

Email: [planning@camden.gov.uk](mailto:planning@camden.gov.uk)  
Phone: 020 7974 4444  
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Development Management  
Camden Town Hall Extension  
Argyle Street  
London WC1H 8EQ

## Application for Planning Permission. Town and Country Planning Act 1990

### 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.

### 1. Applicant Name, Address and Contact Details

Title:	<input type="text" value="Mr"/>	First name:	<input type="text" value="Peter"/>	Surname:	<input type="text" value="Watson"/>		
Company name	<input type="text" value="British Film Institute"/>						
Street address:	<input type="text" value="British Film Institute, 21 Stephen Street"/>			Country Code	National Number	Extension Number	
	<input type="text"/>			Telephone number:	<input type="text"/>	<input type="text"/>	
	<input type="text"/>			Mobile number:	<input type="text"/>	<input type="text"/>	
Town/City	<input type="text" value="London"/>			Fax number:	<input type="text"/>	<input type="text"/>	
County:	<input type="text"/>			Email address:	<input type="text"/>		
Country:	<input type="text"/>						
Postcode:	<input type="text" value="W1T 1LN"/>						
Are you an agent acting on behalf of the applicant?				<input type="radio"/> Yes	<input checked="" type="radio"/> No		

### 2. Agent Name, Address and Contact Details

No Agent details were submitted for this application

### 3. Description of the Proposal

Please describe the proposed development including any change of use:

This development proposes new fenestration to the front and rear of the building at ground floor only to compliment an internal refurbishment. New windows and doors will be installed to the front and rear. A new terrace is proposed to the rear.

Has the building, work or change of use already started? ☐ Yes ☒ No

### 4. Site Address Details

Full postal address of the site (including full postcode where available)

House:	<input type="text" value="21"/>	Suffix:	<input type="text"/>
House name:	<input type="text" value="British Film Institute"/>		
Street address:	<input type="text" value="Stephen Street"/>		
	<input type="text"/>		
Town/City:	<input type="text" value="London"/>		
County:	<input type="text"/>		
Postcode:	<input type="text" value="W1T 1LN"/>		
Description of location or a grid reference (must be completed if postcode is not known):			
Easting:	<input type="text" value="529638"/>		
Northing:	<input type="text" value="181531"/>		

Description:

### 5. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? ☐ Yes ☒ No

## 6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway?

☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway?

☐ Yes ☒ No

Are there any new public roads to be provided within the site?

☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site?

☐ Yes ☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way?

☐ Yes ☒ No

## 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste?

☒ Yes ☐ No

If Yes, please provide details:

There is existing designated waste store area in the rear of the site, which is retained.

Have arrangements been made for the separate storage and collection of recyclable waste?

☒ Yes ☐ No

If Yes, please provide details:

There is existing designated recycle store area in the rear of the site, which is retained.

## 8. Authority Employee/Member

With respect to the Authority, I am:

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

Do any of these statements apply to you?

☐ Yes ☒ No

## 9. Materials

Please state what materials (including type, colour and name) are to be used externally (if applicable):

### Walls - description:

Description of *existing* materials and finishes:

Red brick and curtain walling glazing. Pebble dash infill panels in some locations. White painted concrete columns.

Description of *proposed* materials and finishes:

Red brick and curtain walling glazing unchanged. Some pebble dash infill panels to be replaced with brick to match existing. White painted concrete columns retained and refurbished.

### Roof - description:

Description of *existing* materials and finishes:

Flat roof with brick upstand.

Description of *proposed* materials and finishes:

Roof materials unchanged.

### Windows - description:

Description of *existing* materials and finishes:

FRONT GROUND: Large single pane glazing to ground floor (brown), one steel framed window (white).

REAR GROUND: White casement windows in rear elevation some aluminium and double glazed, some steel framed and single glazed.

Description of *proposed* materials and finishes:

FRONT GROUND: Full height aluminium framed glazing, new aluminium opening windows, retained existing windows to stair cores to be refurbished.

REAR GROUND: New aluminium opening windows.

### Doors - description:

Description of *existing* materials and finishes:

FRONT GROUND: Sliding metal doors to main entrance (black). Brown timber double doors to fire exit.

REAR GROUND: Black timber double doors to despatch. White timber double doors to fire exit.

Description of *proposed* materials and finishes:

New full height glazed aluminium doors to front and rear.

### Boundary treatments - description:

Description of *existing* materials and finishes:

Black painted steel fence and gate to bike and bin store at rear elevation. Metal bollards with metal chain to parking zone at rear elevation.

Description of *proposed* materials and finishes:

Black painted steel fence retained with new gate and side panel. Metal bollards retained and refurbished.

### Vehicle access and hard standing - description:

Description of *existing* materials and finishes:

Tarmac over existing pavement lights to front elevation. Tarmac surfacing to parking zone and site area at rear elevation.

Description of *proposed* materials and finishes:

Hard surfacing of site retained as existing.

9. (Materials continued)

Lighting - add description

Description of *existing* materials and finishes:

Exterior lighting surface fixed to rear.

Description of *proposed* materials and finishes:

Existing fittings to rear to be replaced.  
New lighting within new canopy.

Others - description:

Type of other material:

Terrace and ramp

Description of *existing* materials and finishes:

Existing concrete ramp and stair.

Description of *proposed* materials and finishes:

It is proposed to add a timber clad terrace to rear elevation.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement?

☒ Yes ☐ No

If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

A12-008 BFI Design & Access Statement  
P002/-  
P100/-  
P106/-  
P120/-  
P121/-  
P200/-  
P206/-  
P400/-  
P401/-  
P503/-

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	4	4	0
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	0	0
Cycle spaces	20	20	0
Other (e.g. Bus)	1	0	-1
Short description of Other	Delivery		

11. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☒ Package treatment plant ☐ Unknown ☐  
Septic tank ☐ Cess pit ☐

Other

Are you proposing to connect to the existing drainage system?

☐ Yes ☒ No ☐ Unknown

12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☒ No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☒ No

How will surface water be disposed of?

☐ Sustainable drainage system ☒ Main sewer ☐ Pond/lake  
☐ Soakaway ☐ Existing watercourse

13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, OR on land adjacent to or near the application site:

- a) Protected and priority species
- ☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No
- b) Designated sites, important habitats or other biodiversity features
- ☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No
- c) Features of geological conservation importance
- ☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No

14. Existing Use

Please describe the current use of the site:

Building from the 1950's housing the headquarters of the British Film Institute. Office space and library on the ground floor. Office space on upper levels.

- Is the site currently vacant? ☐ Yes ☒ No
- Does the proposal involve any of the following?  
If yes, you will need to submit an appropriate contamination assessment with your application.
- Land which is known to be contaminated? ☐ Yes ☒ No
- Land where contamination is suspected for all or part of the site? ☐ Yes ☒ No
- A proposed use that would be particularly vulnerable to the presence of contamination? ☐ Yes ☒ No

15. Trees and Hedges

- Are there trees or hedges on the proposed development site? ☐ Yes ☒ No
- And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character? ☐ Yes ☒ No
- If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to construction - Recommendations'.

16. Trade Effluent

- Does the proposal involve the need to dispose of trade effluents or waste? ☐ Yes ☒ No

17. Residential Units

- Does your proposal include the gain or loss of residential units? ☐ Yes ☒ No

18. All Types of Development: Non-residential Floorspace

- Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area	0.0	0.0	0.0	0.0
A2	Financial and professional services	0.0	0.0	0.0	0.0
A3	Restaurants and cafes	0.0	0.0	0.0	0.0
A4	Drinking establishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	551.0	41.0	0.0	-41.0
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0

18. All Types of Development: Non-residential Floorspace (continued)

C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	0.0	0.0	0.0	0.0
D1	Non-residential institutions	219.0	0.0	11.0	11.0
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
	Total	770.0	41.0	11.0	-30.0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
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19. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	208	10	
Proposed employees	208	10	

20. Hours of Opening

If known, please state the hours of opening for each non-residential use proposed:

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	
B1A	As existing 07.30	As existing 21.00					<input type="checkbox"/>
D1	As existing 09.00	As existing 18.00					<input type="checkbox"/>

21. Site Area

What is the site area? 1,202 sq.metres

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

N/A

Is the proposal for a waste management development? ☐ Yes ☒ No

23. Hazardous Substances

Is any hazardous waste involved in the proposal? ☐ Yes ☒ No

24. 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? (Please select only one)

☐ The agent ☒ The applicant ☐ Other person

25. Certificates (Certificate A)

Certificate of Ownership - Certificate A

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant 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 or building to which the application relates.

Title: Ms First name: Francesca Surname: Pont  
Person role: Agent Declaration date: 19/11/2012 ☒ Declaration made

25. Certificates (Agricultural Land Declaration)

Agricultural Land Declaration

Town and Country Planning (Development Management Procedure) (England) Order 2010 Certificate under Article 12

Agricultural Land Declaration - You Must Complete Either A or B

(A) None of the land to which the application relates is, or is part of an agricultural holding.



(B) I have/The applicant has given the requisite notice to every person other than myself/the applicant who, on the day 21 days before the date of this application, was a tenant of an agricultural holding on all or part of the land to which this application relates, as listed below:



If any part of the land is an agricultural holding, of which the applicant is the sole tenant, the applicant should complete part (B) of the form by writing 'sole tenant - not applicable' in the first column of the table below

Title:	<input type="text" value="Ms"/>	First Name:	<input type="text" value="Francesca"/>	Surname:	<input type="text" value="Pont"/>
Person role:	<input type="text" value="Agent"/>	Declaration date:	<input type="text" value="19/11/2012"/>	<input checked="" type="checkbox"/>	Declaration Made

26. Declaration

I/we hereby apply for planning permission/consent as described in this form 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.

<input checked="" type="checkbox"/>	Date	<input type="text" value="20/11/2012"/>
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