



## A GUIDE TO APPLICANTS FOR CONSERVATION AREA CONSENT

Conservation Area Consent is required for the demolition, in whole or in part, of most unlisted buildings or structures (including garages, walls and outhouses) located within a Conservation Area. If you wish to confirm whether your building or site lies within such an Area or whether consent is necessary, you are advised to contact Planning Transport and Employment Services at the address at the end of this form (Tel: 071-278 4444 x 2550 between 9am and 5pm Monday to Friday).

Conservation Area Consent is additional to and does not remove the need to obtain planning permission or listed building consent when necessary (see Q4). It is necessary for the Council to consult with the Historic Buildings & Monuments Commission and take their comments into account before Conservation Area Consent can be granted.

### 1. Name and Address of Applicant/Agent

If the form is completed by an agent all correspondence from the Council will be sent to him or her. Please give a contact name or reference.

### 2. Address of Application Site

The application must be accompanied by a plan or sketch to a scale of 1:1250 showing the site to which it refers and its boundary and relationship to adjoining property. The application site should be edged in red and any adjoining land owned by the applicant edged in blue.

### 3. Description of Proposed Works

Please tick the appropriate boxes and provide a summary of the works of demolition proposed, referring to all buildings forming part of the site.

### 4. Submission of an Application for Planning Permission

Works which need planning permission will require the submission of a separate application. Similarly any works relating to a listed building will require an application for listed building consent. The relevant forms can be obtained from Planning Transport and Employment Services at the address given at the end of the application form.

### 5. Plans and Drawings

If consent for the complete demolition of the building(s) is required, four copies of a plan showing the site (as in Q2) are required. It will also be helpful to provide elevations and floorplans of the building(s). If consent for partial demolition is required, the parts of the building(s) affected should be clearly marked in red on existing floor plans sections and elevations. Four copies of these drawings must be submitted. All plans and drawings submitted for approval should be identified by a distinctive reference number. Plans must also show a North point, the metric scale and indicate whether enlarged from an ordnance survey map or drawn from survey. If you are proposing partial demolition of a building it may be necessary for you to submit structural information showing how the remaining parts of the building will be retained during and after building works. Good quality photographs showing the area of the building to be demolished will also assist in securing a speedier decision.

If you wish to enclose any additional information please do so in the form of a covering letter.

**Your application cannot be progressed if insufficient information is received by the Council.**



**LONDON BOROUGH OF CAMDEN  
CONSERVATION AREA APPLICATION**  
Planning (Listed Buildings  
and Conservation Areas) Act 1990  
Planning (Listed Buildings  
and Conservation Areas) Regulations 1990

FOR OFFICE USE

Case File  
Reg. No. PL/  
Date Rec'd

Please read accompanying notes before answering any questions. Please complete all sections in BLOCK CAPITALS. Please answer every question. Four copies of the completed form and four sets of drawings (specified in Note 5) are required.

I am applying for Conservation Area Consent and declare that to the best of my knowledge all the information contained in this application form is correct.

*Jonathan Lawrence for*  
SIGNED BAUTECH LTD Applicant/Agent.

DATE 22.4.91

NAME OF CONSERVATION AREA  
REDINGTON  
AND FROGNAL

**1. Applicant**

Name: MR + MRS H. KHOSROSHAHI  
Address: 5, OAKHILL AVENUE  
LONDON NW3 Post Code: \_\_\_\_\_  
Tel. No: \_\_\_\_\_

**Agent** (if any) to whom correspondence will be sent.

Name: BAUTECH LTD CHARTERED ARCHITECTS  
Address: 9/10 SAVILLE ROW  
LONDON W1X Post Code: 1AF  
Tel. No: 071-734 2924

**2. Address of Application Site**

5, OAKHILL AVENUE, LONDON NW3 Post Code: \_\_\_\_\_

**3. Description of Proposed Works**

a. Does the proposal involve complete demolition of unlisted building(s) in a conservation area? (if yes, specify buildings affected): YES  NO

b. Does the proposal involve partial demolition of unlisted building(s) in a Conservation Area. (if yes, specify the part(s) affected:): YES  NO

c. Please give a brief description of the degree of demolition proposed: DEMOLITION OF: EXG. REAR + FRONT GARDEN WALLS (SOME RETAINING + SOME DECORATIVE); DEMOLITION TO REDUCE REAR PATIO AREA + REMOVE FRONT STEPS  
ALL IN PREPARATION FOR NEW LANDSCAPING WORKS + NEW WALLS AND RAILINGS - SEE PLANNING APPLICATION OF SAME DATE.

**4. Submission of Application for Planning Permission**

Has an application for planning permission been submitted in respect of the associated works? YES  NO

If no, please state reason \_\_\_\_\_

**5. Plans and Drawings**

List all drawings submitted for approval (four copies of each drawing will be required clearly indicating the areas to be demolished): BAUTECH DWG. NOS 133/01<sup>A</sup>, 02<sup>A</sup>, 03<sup>A</sup> + 04<sup>B</sup>; BAUTECH "AS EXG" PHOTOGRAPHIC RECORD SHTS. 1-4  
DL'D MARCH '91 PLAN + PERSPECTIVE

## PART II – Site Ownership

When making an application for Conservation Area Consent, it is important that you provide information about the ownership of the application site by filling in an appropriate Certificate, as described in Regulation 6, and set out in Schedule 2, of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.

There is a penalty for knowingly or recklessly completing a false or misleading certificate.

**NOTE.** An OWNER is the freeholder of the site and anyone who has a leasehold interest with at least 7 years unexpired.

Use Certificate A if you are the sole owner of all the land and buildings to which the application relates. If you are not the only owner of all the application site then any other person who qualifies as an owner must be informed of the terms of your application. If you can identify all other owners you must serve a notice on them using the wording shown in Notice 1. Once you have done this, complete certificate B and submit it to the Council with your application.

Certificates C and D and Notice 2 are available from the Council at the address given at the bottom of this application form. Use certificate C if you do not know the names of ALL the owners of the application site, and certificate D if you do not know ANY of the owners of the site. In these cases you will need to post a notice on the site and print a notice in a local newspaper using the wording of Notice 2, as well as notifying all known owners using the wording of Notice 1.

LONDON BOROUGH OF CAMDEN  
PLANNING AND TRANSPORT  
DEPARTMENT

29 APR 1991

Regulation 6  
RECEIVED

### SCHEDULE 2

#### PART I

#### PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990

##### Certificate A

### Under Section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990

I hereby certify that:

No person other than ~~myself~~ [the applicant]\* was the owner (a) of any of the building to which the application relates at the beginning of the period of 21 days ending with the date of the accompanying application.

Signed Mark Lawrence for  
BAUTECH LTD CHARTERED ARCHITECTS

[on behalf of MR + MRS H KHOSROWSHAH]

Date 22.4.91

\* Delete where inappropriate.

##### Notes

(a) "Owner" means a person having a freehold interest or a leasehold interest of which not less than 7 years remain unexpired.

or

##### Certificate B

### Under Section 74 of the Planning (Listed Buildings and Conservation Areas) Act 1990

I hereby certify that:

[I have] [The applicant has]\* given the requisite notice to all the persons other than [myself] [the applicant]\* who, at the beginning of the period of 21 days ending with the date of the accompanying application were owners (a) of the building to which the application relates—

Name of owner	Address	Date of service of notice
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Signed \_\_\_\_\_

[on behalf of \_\_\_\_\_]\*

Date \_\_\_\_\_

\* Delete where inappropriate.

##### Notes

(a) "Owner" means a person having a freehold interest or a leasehold interest of

which not less than 7 years remain unexpired.

## Duplicate Applications/Resubmissions

Have you submitted a duplicate application?

YES   NO

If yes, please give our Registered Number of your duplicate application:

Do you want your application to be considered as a resubmission of an earlier application that was either refused or withdrawn?

YES   NO

If yes, please give our registered number and the date that your earlier application was either refused/withdrawn (delete):

Date: \_\_\_\_\_

## Check List

application for

Please use this list to check that your/conservation area consent has been completed correctly.

- Have you provided 4 copies of plans for each separate application showing clearly and accurately, to a metric scale, the existing site and the building(s) or parts of building(s) you intend to demolish?
- Have you provided 4 copies of a location plan, drawn to scale with the site outlined in red and any land in the same ownership outlined in blue?
- Have you provided enough information including good quality photographs of the site (marked as necessary) so that your proposals can be fully understood?
- Have you signed, dated and fully completed 4 copies of the application form for each separate application?
- Have you given full information on who owns the land involved? Have the correct notices been served on the owners (if there are other owners apart from the applicant)? (See Part II)

### Please Note:-

If you cannot put a tick to every question your application is probably incomplete and will not be dealt with if submitted.

Please send completed application form, together with three copies, and four sets of drawings to:-

London Borough of Camden  
Planning Transport and Employment Services  
Camden Town Hall, Argyle Street Entrance  
Euston Road, London WC1H 8EQ

## Notice No. 1

PART II

### PLANNING (LISTED BUILDINGS AND CONSERVATION AREAS) ACT 1990 NOTICE FOR SERVICE ON INDIVIDUALS

Proposal for the demolition of non-listed building(s) in a Conservation Area.

(a) \_\_\_\_\_

TAKE NOTICE that application is being made to the London Borough of Camden Council by:

(b) \_\_\_\_\_

to (c) \_\_\_\_\_

If you wish to make representations about the application, you should make them in writing, not later than (d) \_\_\_\_\_

to the Council at Planning Transport and Employment Services, Camden Town Hall,  
Argyle Street Entrance, Euston Road, London, WC1H 8EQ

\*Delete where inappropriate

Signed \_\_\_\_\_

(on behalf of \_\_\_\_\_)\*

### Notes

Date \_\_\_\_\_

- (a) Insert name, address or location of building with sufficient precision to ensure identification of it.
- (b) Insert name of applicant.
- (c) Insert description of proposed works and name, address or location of building.
- (d) Insert date not less than 20 days later than the date on which the notice is served.