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Our Ref: CA\2011\ENQ\07314
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Dear Miss Harwood

Town and Country Planning Act 1990 (as amended)
Re: 6 Branch Hill, London, NW3 7LT

Thank you for your enquiry dated 1st December 2011, relating to a proposed ground floor rear extension with a green roof and a new conservatory to replace an existing conservatory located at first floor level of the above property.

The Council provides specific guidance on rear extensions in Camden Planning Guidance 1. Section 4 – Extensions, alteration and conservatories of this guidance is of particular importance.

This property falls within the Hampstead Conservation Area and further guidance on rear extensions is provided in the Hampstead Conservation Area Statement. Extensions and conservatories can alter the balance and harmony of a property or of a group of properties by insensitive scale, design or inappropriate materials. Therefore they should be as unobtrusive as possible and should not adversely affect the character of the building or the Conservation Area.

Ground floor extension:

The proposed ground floor extension involves the excavation of part of the rear garden of this residential property, which would be reinstated at first floor level by means of a green roof. No details of the proposed 'intensive green roof' have been provided with your enquiry. Nevertheless, it is clear that a number of trees on or near this location would need to be felled, including a mature Acer tree along the eastern boundary of the site.

Although the proposed ground floor rear extension would, in itself not be highly visible from the street, the loss of the trees may have a significant impact, not only on the character and appearance of the conservation area, but also on the amenities enjoyed by the occupiers of number 6 and the neighbouring properties. I've noted in your submission that the 'mature trees on the boundaries with these properties [referring to the two neighbouring properties at high level] provide natural screening and prevent any issues of overlooking. The felling of the trees may thus cause harm in this respect. Please see Policy DP26 – Managing the impact of development on occupiers and neighbours.

First floor conservatory:

I agree to some extent that the existing conservatory has no architectural merit and the replacement thereof with something similar in size may be acceptable. However, the footprint of the proposed conservatory is significantly larger than the existing and would in my view fail, notwithstanding the lightweight materials, to be subordinate to the host building, especially being at first floor level immediately adjacent the highway. Paragraph 4.19 of the Camden Planning Guidance 1: Design provide general guidance on conservatories, and states:

Conservatories should normally:

- be located adjacent to the side and rear elevations of the building;
- be subordinate to the building being extended in terms of height, mass, bulk, plan form and detailing;
- respect and preserve existing architectural features, e.g. brick arches, windows etc;
- be located at ground or basement level. Only in exceptional circumstances will conservatories be allowed on upper levels;
- not extend the full width of a building. If a conservatory fills a gap beside a solid extension, it must be set back from the building line of the solid extension; and
- be of a high quality in both materials and design.

In my view the proposed replacement conservatory would fail to meet the above criteria for a conservatory, and thus likely to be considered contrary to policies CS14 – Promoting high quality places and conserving our heritage, DP24 – Securing high quality design and DP25 – Conserving Camden's heritage of the LDF.

Notwithstanding the above, all applications are considered on their merits and if your client still wants to pursue a planning application, I would also like to point out to you that Policy CS13, paragraph 13.9 expects development or alterations to existing buildings to include proportionate measures to be taken to improve their environmental sustainability, where possible. All buildings, whether being updated or refurbished, are expected to reduce their carbon emissions by making improvements to the existing building. Work involving a change of use or an extension to an existing property is included. As a guide, at least 10% of the project cost should be spent on the improvements. A checklist for retro-fitting measures can be found in Camden Planning Guidance 2011 (CPG 3 Sustainability Appendix 1).

Planning application forms can be completed online through the National Planning Portal www.planningportal.gov.uk or downloaded from our website www.camden.gov.uk/planning. The website also provides details of the validation requirements and guidance notes.

For a valid application, I would advise you to submit the following:

- Completed form – **planning permission** (original plus 3 copies)
- An ordnance survey based location plan at 1:1250 scale (original plus 3 copies) clearly denoting the application site in red.
- **Roof plans** at a scale of 1:50 labelled 'existing' and 'proposed' - (original plus 3 copies).
- **Elevations** at a scale of 1:50 labelled 'existing' and 'proposed' - (original plus 3 copies).
- **Sections** at a scale of 1:50 labelled 'existing' and 'proposed' - (original plus 3 copies).
- **Floor plans** at a scale of 1:50 labelled 'existing' and 'proposed' - (original plus 3 copies).
- The completed Ownership Certificate (this is part of the application form)
- Completed Agricultural Holdings Certificate (this is part of the application form)
- Design and access statement – 3 copies

- Planning statement – outlining proposed sustainability measures
- A full Tree Survey with an accompanying plan in accordance with current 'BS5837: Trees in relation to construction – Recommendation'
- Details, including sections of the proposed green roof to support biodiversity and sustainable drainage.
- A Basement Impact Assessment (BIA) may also be required. Please see Camden Planning Guidance 4 - Basements and lightwells for more information.
- The appropriate fee (£150)
- Photographs are helpful to provide site context

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

Please note that the information contained in this letter represents an officer's opinion and is without prejudice to further consideration of this matter by the Development Control section or to the Council's formal decision.

I trust this information is of assistance. Should you have any further queries please do not hesitate to contact me by telephone on 020 7974 7013.

Yours sincerely



Philip Niesing