

## **Planning Application Cover Note**

**Site:** The Water House, Millfield Lane, London N6 6HQ

**Proposal:** Rear access staircase and small platform extension with bin and cycle storage (replacement of former lift)

Date: 31 October 2025

Dear Planning Officer,

We are pleased to submit a full planning application for an external stair and modest extension of the upper-level platform at the Fitzroy Park pedestrian entrance to The Water House.

The previous external lift at this location was non-operational for years and has now been removed. The proposed works provide a long-term, practical and visually sensitive replacement to ensure safe access via Fitzroy Park. The proposal also accommodates two additional bins and a small sheltered bicycle store on the extended platform, enabling refuse collection and cycle access from this entrance without increasing vehicle movements or reliance on the Millfield Lane front access.

Key design considerations include:

- Respect for the Highgate Conservation Area character
- Use of materials aligned with the existing property and landscape
- Minimising visibility from neighbouring properties and public views
- Modest adjustments to boundary fencing to ensure appropriate privacy and security
- No change of use and no impact on the dwelling's residential character
- Maintenance of step-free access via the Millfield Lane entrance

Pre-application advice was obtained (ref. 2024/1470/PRE), and the proposals respond positively to officer comments. Immediate neighbours at 51 and 53 Fitzroy Park were notified in advance of submission and offered the opportunity to discuss the proposals.

We trust the submitted drawings and Design & Access Statement clearly demonstrate the careful and proportionate nature of the proposal. We would be pleased to assist further if any clarification is required.

Yours sincerely,

**Maria Sanchez**

Urbana Architecture Ltd  
on behalf of the applicant.