



**Planning (Listed Buildings and Conservation Areas) Act 1990**

Please read accompanying notes before answering any questions. Please complete all sections in BLOCK CAPITALS. Please answer every question. Five copies of the completed form and five sets of drawings (as specified in Note 6) are required.

I apply for listed building consent and declare that to the best of my knowledge all the information contained in this application form is correct.

SIGNED [Signature] Applicant/Agent.

DATE 22nd July 1997

FOR OFFICE USE

Case File:

Reg. No. HB/ 259704730

Date Rec'd 24/7/97

**1. Applicant**

Name: TRADES UNION CONGRESS

Address: CONGRESS HOUSE, GT. RUSSELL ST.  
LONDON Post Code: WC1B 3LS

Tel. No: 0171 636 4030

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

Name: IAN RITCHIE ARCHITECTS (IAN RITCHIE)

Address: 110 THREE COLT ST.  
LONDON Post Code: E14 8AZ

Tel. No: 0171 338 1100

**2. Address of Application Site**

CONGRESS HOUSE, GT. RUSSELL ST., LONDON WC1B 3LS

Tick appropriate box ▶

Grade of Building		
I	II*	II
	✓	

**3. Description of Proposed Works**

a. Does the proposal involve demolition of listed building(s)? (if yes, specify buildings or parts of buildings affected):

No - only removal of later partitioning

YES COMPLETE   
YES PARTIAL   
NO

b. Will there be alterations and/or extensions to listed building(s)? (if yes, give a brief description of works proposed, both internal and external):

LIGHTING OF GREAT RUSSELL ST. FACADE, INCLUDING NEW LIGHT MAST YES  NO   
REPLACEMENT OF GLASS AND LIGHTING TO BALCONY. CHANGE OF GROUND SURFACES TREATMENT TO PULL-IN AT FRONT OF BUILDING. ALTERATIONS TO EXISTING PARTITIONING

c. Does the proposal relate to a variation or discharge of conditions on a listed building consent?

YES  NO

If "Yes", specify:  
Date of decision \_\_\_\_\_: Registration No. \_\_\_\_\_ / \_\_\_\_\_

Details of the relevant condition: \_\_\_\_\_

**4. Alterations or Extensions (to be answered only if works involve alterations or extensions)**

Materials - specify type & colour of materials & applied finishes where applicable to: LIGHT MAST IN CRYSTAL BLUE

Walls & Roof: NO ALTERATIONS Windows & Doors: NO ALTERATIONS

Internal surfaces: DE-MOUNTABLE BOARD PARTITIONING TO BE REPLACED BY GLASS PARTITIONS

**5. Submission of Application for Planning Permission or Advertisement Consent**

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

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

Has an application for advertisement consent been submitted in respect of the proposed works? YES  NO

**6. Plans and Drawings**

List all drawings submitted for approval. SIX Five copies of each drawing will be required unless the application is submitted in conjunction with a planning application. In such a case, provided that the drawings for each application are identical, one set will be sufficient.

\_\_\_\_\_

\_\_\_\_\_



LONDON BOROUGH OF CAMDEN  
ENVIRONMENT DEPT.  
RECORDS & INFORMATION  
RECEIVED 24 JUL 1997

## A GUIDE TO APPLICANTS FOR LISTED BUILDING CONSENT

Listed Building Consent is normally required for any works which involve partial or complete demolition, extension or alteration (either internal or external) of a listed building or any structures which fall within its curtilage if these structures were erected before 1 July 1948. If you require advice on whether your building is listed or whether the works you are proposing require Listed Building consent, you are advised to contact Planning at the address below.

Listed Building Consent is additional to and does not remove the need to obtain planning permission or Conservation Area Consent when necessary (see Q5). It is necessary for the Council to consult with and gain direction from the Historic Buildings and Monuments Commission before 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 should 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 proposed to the listed building(s) including any demolition or alterations internally or externally. Also specify any structure within the curtilage to be removed or altered.

### 4. Alterations or Extensions

Please specify the type, colour, style of materials and applied finishes to be used both internally and externally. Also specify any structures within the curtilage to be removed or altered.

### 5. Submission of an Application for Planning Permission and Advertisement Consent

Works which need planning permission will require the submission of a separate application. Likewise, if your proposal includes partial or complete demolition of an unlisted building or structure in a conservation area, Conservation Area Consent may be required. Advertisement Consent will probably be necessary if your proposal involves the installation of an illuminated sign and may also be necessary for other types of advertisements. All these applications should be made at the same time. The relevant forms can be obtained from Planning at the address given at the end of this application form.

### 6. Plans and Drawings

6 copies of drawings to a scale of 1:100 or 1:50 are required showing existing and proposed floor plans, elevations and sections unless the application is accompanied by a planning application showing the same development, in which case only one additional set of drawings is required (ie 6 in all). All plans and drawings submitted for approval should be identified by a distinctive reference number. Plans should also show a north point, the metric scale and indicate whether enlarged from an ordnance survey map or drawn from survey. Materials and finishes should be indicated on drawings and the extent of proposed works clearly shown and fully annotated. 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. Photographs showing relevant areas of the building may 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 will not be progressed if insufficient information is received by the Council.

## PART II – Site Ownership

When making an application for Listed Building Consent, it is important that you provide information about the ownership of the application site by filling in an appropriate Section II Certificate.

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

N.B. 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 this 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 the 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 put a notice in a local newspaper using the wording of Notice 2 as well as notify all known owners using the wording of Notice 1.

## SCHEDULE 2

Regulation 6

### PART I

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

##### Certificate A

### Under Section II 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 \_\_\_\_\_

(on behalf of TRADES UNION CONGRESS)\*

Date 22.07.97

\* 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 II 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

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.

PART II

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

Proposal for ~~demolishing~~ [altering] [extending] [~~varying or discharging conditions~~]\*

(a) CONGRESS HOUSE, GREAT RUSSELL ST, LONDON, WC1B 3LS

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

(b) TRADE UNION CONGRESS

for [listed building consent] [variation or discharge of conditions]\*

re. (c) LIGHTING OF GT. RUSSELL ST. FACADE, INCLUDING NEW LIGHT MAST. REPLACEMENT OF GLASS AND LIGHTING TO CANOPY. CHANGE OF GROUND SURFACES TREATMENT TO PAVIN AT FRONT. ALTERATIONS TO EXISTING INTERNAL PARTITIONING

If you wish to make representations about the application, you should make them in writing, not later than

(d) TUESDAY 12<sup>th</sup> AUGUST.

NOTICE No. 1

to the Council at Planning  
Argyle Street Entrance, Euston Road, London, WC1H 8EQ

Camden Town Hall,

\*Delete where inappropriate.

Signed [Signature]

Notes

[on behalf of TRADES UNION CONGRESS ]\*

(a) Insert name, address or location of building with sufficient precision to ensure identification.

Date 22.07.97

(b) Insert name of applicant.

(c) Insert description of proposed works and name, address or location of building, or, if in the case of an application to vary or discharge conditions, insert description of the proposed variation or discharge.

(d) Insert date not less than 20 days later than the date on which the notice is served.

Duplicate Applications/Resubmissions

Have you submitted a duplicate application?

YES   NO

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

HB/

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):

HB/ Date: \_\_\_\_\_

Check List

Please use this list to check that your application for Listed Building consent has been completed correctly.

- Have you provided 6 copies of plans (or 10 in total if submitted with a planning application) for each separate application showing clearly and accurately, to a metric scale, the existing site or building (including uses) and what changes you intend to make?
- 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 submit complete applications to:-

Planning  
Camden Town Hall, Argyle Street Entrance  
Euston Road, London WC1H 8EQ

or by hand to Reception/Enquiry Desk, at the above address (5th floor).