

**stuart sherlock**

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**From:** "Planning" <Planning@camden.gov.uk>  
**To:** "stuart sherlock" <stuart@pes-group.net>  
**Sent:** 28 September 2012 09:55  
**Subject:** RE: Enquiry ref: 05451 - 30 Bedford Square

Hi Stuart,

Thank you for your email, I apologise but as the phone call was in July I don't recall exactly what we discussed. However, for an application to install air-conditioning units on a listed building, the following information would be required to make the application valid. Whether the application is viewed favourably will be considered at the application stage.

- Completed form – **full planning permission and listed building consent** ✓
- The completed Ownership Certificate (this is part of the application form) ✓
- Completed Agricultural Holdings Certificate (this is part of the application form) ✓
- An ordnance survey based location plan at 1:1250 scale denoting the application site in red.
- **Roof plans** at a scale of 1:50 labelled 'existing' and 'proposed' (if unit is located on the roof) ✓
- **Elevation drawings** at a scale of 1:50 labelled 'existing' and 'proposed'
- **Section drawings** at a scale of 1:50 labelled 'existing' and 'proposed'
- Design and access statement (please see: Design and access statements for more information).
- Heritage statement (please see [Heritage Statement](#) for more information)
- The appropriate fee (£335)
- Photographs are helpful to provide site context *SEE PGS IN Acoustic Report*

Once you have submitted your application, if any further information is required to make your application valid, the validation team will write to you.

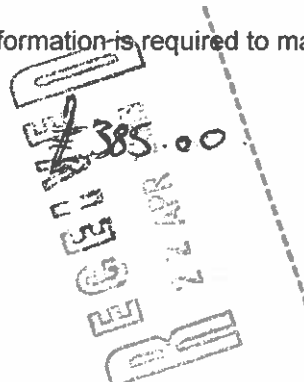
Kind regards,

Sally Shepherd

Planning Officer  
 Advice and Consultation Team  
 Planning and Regeneration  
 Culture and Environment Directorate  
 London Borough of Camden

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 Web: [camden.gov.uk](http://camden.gov.uk)

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 Camden Town Hall  
 Judd Street  
 London WC1H 8ND




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**From:** stuart sherlock [mailto:stuart@pes-group.net]  
**Sent:** 25 September 2012 13:45  
**To:** Shepherd, Sally  
**Subject:** Re: Enquiry ref: 05451 - 30 Bedford Square

Sally,

Hi I hope your well, further to our last conversation I have finally received the acoustic report for the air-conditioning installation, could you please assist me with what else you will need to pass this application

Many thanks

Stuart

Sherlock

----- Original Message -----

**From:** Shepherd, Sally

**To:** 'stuart@pes-group.net'

**Sent:** Monday, July 09, 2012 5:51 PM

**Subject:** Enquiry ref: 05451 - 30 Bedford Square

Hi Stuart,

Further to our telephone conversation, please see the following link which will provide you with the relevant guidance for submitting the application:

<http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-applications/before-you-apply/residential-and-business-projects/plant-ventilation-extraction-and-air-conditioning-equipment.en>

Kind regards,

**Sally Shepherd**

Planning Officer

Planning and Regeneration

Culture and Environment Directorate

London Borough of Camden

6<sup>th</sup> Floor, Camden Town Hall, Judd Street, London, WC1H 8ND

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