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Application Ref: **2011/5373/INVALID**
Associated Ref:
Please ask for: **Scott Seide**
Telephone: 020 7974 5613

9 November 2011

Dear Sir/Madam

INCOMPLETE APPLICATION

Address: Northgate House , 67 - 69 Lincoln's Inn Fields, London, WC2A 3JB

Proposal Description: Change of use of first, second, third and fourth floor levels of existing office / university building (Classes B1a / D1).

Thank you for your application received on 19 October 2011.

Your application has been checked and found to be **incomplete** for the reasons listed on the attached schedule. We cannot start work on your application until we receive all of this information.

It would assist us if you could return the attached schedule with your additional information indicating what additional information you have provided, and giving a reason for not including anything you do not feel is necessary.

If you do not reply within 21 days of the date of this letter, or inform us by email of your intention to send the information, we may close the application and do no further work on the file.

You can send the information to us via email. Please use the application reference number quoted above and the words 'Incomplete planning application' in the subject line of your email and send it to env.devcon@camden.gov.uk

Please read the [guidance notes](#) on our website for attaching electronic files before sending your email.

By using email you do not need to send additional paper copies. Please send the information we have requested as an attachment to your message ensuring that the drawings are submitted at the required scale and can be printed on A3 or A4 size paper. Always show the scale and print size on drawings and a north point where necessary. Please name and number all documents and drawings clearly and uniquely, store existing and proposed drawings (plans, elevations, sections) in separate clearly titled files. **(Do not send multiple drawings in one file)**

If you want to send the information as paper copies please use the address at the top of this letter, quote the application reference and **ensure 4 copies of all drawings and information are provided.**

Yours sincerely

Scott Seide
Customer Support Team

Incomplete Reasons Schedule	
Application Ref: 2011/5373/INVALID	Address Northgate House , 67 - 69 Lincoln's Inn Fields, London, WC2A 3JB

Associated Ref:

Please review the items listed here as reasons for your application being incomplete.

It will assist with the checking of your new information if you can complete and return this sheet with your information, indicating what incomplete reasons have been addressed. Where you have not fully met the requirement or do not believe the information is necessary, please use the space provided to give reasons you believe should be taken into account.

In order to improve our service to all applicants, we would also appreciate if you could provide details as to whether you sought any guidance prior to your submission, and what form this took

Camden Website ☐ Planning Portal website ☐ Duty Planner phonecall ☐ Duty Planner appointment etc. ☐ Other ☐

Please provide details.....

Invalid Reason	Included Y/N	Comments or reason if not included
The floor area to be changed to D1 use is 2085 square metres. Therefore the application is considered to be a major application.	OK	
Please be advised that the following information can be incorporated into a broad planning statement with relevant headings and sections, and does not have to be provided as individual documents	DONE	(PLEASE FIND ENCLOSED)
Please provide a business transport statement. This being an assessment of the transport and servicing impact of the development which includes: " existing and proposed vehicular and pedestrian journeys to and from the site by all modes of transport " description and analysis of existing transport conditions " how the proposal will affect the transport conditions " a travel plan which outlines the measures that will be put in place to improve access to public transport and reduce the need for	DONE	(REFER TO CHAPTER 7 OF THE PLANNING STATEMENT)

<p>parking associated with the proposal</p> <p>" proposed loading areas, arrangements for manoeuvring, servicing and parking cross referenced to the drawings</p> <p>The coverage and scale of the assessment should reflect the scale of the development and the extent of the transport implications of the proposal.</p>		
<p>Please provide a minimum of 10 copies comprised of :</p> <p>" 4 copies of drawings to scale with all associated documents</p> <p>" 3 sets of drawings/documents reduced to A3 size,</p> <p>" 3 sets of drawings/documents in electronic format (e.g. CDs).</p>	<p>DONE</p>	<p>(PLEASE FIND ENCLOSED)</p>
<p>Please provide a planning statement. This should explain the principles of and justification for the proposed works. The type and amount of detail required will vary according to the particular circumstances of each application.</p> <p>You should submit information explaining how the proposed development accords with policies in the development plan, Supplementary Planning Documents and development briefs.</p>	<p>DONE</p>	<p>(NB. APPLICATION ORIGINALLY INCLUDED A PLANNING STATEMENT)</p>
<p>You should also include details of any pre application consultation you have carried out.</p>	<p>DONE</p>	<p>(REFER TO CHAPTER 10 OF THE PLANNING STATEMENT)</p>
<p>If your proposal is for the conversion or change of use of a commercial property then you will need to provide evidence that there is no demand for the site for alternative business uses.</p> <p>You will need to provide evidence of the following:</p> <p>" that the property has been marketed at realistic prices for a period of two years; and</p> <p>" that alternative uses and layouts have been considered.</p>	<p>DONE</p>	<p>(REFER TO CHAPTER 6 OF THE PLANNING STATEMENT)</p>

Please provide a sustainability statement. You must provide details of sustainable design and construction measures showing how you propose to reduce the energy, water and materials used in design and construction.

The sustainability assessment tools that Camden uses are:

- " The Code for Sustainable Homes (CfSH),
- " BREEAM (Building Research Establishment Environmental Assessment Method), and
- " EcoHomes.

The assessment that should be provided is:

- " Non-residential (500sqm of floorspace or more)
- o BREEAM

You can find more information and guidance on the BREEAM website <http://www.breeam.org/index.jsp>

Please provide a waste reduction statement stating how the development will aim for at least 10% of the total value of materials used to be derived from recycled and reused sources. This should relate to the WRAP Quick Wins assessments or equivalent as (highlighted in the waste hierarchy information section below).

Major developments are anticipated to be able to achieve 15-20% of the total value of materials used to be derived from recycled and reused sources.

Please provide an energy statement, in line with CS13 and Chapter 2 Camden Planning Guidance 3 - Sustainability developments involving 5 or more dwellings and/or 500sqm (gross internal) or more are

DONE

(REFER TO CHAPTER 8
OF THE PLANNING STATEMENT)

DONE

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<p>required to submit an energy statement which demonstrates how carbon dioxide emissions will be reduced in line with the energy hierarchy. See Chapters 2-6 of Camden Planning Guidance 3 - Sustainability for further details and GLA guidance on planning energy assessments</p>		
<p>Please provide details of bicycle storage proposed.</p>	<p>DONE</p>	<p>(REFER TO CHAPTER 7 OF THE PLANNING STATEMENT)</p>
<p>Please submit a crime impact assessment either as part of the Design and Access Statement or as a separate document cross referenced to the Design and Access statement. The assessment needs to demonstrate that you have considered the impact on crime and anti-social behaviour.</p>	<p>DONE</p>	<p>(REFER TO CHAPTER 9 OF THE PLANNING STATEMENT)</p>
<p>Given the importance Camden places on waste storage and collection- you are required to make appropriate arrangements and/or space for the storage and collection of recycling and refuse. You need to include these details on the plans or address them in the application form.</p>	<p>DONE</p>	<p>(REFER TO CHAPTER 8 OF THE PLANNING STATEMENT)</p>