



Development Control  
Planning Services  
London Borough of Camden  
Town Hall  
Argyle Street  
London WC1H 8ND

Tel 020 7278 4444  
Fax 020 7974 1680  
Textlink 020 7974 6866

[env.devcon@camden.gov.uk](mailto:env.devcon@camden.gov.uk)  
[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

Mr Uwe Schmidt-Hess  
Schmidt-Hess Architects  
Unit 4.3  
2-6 Northburgh Street  
London  
EC1V 0AY

Application Ref: **2009/5233/INVALID**  
Associated Ref: **2009/5234/INVALID**  
Please ask for: **Customer Support Team**  
Telephone: 020 7974 5613

12 November 2009

Dear Sir/Madam

### INCOMPLETE APPLICATION

Address: 19B Hampstead High Street, London, NW3 1PX

Proposal Description: Additions and alterations including the conversion of existing Maisonette into 2 flats, a new side access door at ground floor level, rear infill extension and new protruding side window at first floor level and creation of a rear wooden deck and roof garden at 2nd floor level.

Thank you for your application received on 08 October 2009.

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.

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](mailto: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

Customer Support Team

## Incomplete Reasons Schedule

**Application Ref:** 2009/5233/INVALID

**Address** 19B Hampstead High Street, London, NW3 1PX

**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.

Invalid Reason	Included Y/N	Comments or reason if not included
As part of the Design and Access statement you should also make some reference to 'Lifetime Homes Standards' <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> and refer to any measures you have employed to address these or why aspects are not able to be applied in this instance. You are advised that all new housing developments, (including changes of use and conversions), should be built to 'Lifetime Homes' standards and 10% of new houses should be designed to be wheelchair accessible or easily adaptable for residents who are wheelchair users. Information should be provided to show how proposals would meet this policy i.e housing built to "Lifetime Homes" standards. The 16 points need to be addressed on planning applications and the plans need to show how the requirements for nos. 1, 3, 5, 6, 7, 10, 12, 14, + 15 have been achieved. Further information is also available on the Council's website. If you require any further information, you are also advised to look at <a href="http://www.lifetimehomes.org.uk">www.lifetimehomes.org.uk</a> and within Accessible London - SPG to the London Plan 2004 'Achieving an Inclusive Environment' available at <a href="http://www.london.gov.uk">www.london.gov.uk</a>	Yes	Please find additional information and references to 'Lifetime Homes Standards' as part of the Design & Access Statement.
Please provide a schedule of works specifying features to be retained and all new finishes for all rooms.	Yes	For features to be retained and new finishes, please see the following drawings in combination with key on the drawings (existing / proposed) A2010_01, A2011_01, A2012_01, A2013_01
Please provide an elevation of the proposed secondary glazing at scale 1:10 and a section showing how it is to be fitted in the window reveal.	Yes	For secondary glazing, please see details: A4010_00 and A4011_00

Please provide elevations scale 1:10 of all new doors and architraves and section detail of any moldings at scale 1:2.	Yes	For doors and architraves, please see details: A4050_00, A4051_00, A4052_00, A4053_00
Please provide plan, section and elevation of replacement stair (which should also show the handrail).	Yes	For molding details, please see: A4030_00
Section Drawings are required	Yes	For replacement stair, please see: A4020_00
The fee for your online planning application is £335. You have indicated you will pay later. If you haven't already done so, please submit a fee for £335 to complete the fee requirements	Yes	All sections submitted in scale 1:50
You have signed Certificate A, however the Council's records show that this building is divided into flats. Please confirm that you/the applicant are the sole owner (the owner is considered to be the freeholder of the site AND anyone who has a leasehold interest with at least 7 years unexpired).of the site. If you are not the sole owner of the land or if any part of the development goes outside land in your ownership (even if only foundations), please complete Certificate B and serve notice on each of the owners.	No	Fee: Cheque has been sent to the council on 19. November 2009  Certificate A: Our client Mr. Albert Hay is the <u>sole owner</u> of the property, as stated on the planning application form. The building includes 19 Hampstead Highstreet (shop on Ground Floor) and 19b Hampstead Highstreet (1 existing flat). The shop will not be affected by this application.

RECEIVED  
09 DEC 2009