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Development Management
Camden Town Hall Extension
Argyle Street
London WC1H 8EQ

Application for Listed Building Consent for alterations, extension or demolition of a listed building

Planning (Listed Buildings and Conservation Areas Act) 1990 (as amended)

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Site Location

Disclaimer: We can only make recommendations based on the answers given in the questions.

If you cannot provide a postcode, the description of site location must be completed. Please provide the most accurate site description you can, to help locate the site - for example "field to the North of the Post Office".

Number	<input type="text"/>
Suffix	<input type="text"/>
Property Name	<input type="text" value="69 Flat C"/>
Address Line 1	<input type="text" value="Albany Street"/>
Address Line 2	<input type="text"/>
Address Line 3	<input type="text" value="Camden"/>
Town/city	<input type="text" value="London"/>
Postcode	<input type="text" value="NW1 4BT"/>

Description of site location must be completed if postcode is not known:

Easting (x)	Northing (y)
<input type="text" value="528808"/>	<input type="text" value="182560"/>
Description	<input type="text"/>

Applicant Details

Name/Company

Title

First name

Surname

Company Name

Address

Address line 1

Address line 2

Address line 3

Town/City

County

Country

Postcode

Are you an agent acting on behalf of the applicant?

☐ Yes

☒ No

Contact Details

Primary number

Secondary number

Fax number

Email address

Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s)

The proposed work is fitting of one secondary glazing behind the single glazed sash windows on the 3rd floor / rear elevation of the property.

Has the development or work already been started without consent?

- ☐ Yes
☒ No

Listed Building Grading

What is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)?

- ☐ Don't know
☐ Grade I
☐ Grade II*
☒ Grade II

Is it an ecclesiastical building?

- ☐ Don't know
☐ Yes
☒ No

Demolition of Listed Building

Does the proposal include the partial or total demolition of a listed building?

- ☐ Yes
☒ No

Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

- ☐ Yes
☒ No

Immunity from Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

☐ Yes

☒ No

Listed Building Alterations

Do the proposed works include alterations to a listed building?

☒ Yes

☐ No

If Yes, do the proposed works include

a) works to the interior of the building?

☒ Yes

☐ No

b) works to the exterior of the building?

☐ Yes

☒ No

c) works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally?

☒ Yes

☐ No

d) stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)?

☐ Yes

☒ No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed. Also include the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

Nothing is to be removed or replaced. The only proposed alteration is the addition of one secondary glazing. You will find details below.

(1) Product Specifications

Filename: 01_Selectaglaze_Secondary_Glazing_Technical_Guide.pdf

Description: Manufacturer's technical specifications and product guide for the proposed secondary glazing system

(2) Site Documentation

Filename: 02_Third_Floor_Rear_Elevation_Existing_Condition.pdf

Description: Current photographs of the 3rd floor rear elevation window where the new secondary glazing will be installed

(3) Reference Images

Filename: 03_Front_Elevation_Existing_Secondary_Glazing.pdf

Description: Reference photographs showing examples of similar secondary glazing already installed on the building's front elevation

(4) Design And Access Statement

File: 04_Design_And_Access_Statement

Description: Design And Access Statement

We believe the proposed work will have positive impact on the significance of this Grade II listed building, by adding thermal and acoustic insulation, as well as participating to the general upkeep.

Materials

Does the proposed development require any materials to be used?

- ☒ Yes
☐ No

Please provide a description of existing and proposed materials and finishes to be used (including type, colour and name for each material) demolition excluded

Type:
Other

Other (please specify):
Secondary window

Existing materials and finishes:
N/A as there is no secondary window currently. However, the inside of the window casing and the external window itself are fitted with white timber.

Proposed materials and finishes:
The secondary glazing to be fitted is the Slimlines Series 45 from Selectaglaze (see Product Specifications document attached). The finish of this product is white aluminium.

Are you supplying additional information on submitted plans, drawings or a design and access statement?

- ☒ Yes
☐ No

If Yes, please state references for the plans, drawings and/or design and access statement

See answer to question about Listed Building Alterations.

Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

- ☒ Yes
☐ No

If Yes, please provide details

During the conveyancing process, we have raised the question of the existing secondary glazing with the Headlease, managed by our neighbour owning 67 Albany St, and the Freeholder, the Crown Estate. Neither raised any issue with the existing secondary glazing and both have actually indicated that secondary glazing can be fitted without their approval.

Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land?

- ☐ Yes
☒ No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact?

- ☐ The agent
☒ The applicant
☐ Other person

Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

- ☐ Yes
☒ No

Authority Employee/Member

With respect to the Authority, is the applicant and/or agent one of the following:

- (a) a member of staff
(b) an elected member
(c) related to a member of staff
(d) related to an elected member

It is an important principle of decision-making that the process is open and transparent.

For the purposes of this question, "related to" means related, by birth or otherwise, closely enough that a fair-minded and informed observer, having considered the facts, would conclude that there was bias on the part of the decision-maker in the Local Planning Authority.

Do any of the above statements apply?

- ☐ Yes
☒ No

Ownership Certificates

Certificates under Regulation 6 - Planning (Listed Buildings and Conservation Areas) Regulations 1990

Please answer the following questions to determine which Certificate of Ownership you need to complete: A, B, C or D.

Is the applicant the sole owner of **all** the land to which this application relates; **and** has the applicant been the sole owner for more than 21 days?

- ☐ Yes
☒ No

If No, can you give appropriate notice to all the other owners?

- ☐ Yes
☒ No

If No, and you cannot trace all the other owners, can you give the appropriate notice to one or more owner?

- ☐ Yes
☒ No

Certificate Of Ownership - Certificate D

I certify/The applicant certifies that:

- **Certificate A cannot be issued for this application**
- **All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner (owner is a person with a freehold interest or leasehold interest with at least 7 years left to run) of any part of the land to which this application relates, but I have/the applicant has been unable to do so.**

The steps taken were:

During the conveyancing process, both the Freeholder, The Crown Estate, and the Headlease, ALBANY HEADLEASE LIMITED, were informed of the presence of existing secondary glazing. They have both indicated that their consent is not required to fit secondary glazing.

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated)

N/A

On the following date (which must not be earlier than 21 days before the date of the application) (DD/MM/YYYY)

20/11/2024

Person Role

- ☒ The Applicant
☐ The Agent

Title

Mr

First Name

Alexis

Surname

Charolais

Declaration Date

11/05/2025

☒ Declaration made

Declaration

I/We hereby apply for Listed building consent as described in the questions answered, details provided, and the accompanying plans/drawings and additional information.

I/We confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

I/We also accept that, in accordance with the Planning Portal's terms and conditions:

- Once submitted, this information will be made available to the Local Planning Authority and, once validated by them, be published as part of a public register and on the authority's website;
- Our system will automatically generate and send you emails in regard to the submission of this application.

☒ I / We agree to the outlined declaration

Signed

Alexis Charolais

Date

11/05/2025