerable due to its residential usage within the Flood zone.

However, the Annexe was previously approved for residential use and occupation where suitability of such a use would have been considered. The proposed material change of use to a holiday let will continue to be for residential use.

As an existing minor development that does not increase the size of the building it is unlikely to cause significant flood risk. The change of use will not have an adverse effect on a watercourse, flood plain or its flood defences. It would not impede access to flood defence and management facilities, or have any cumulative impact that would have a significant effect on local flood storage capacity or flood flows.

There are no changes to the design or size of the building. The applicants are subscribers to the Environment Agency Floodline initiative and are familiar with the information provided. Crudwell itself has not been flooded within the last 19 years and there has been local authority drainage works since then.

Drainage and Utilities

There are no changes to the existing longstanding surface or foul drainage arrangements. Foul drainage is connected to the mains sewerage via the main house to the highway.

Both drainage and water supply provision is directly dependent on the main dwelling.

Public Rights of Way

There are no public rights of way affected by the proposal.

Ecology

There are no proposed changes to the existing building or the land area surrounding it, therefore there are no ecological impacts or considerations. The proposal is exempt from Biodiversity Net Gain requirements.

Residential Amenity

The annexe has been in use as part of a previously approved application and any impact to neighbouring properties is considered to be already established. The maximum number of guests with the use as a holiday let is 2 persons. Noise impacts are minimal given that the use as an annexe would have a degree of noise and activities could be at irregular times or more unsociable hours. Therefore, the use as a holiday let would not result in a noticeable or harmful increase in noise compared to the existing use as a residential annex. The use as a holiday let is also more likely to have vacant periods compared to being used as a residential annexe. There is no overlooking or overbearing impacts on neighbouring properties.

National and Local Planning Policy Considerations

- **Wiltshire Core Strategy - January 2015**
- **Wiltshire Design Guide**
- **Crudwell Neighbourhood Plan - May 2021**
- **National Planning Policy Framework - August 2026**

Wiltshire Core Strategy

- **Core Policy 39 - Tourist Development** - Outlines that outside the principle settlements and market towns, tourist and visitor facilities should be located in or close to local service centres or large and small villages, and where possible be located in existing or replacement buildings.

Crudwell is classified as a Large Village. There are no changes to the existing building which is suitable for the re-use as a holiday let. The use as an holiday let benefits Wiltshire's important tourist economy. The location is well sited to access '*the wealth of natural and heritage assets which attracts visitors*' to Wiltshire.

- **Core Policy 57 - Ensuring High Quality Design and Place Shaping** of the Wiltshire Core Strategy seeks to ensure that all new development, including changes of use of existing buildings is expected to create a strong sense of place drawing on the local context and being complementary to the locality.
- Point vii)
- Point xi) and
- Point (xiv) of Core Policy 57

There have been no changes to the building required for re-use as an holiday let. There is adequate access and provision of off-street parking. There is no overlooking and minimal noise impacts to adversely affect neighbouring properties. The private amenity space is adequate for the occupiers of the holiday let.

- **Core Strategy Policy CP58 - Ensuring the conservation of the historic environment**, requires that designated and non-designated heritage assets and their settings will be conserved, and where appropriate enhanced, in a manner appropriate to their significance and encourages proposals which improve the condition of heritage assets at risk.

There are no changes to the existing building, access or setting to enable the proposal. The annexe building is of a high standard which enhances the quality of the building and respects the historic context of the Conservation Area.

- **Core Strategy Policy CP61 - Transport and new development**
- Core Policy 67 of the Wiltshire Core Strategy and paragraph 181 of the NPPF requires that all new development avoids increasing flood risk on-site or elsewhere and, where appropriate, incorporates sustainable drainage measures. Development must also comply with national policy on flood risk management and drainage design.

The proposal is not for new development as it re-uses an existing building. There are no changes to the existing drainage arrangements and there it is considered not to increase the flood risk on site or elsewhere.

National Planning Policy Framework August 2026.

Chapter 1. - 17.

The NPPF outlines that the purpose of the planning system is to contribute to the achievement of sustainable development, including the provision of homes, commercial development, facilities and infrastructure which support society needs. The three overarching objectives are:

- a) an economic objective - to help build a strong, responsive and competitive economy,
- b) A social objective - to support strong, vibrant and healthy communities and
- c) An environmental objective - to protect and enhance our natural, built and historic environment; including making efficient use of land..

Chapter 3 - Decision Making policies

Chapter 4 - Achieving sustainable development - S4

• Chapter 7 - Building a strong, competitive economy - E1 Providing the conditions for long-term economic growth.

1a) *Set out a clear economic vision and strategy, which takes a positive, proactive and realistic approach to encouraging sustainable economic growth in both urban and rural areas, having regard to the Industrial Strategy³⁰ and any relevant strategic and local strategies for economic development and regeneration. In doing so plans should take into account both local business needs and wider needs and opportunities for economic growth and investment including relevant market signals, priority places for investment in key sectors set out in the Industrial Strategy, and the location of Industrial Strategy Zones³¹ and AI Growth Zones;*

1c) *Allocate sites to implement the economic vision and strategy and meet identified needs over the plan period, paying particular regard to facilitating development to meet the needs of a modern economy (including sites and premises which are flexible and adaptable) and the specific locational requirements of different sectors. This includes, where a need exists or is anticipated, making provision for:*

iii) *The expansion or modernisation of other businesses of local, regional or national importance to support economic growth and resilience (such as leisure and tourism, agriculture and other rural and land-based businesses which may be of particular importance in certain areas).*

E2 - Meeting the need for business land and premises

E4 - Rural business development

1. *In applying policy E2, the sustainable growth of businesses in rural areas should be supported, including through:*

a. *The conversion of existing buildings and well-designed new buildings;*

c. *Facilities to support rural leisure and tourism and measures to retain and expand accessible local shops and services;*

Chapter 18. Managing flood risk and coastal change

F5- 2. *The sequential test should be used in areas known to be at risk now or in the future from any form of flooding, other than for:*

lii. Changes of use, other than changes of use to a caravan, camping or chalet site, or to a mobile home or park home site.

Chapter 20. - Conserving and enhancing the historic environment

HE9- Conservation Areas

a. Retain and conserve buildings and other features which make a positive contribution to the character or appearance of the conservation area where possible; and

b. Consider the area's special architectural or historic interest (as identified as part of the designation of the conservation area) in the design of development.

3. Proposals which conserve those elements of a conservation area that make a positive contribution to the area (or which better reveal its significance) should be supported.

Conclusion

- It is considered that there are no discernible differences between the approved use as a residential annexe and the proposed use as a holiday let.
- The proposed use supports economic benefits to other businesses in the local and wider area.
- There have been no changes to the building, access or site layout to cause any unacceptable harm to the character of the area or highways.
- The drainage and water supply provision are dependent on the main dwelling.
- There are no impacts on neighbouring amenity.