

### Duplicate Applications/Resubmissions

Have you submitted a duplicate application?

YES   NO

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

RN: \_\_\_\_\_

Do you want your application to be considered as a resubmission of an earlier application that was either refused or withdrawn?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If yes, please give our registered number and the date that your earlier application was either refused/withdrawn (delete):

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

### Check List

Please use this list to check that your application for Listed Building 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 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?

N.A. 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 completed applications to:-

Planning and Transportation Department,  
Development Division,  
Westminster City Council,  
P.O. Box 240,  
City Hall,  
64 Victoria Street,  
LONDON  
SW1E 6QP.  
or by hand to the Planning Desk, One Stop Services on the 1st Floor of City Hall, 64 Victoria Street, London, SW1E 6QP.

## APPLICATION FOR LISTED BUILDING CONSENT

Town & Country Planning Act 1971



City of Westminster

Please read notes overleaf before answering any questions. Please complete all sections in BLOCK CAPITALS. Please answer every question. Four copies of the completed form and sets of drawings specified in Note 6 overleaf 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 13/5/91

Office use only:

UPRN No: 003290

00087

RN No: 912263

### 1 Applicant

Name: Guardian Royal Exchange Properties Ltd

Address: 17 Bruton St London

Postcode: W1X 7AH

Tel. No: 493 9596

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

Name: M.R. Bishop to G. Reid Associates

Address: 42 Portland Place London

Postcode: WIN 30G

Tel. No: 631 4646 Ref: M.R. BISHOP

### 2 Address of Application Site

87 Chancery Lane London

Post Code WC2 1DD

### 3 Description of Proposed Works

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

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):

YES  NO

Removal of existing timber staircase, infested with dryrot, replacement with new staircase, all lights, handrails, newel posts, balusters and spindles to match exactly

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

Materials - specify type & colour of materials & applied finishes where applicable

walls & roof \_\_\_\_\_

windows & doors \_\_\_\_\_

internal surfaces \_\_\_\_\_

23 MAY 1991 12203

### 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: Not required for staircase works - no alterations to building in this app'n

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

### 6 Plans & Drawings

List all drawings submitted for approval (four copies of each drawing will be required):

KEL/01, 8911 (0)1

Please return the completed application form and drawings to the Department of Planning and Transportation, Westminster City Council, P.O. Box 240, City Hall, 64 Victoria Street, LONDON SW1E 6QP or by hand to the Planning Desk, One Stop Services at the above address.

## A GUIDE TO APPLICANTS FOR LISTED BUILDING CONSENT

Listed Building Consent is 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 you require advice whether your building is listed or whether the works you are proposing require Listed Building Consent, you are advised to contact the following numbers:

For buildings within W1 ..... 798 2927  
For buildings within SW1, WC2, SW3, SW7 ..... 798 2977  
For buildings within NW6, NW8, W11, NW1, W9, W2, W10 ..... 798 2924

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 City Council to consult with and gain direction from the Historic Buildings and Monuments Commission before consent can be granted.

### Q1. Name & Address of Applicant/Agent

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

### Q2. 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.

### Q3. 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.

### Q4. 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.

### Q5. Submission of an Application for Planning Permission & 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 be necessary if your proposal involves the installation of an illuminated sign & 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 the Department of Planning and Transportation at the address given at the bottom of this application form.

### Q6. Plans & Drawings

Four copies of drawings to a scale of 1:100 or 1:50 are required showing existing and proposed floor plans, elevations and sections. All plans & drawings submitted for approval should be identified by a distinctive reference number. Plan should also show a north point, the metric scale & 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 City 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 27 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 City Council with your application. 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 notify all known owners using the wording of Notice 1. Certificates C & D and Notice 2 are available from the City Council at the address given at the bottom of the application form.

## PART II - Site Ownership

### CERTIFICATE A

Under Section 27 of the Town and Country Planning Act 1971 (Owner's Certificate)

I certify that:

1. at the beginning of the period of 21 days ending with the date of this application nobody, except the applicant, was the owner of any part of the land to which this application relates.
2. none of the land to which the application relates is, or is part of, an agricultural holding.

Signed [Signature] Date: 13/5/91

on behalf of: Geoffrey Reid Associates

### CERTIFICATE B

Under Section 27 of the Town and Country Planning Act 1971

I certify that:

1. I have/The applicant has given the required notice to everyone else who, at the beginning of the period 21 days ending with the date of this application was the owner of any part of the land to which this application relates as listed below:

Owners name:	Address at which notice was served	Date on which notice was served
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. none of the land to which this application relates is, or is part of, an agricultural holding.

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

on behalf of: \_\_\_\_\_

### NOTICE No. 1 (Example)

Under Section 27 of the Town and Country Planning Act

Proposed development at (a) \_\_\_\_\_

I give notice that (b) \_\_\_\_\_

is applying to Westminster City Council for planning permission to:

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

Any owner of the land who wishes to make representations about this application should write to the Department of Planning and Transportation, Westminster City Council, PO BOX 240, City Hall, 64 Victoria Street, London, SW1E 6QP within 21 days of the date of service of this notice.

Insert:

(a) address or location of the proposed development

(b) applicant's name

(c) description of the proposed development

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

on behalf of: \_\_\_\_\_