

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

25 February 2013

Dear Sirs,

**Re: Application for Lawful Development Certificate for the Existing Use of one residential flat known as Ground Floor Flat (or Garden Flat), 5 Templewood Avenue, London NW3 7UY.**


I combined the two adjacent flats on the ground floor at this address in February 2008. Since the refurbishment the property has been rented out as one single dwelling from 17 November 2008, although it was ready to inhabit by September 2008. The first tenants (a family) stayed for over two years (about 2 years and 3 months) and the current tenants (a family) arrived a week after their departure on 21st February 2011. They have been in the property for two years so far. The ground floor has been used as one single flat for over four years.

The supporting documents include:

1. Inventory cover page for Garden Flat, 5 Templewood Avenue, London NW3, to indicate that an inventory was arranged by the agent on 17th November 2008 for the first tenant.
2. Offer and contract letters from the first tenant (2 pages) as provided by agent. (I have omitted sums and bank details for privacy.)
3. Camden Council letter (07/04/2008) to confirm Council Tax for one refurbished dwelling known as Ground Floor Flat, 5 Templewood Avenue, NW3 7UY.
4. British Gas bill for gas for Ground Floor Flat, for period 20 Aug - 16 Nov 2008, prior to new tenant who took over from 17 November 2008.
5. Gas bill prior to next tenant for 24 Nov 2010 to 15 Feb 2011.
6. Council tax bill for Ground Floor Flat for period between tenants on 24/02/2011.
7. Contract (1 page) for current tenant from 21st February 2011. (I have omitted sums and bank details for privacy.)
8. Plan of ground floor at 5 Templewood Avenue, showing the previous arrangement as two flats prior to February 2008. Note that only one arch had to be opened up to combine the two flats.
9. Current survey plan for ground floor of 5 Templewood Avenue NW3 7UY.

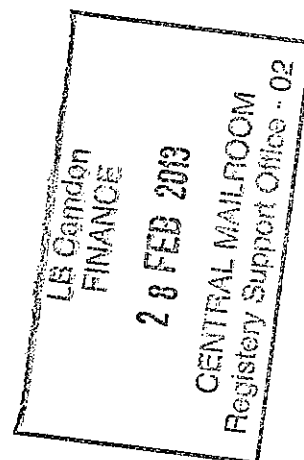
The form has been filled and there are 4 copies of each as well as of the items listed above. Please contact me if you need any further information.

Yours sincerely,

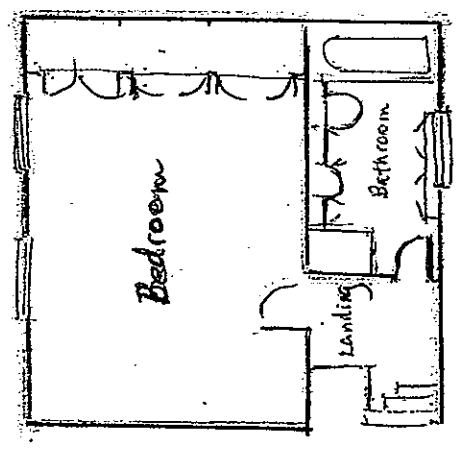
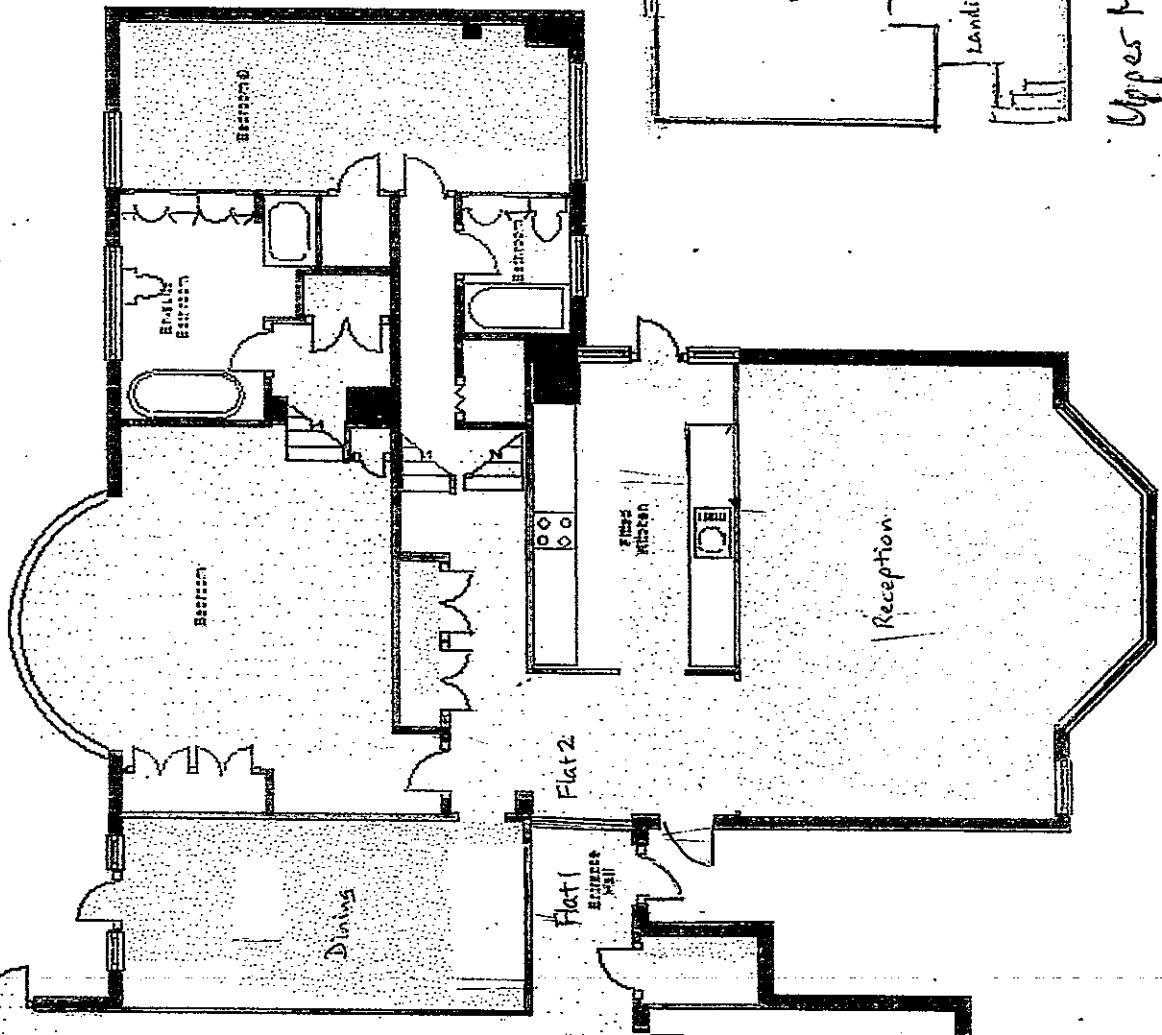
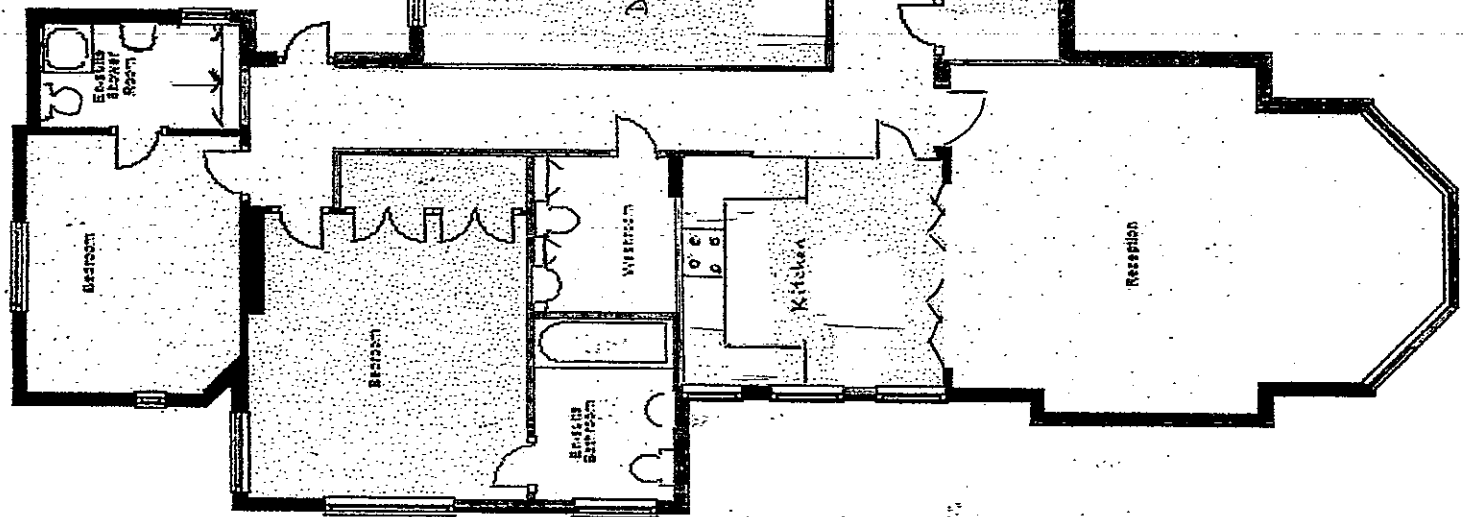


Shirley Stone

38 Hollycroft Avenue  
London NW3 7QN  
Tel:07703 351860



Ground Floor



Upper Mezzanine

Date : 07 April 2008  
Our ref : Np/Oa  
Your ref :  
Enquiries to : Olu Akinyemi  
Direct line : 020 7974 6470  
Fax : 020 7974 6450  
Textlink : 020 7974 6866  
Email : revenues@camden.gov.uk



Finance Department  
Council Tax & Business Rates  
London Borough Of Camden  
Town Hall  
Argyle Street  
London WC1H 8NH

DX EUSTON 2106

Mrs Shirley Stone  
38 Hollycroft Avenue  
NW3 7QN

brates@camden.gov.uk  
revenues@camden.gov.uk  
www.camden.gov.uk

Dear Mrs Stone

**NOTICE OF COMPLETION OF NEWLY ERECTED OR ALTERED BUILDINGS**

**Re:** Ground Floor Flat  
5 Templewood Avenue  
NW3 7UY

Camden Council is of the opinion that the work remaining on the above-mentioned building is such that the building can reasonably be expected to be completed within four weeks, and that when so completed it will be a hereditament liable for assessment of a band for inclusion on the Council Tax Valuation List in accordance with Section 17 to the Local Government Finance Act 1992 and Schedule 4A to the Local Government Finance Act 1988.

Notice is hereby given to the effect that the building is to be treated for the purpose of the above sections and schedule as completed on 07 May 2008. I would be grateful if you could confirm in writing that this date is acceptable.

The effect of this notice is that Council Tax will be chargeable from 07 November 2008 should the premises remain vacant (substantially unfurnished) at the date. A copy of this notice has been sent to the Listing Officer of the Inland Revenue.

Information that we obtain from you is used for the Collection of Council Tax and Business Rates. However, in some circumstances we are required by law or, in the public interest, to pass on information about you to other public authorities or other sections of the Council.

If you wish to discuss this matter please contact Mr Olu Akinyemi on 020 7974 4954. Your right of appeal against this notice are set out overleaf.

Dated this day 07 April 2008.

Yours sincerely

  
Ann O'Callaghan  
**Council Tax Team Leader**



Awarded for excellence INVESTOR IN PEOPLE

**British Gas**

Your energy experts

49731 059

Mrs Shirley Stone  
GROUND FLOOR FLAT  
5 TEMPLEWOOD AVENUE  
LONDON  
NW3 7UY

501 000

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**We have closed your gas account**

We have had to close your gas account as we have been notified by another customer that they are now living at this property. Please contact us urgently on 0800 048 0101\* to confirm your details.

**Visit britishgas.co.uk/billing**

Check your account 24/7, make payments, give us meter readings, switch to paperless billing, get information or review frequently asked questions.

**Call us on: 0800 048 0101**

Lines are open Mon-Fri 8am-8pm, Sat 8am-6pm. You may wish to avoid our busiest day, Monday, and our busiest times, 9am-11.30am and 6pm-8pm. To help us deal with your call more effectively, please have your latest meter reading handy.

**Customer Reference Number: 8500 2672 1414**

Bill date: 20 Nov 2008

**Your final gas bill****Your final balance is £131.31 - please pay now****Billing summary: 20 Aug - 16 Nov 2008**

Your last bill	£50.14 in debit
Payments received - thank you	£50.14 cr
£ 50.14 Online Credit/Debit Card Payment 1 Sep 2008	
Gas you've used	£125.06
(customer reading) Please turn over for detail	
VAT at 5%	£6.25
Final balance in debit	<b>£131.31</b>

**See below for ways to pay.**

26/11/08 paid  
authn sec 011937  
code

London Electricity Pricing Area  
Gas meter point reference 3300665200

**Ways to pay your bill**

Your payment slip is on the back of this bill ➔

**Internet or phone banking**  
**24 hour service**

You can set up payment with your own bank's phone or internet home banking service.

Our sort code: 40-05-30

Our account number: 71584685

You will also need your customer reference number 8500 2672 1414.

**By debit and credit card online**

You can pay your bill 24/7 at britishgas.co.uk/paymybill. You will need your customer reference number 8500 2672 1414.

**At a Post Office**

Please sign and date the payment slip and take the whole bill (or your payment card) with you. Cheque payments at a post office must be made payable to 'Post Office Ltd'.

**By phone**

You can pay by using our Freephone number 0800 107 0224. You will need your debit or credit card and customer reference number, 8500 2672 1414, to hand.

**At a bank**

You can pay by cash or cheque at any bank using this payment slip. Please make your cheque payable to 'British Gas Trading Limited' and write your customer reference number, 8500 2672 1414, on the back. Some banks may charge for this service.

**By PayPoint**

You can also pay at any PayPoint outlet by taking the whole of your bill and your cash payment with you. Paypoint agents cannot accept cheques made payable to 'British Gas Trading Limited'.

**By post**

Please make your cheque payable to 'British Gas Trading Limited' and write your name and customer reference number 8500 2672 1414, on the back. Send your cheque with his payment slip to: British Gas, Payment Area 55, Camberley, GU95 1AB. For all other correspondence, please use the address shown overleaf. Please do not send cash through the post. Please note that we do not accept post dated cheques or issue receipts - any payments will appear on your next bill.

# HOWARD INVENTORIES

**INVENTORY PREPARED ON BEHALF OF**

**TK INTERNATIONAL**

**GARDEN FLAT, 5 TEMPLEWOOD AVENUE,  
LONDON NW3**

**5 BEDROOM, 5 BATHROOM UNFURNISHED FLAT  
WITH PATIO AND GARDEN**

**17<sup>TH</sup> NOVEMBER 2008**



THE ASSOCIATION OF INDEPENDENT INVENTORY CLERKS

T. 020 8371 3250 F. 020 8371 3259  
3rd Floor Sovereign House 1 Albert Place London N3 1QB  
enquiries@howardinventories.co.uk www.howardinventories.co.uk

**OFFER-SUBJECT TO CONTRACT SUBJECT TO CONTRACT**

**Re: Ground Floor Flat, 5 Templewood Avenue, NW3**

I confirm the following offer on behalf of Urpo and Tuija Karjalainen:

Nokia has its own standard Tenancy Agreement on behalf of its employees. In order to draw up draft Tenancy Agreement, once the offer has been agreed, I will send you a form for the Landlord to complete which should be returned as soon as possible.

**It is understood that, once this offer has been verbally accepted, then the Property will be taken off the market immediately.**

**To enable our offer to be clearly understood please forward a copy of this to the Landlord and ensure each page is signed and returned to us.**

<b>Tenancy in the name of: if different from above:</b>	Urpo and Tuija Karjalainen
<b>Rent</b>	_____ per week payable monthly in advance.
<b>Start Date and Length of Lease</b>	17 November for one year – 17/11/2008
<b>Tenant's Right to Renew</b>	For a 2nd and 3rd term with a rent increase linked to the RPI, min 2% and max 5%
<b>Tenant's Release Clause</b>	2 months notice after four months, not restricted to business
<b>Landlord's Release Clause</b>	None
<b>Security Deposit</b>	6 week's rent of _____ to be held by Agent in accordance with the Tenancy Deposit Scheme in an interest bearing account, accruing to the benefit of the Tenant
<b>Utilities</b>	To be transferred by Primacy Relocation.
<b>Professional Cleaning</b>	Carpets, curtains, windows and property to be professionally cleaned throughout prior to the commencement of the tenancy by an accredited, professional cleaning company
<b>SDLT</b>	Primacy will arrange for the Land Tax Return to be completed on behalf of the Tenant, if applicable
<b>References</b>	Please advise us of what references you require.

## PREScribed INFORMATION

### Housing Act 2004

This information is prescribed under the Housing Act 2004. That means that the two parties to the Tenancy Agreement must be made aware of their rights during and at the end of the Tenancy regarding the protection of and deductions from the Deposit.

Name of Landlord(s):	RJR Stone Settlement Trust
Actual address of the Deposit Holder	TK International, 20 Heath Street, Hampstead, London NW3 6TE
E mail address of the Deposit Holder	<a href="mailto:dl@t-k.co.uk">dl@t-k.co.uk</a> / <a href="mailto:mb@t-k.co.uk">mb@t-k.co.uk</a>
Telephone number of the Deposit Holder	0207 794 8700
Facsimile number (if applicable)	
Tenant(s) name	Urpo & Tuija Karjalainen
Address for contact after the tenancy ends (if known)	
E mail address for Tenant (if applicable)	<a href="mailto:urpo.karjalainen@nokia.com">urpo.karjalainen@nokia.com</a> <a href="mailto:tuija.karjalainen@live.com">tuija.karjalainen@live.com</a>
Mobile/Telephone number	
Facsimile number (if applicable)	
Same details for other relevant persons (i.e. agent, guarantor paying the Deposit etc)	
Deposit	£ 12,000.00

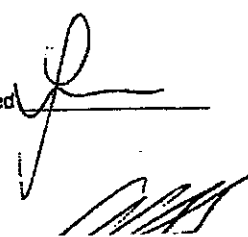
Deductions may be made from the Deposit according to clause 3.6 of the Tenancy Agreement attached.

A leaflet explaining how the Deposit is protected by the Housing Act 2004 will be provided to the Tenant by the person holding the Deposit being TK International.

The holder of the Deposit will register the Deposit with and provide other required information to the Deposit Protection Scheme within 14 days of the commencement of the Tenancy or the taking of the Deposit whichever is earlier and provide proof to the Tenant of compliance. If the holder of the Deposit fails to provide proof within 14 days the Tenant should take independent legal advice from a solicitor, Citizens Advice Bureau (CAB) or other housing advisory service.

The procedure for instigating a dispute regarding deductions from the Deposit at the end of the Tenancy is explained in clauses A 1.1 – A 1.14 shown below. No deductions can be made from the Deposit without written consent from both parties to the Tenancy Agreement.

#### Procedure for Dispute at the End of the Tenancy



# COUNCIL TAX AND BUSINESS RATES SERVICE

Town Hall, Argyle Street, London WC1H 8NH

Telephone: 020 7974 6470 - Lines open 8am to 5pm, Monday to Friday  
except Wednesday, when we close at 4pm

Fax: 020 7974 6450

Central Minicom No.: 020 7974 6866

24 hour telephone payment line: 020 7974 6104

Email: [revenues@camden.gov.uk](mailto:revenues@camden.gov.uk)

Pay online at [www.camden.gov.uk/pay](http://www.camden.gov.uk/pay)



Data Protection Act 1998: We may share the information you give us with other council departments and other local or central agencies if the law allows this.

MRS S STONE  
38 HOLLYCROFT AVENUE  
LONDON  
NW3 7QN

Date of Issue: 24/02/11

**Account Ref: 79196884**

Property Address:

FLAT GROUND FLOOR  
5 TEMPLEWOOD AVENUE  
LONDON  
NW3 7UY

Reason for Bill: New Liability

## COUNCIL TAX FOR FINANCIAL YEAR 2010/2011

Property Band: H

London Borough of Camden  
Greater London Authority  
Annual Charge for Period

%age Change

0.0%	£2043.06
0.0%	£619.64
0.0%	£2662.70

**Council Tax for period 17/02/11 to 31/03/11**

**£313.69**

10% Class B - Unoccpd & Furnished

**£31.37 CR**

**Total charge for this period:**

**£282.32**

**TOTAL DUE:**

**£282.32**

**This Bill is payable by instalments as follows:**

Date Due	Amount Due	Date Due	Amount Due
09/03/2011	£282.32		

If we do not receive your instalments when they are due you will lose your right to pay in instalments, and you will have to pay the full balance for the rest of the financial year. Don't let this happen to you - contact us straight away if you cannot pay.

Please see over the page for details of how to pay.

FDML/CAM/CTRJP/2065





Mr Urpo Karjalainen  
GROUND FLOOR FLAT  
5 TEMPLEWOOD AVENUE  
LONDON  
NW3 7UY



## Contact us

Want to pay this now? Manage your payments online at:

@ [britishgas.co.uk/securebills](http://britishgas.co.uk/securebills)

If you would like to speak to one of our team call:

📞 **0800 048 0101**

Mon - Fri, 8am - 8pm, Sat, 8am - 6pm.

Customer reference number  
**8500 3070 1528**

Bill date:  
16 February 2011

Bill period:  
24 Nov 10 - 15 Feb 11

You're on **standard** tariff.



## Your gas bill - actual

Please pay **£1394.99** - to reach us by **2 Mar 2011**

Pay by this date and you'll benefit from our Prompt Pay discount on your next bill

### Before this bill

Your previous bill	<b>£494.03</b> in debit
Balance after your last payment	<b>£494.03</b> in debit

To pay your bill by debit/credit card, please call our free\* fast automated line on **0800 294 4464**.

### This bill

Balance brought forward	<b>£494.03</b> in debit
Gas you've used this period	<b>£844.73</b>
Your adjustment	<b>£14.00</b> debit
VAT at 5%	<b>£42.23</b>
<b>Total to pay</b>	<b>£1394.99</b> in debit

For further details please turn over →

### Message board

Set up a Direct Debit and you can say goodbye to writing cheques, queuing at a Post Office or bank or having to call us to make a payment - because we'll do it all for you. **So say goodbye to bills and hello to the trouble-free way to pay - just visit [britishgas.co.uk/DD](http://britishgas.co.uk/DD) today.**



**Start collecting points with us.**

To register visit  
[britishgas.co.uk/collect](http://britishgas.co.uk/collect)

## Ways to pay your bill

When paying you need your customer reference number which is **8500 3070 1528**.

Please allow 3 working days for your payment to clear at a bank or Post Office and 5 working days if you pay by post.



**Switch to Direct Debit**  
It's easy, convenient and saves you money. Call us on **0800 048 0101** to spread your payments over the year, or pay your bill in full each quarter.



**Credit/Debit card, by phone or online**  
Call us on **0800 294 4464** or visit [britishgas.co.uk/paymybill](http://britishgas.co.uk/paymybill)



**SMS**  
Call us on **0800 048 0101** to register.



**Internet or phone banking**  
Pay directly to our account number **71584685** and sort code **40-05-30**. Quoting your reference: **8500 3070 1528**



**At the Post Office**  
Take your bill or payment card, fill in this payment slip and make your cheque payable to "Post Office Ltd".



**By PayPoint**  
Take your whole bill and pay by cash.



**At any bank or by post**  
Make cheques payable to "British Gas Trading Ltd" and write your customer reference number on the back. Take your cheque with this completed payment slip to the bank, or send them to British Gas; Payment Area 55, Camberley, GU95 1AB. Please don't send cash in the post. Some banks charge for this service.

**1.10 Address of PROPERTY to be LET:**

Garden Flat, 5 Templewood Avenue, Hampstead, London, NW3

**1.11 Included with the Let Property**

Use of private garden and patio plus off street parking to the right hand side of the house

**1.12 Initial TERM of the tenancy will be:**

12 MONTHS

**COMMENCEMENT date; from and including:**

21<sup>ST</sup> FEBRUARY 2011

**EXPIRY date; to and including:**

20<sup>TH</sup> FEBRUARY 2012

**1.13 Rent for the Term**

**1.14 A security DEPOSIT of**

£12,00.00

Is to be paid on or before the signing of this Agreement to the Agent to be held by the Deposit Protection Service and dealt with in accordance with the terms and conditions of section 6. The Tenant shall be entitled to all interest thereon.

**1.15 The Landlord lets and the Tenant takes the Property for the Term at the Rent payable as above.**

This Agreement incorporates the following Letting Provisions  
**LETTING PROVISIONS**

Initials

EW 4 LW