

Pre-application meeting report

Meeting Date: 01/05/2008



Lead officer for Camden:

Alex Bushell/West Area Team

Other Camden officers attending:

Celeste Giuste (Policy),
Alex Hutson (Landscape and trees),
Edward Jarvis (Design),
Sam Longman (Highways),
Michael Cox (Housing)

Applicant(s)/Agents(s) attending:

SLLB Architects:
Andrew Wade
Dan Smith
Alex Newman
Katrina Walkowski
Zoe Morehouse (Genesis Housing)

Applicant name and address:

Andrew Wade
SLLB Architects
4 Canfield Gardens
London
NW6 3BS

Site address:

1-7 Mill Lane
London
NW6 1NT

Proposal(s)

Erection of a building to provide 36 residential units (C3).

Principal issues discussed at our meeting

General

This guidance note is intended to summarise and consolidate advice already provided in a series of meetings with the Council's Development Control and Parks and Leisure Teams; although it primarily draws on the meeting held on the date above. It is recommended that the issues set out in the relevant section below be resolved prior to the submission of a formal application for planning permission.

In summary, the following redevelopment scheme is proposed:

- The demolition of the existing house and the erection of two new buildings for use as residential flats.
- The new building has 5/6 storeys with a smaller 2 storey development to the rear.
- The provision of an underground basement parking area to accommodate 30 vehicles with car lift and an in/out access onto the highway;
- The provision of 36 residential units comprising 5 social rent (14%), 4 shared ownership (11%) and 27 market rent (75%).
- Associated provision of open space as a 'use swap'.

As the report is a summary of discussions held thus far and does not cover all material considerations in a comprehensive manner, each section includes a paragraph in bold setting out the London Borough of Camden Unitary Development Plan 2006 (UDP) policies together with the relevant London Plan policies that should be addressed in supporting submissions when submitting a formal application for planning permission. It is recommended that all relevant matters be addressed. The Councils UDP and CPG are available on the Internet www.camden.gov.uk and the Mayor's London Plan www.london.gov.uk

Land use

One of the most significant material considerations in respect of land use relates to the UDP site designation as a Private Open Space (POS) and a Borough Site of Nature Conservation Importance. This designation extends across part of the footprint of the residential scheme proposed for the site and excludes the curtilage of the existing dwelling (proposed to be demolished) and an area of land to the immediate north east. Policy N2 states that *'The Council will not grant planning permission for the development of Open Space unless for development ancillary to a use taking place on the land for which there is a demonstrable need that cannot reasonably be satisfied elsewhere'*. Consequently the residential redevelopment scheme you propose would not comply with the provisions of Policy N2 and would constitute a 'departure' from the development plan. Any application that you formally submit will be advertised as a departure.

It is understood from discussions and your informal submission to date that the scheme includes a proposal for a land swap wherein the land proposed for redevelopment would be replaced by the laying out and provision of additional land for purposes of open space and/or a biodiversity/nature conservation area. It has also been mooted that the new land may be transferred in some manner to the Council for subsequent maintenance. The proposed area to be offered covers the remaining undeveloped area of the site and all other open land up to and including the plot of land between the rail line and 21 Minister Road. Various schemes have been put forward for the use of the space.

Such a land swap is acceptable in principle and the application may be viewed favourably and granted as an exception to Policy provided it can be

demonstrated that the land offered compares positively with the UDP designated area in terms of area and quality. In respect of the latter point, the Council is mindful that part of the area forms steep embankments that run down to retaining walls and would offer a lesser quality of space for informal use or planting. The mechanism for control of any transfer of land use and land ownership would be a Section 106 Planning Obligation (S106) that would have to be negotiated (at risk) at the same time the application is being considered. Part of negotiations would include the nature of the laying out and planting of the space and longer term cost associated with maintenance having regard to the nature conservation objectives set out in the relevant section below.

UDP Policies to address:

- **N2 – Protecting open space,**
- **N5 – Biodiversity**

Natural Environment

Biodiversity

As noted above, The site is designated Private Open Space as identified in the UDP. The designation has an overlay (same boundary) designation as a Borough Site of Nature Conservation Importance. Policy N6 states that *'The Council will not grant planning permission for development that it considers would cause harm to SSSIs, LNRs and SNCIs.'*

Whilst it is acknowledged that the land has been stripped of most vegetation so little remains in terms of biodiversity/ecology value other than a row of trees (Silver Birch/Sycamore) along the railway line, the fact that the site previously had significant biodiversity value will inform the Council's preference for the use of the space offered as part of the land swap (see first bullet below). Biodiversity surveys undertaken on behalf of the Greater London Authority (GLA) reveal that the site was formally colonised by a complex of scrub and secondary woodland mostly sycamore (*Acer pseudoplatanus*) and wild cherry (*Prunus avium*). The open areas previously supported false oat grass (*Arrhenatherum elatius*), rosebay willowherb (*Chamerion angustifolium*), Michaelmas-daisy (*Aster sop.*) and bramble (*Rubus fruticosus*). The area previously offered habitat to a wide range of birds and invertebrates. If development proposed is to be supported by the Council, then it is crucial that measures are taken to enhance the level of biodiversity across the whole site. To this end you should consider a combination of the following options:

- Significant replanting of the site offered for management by the Council. This could be in the form of tree planting or perhaps the creation of an area of wildflower meadow. It is recommended that you focus on biodiversity enhancement/habitat creation rather than public access open space. The Council may resolve to manage the space as a biodiversity/nature conservation area.
- Green and brown roofs (with a preference for brown roofs – perhaps on the higher roof that would not be visible from surrounding vantage points)
- Climbing plants on buildings (high tensile steel cabling or trellising can be provided to encourage climbers –species could include Ivy, Wisteria, Honeysuckle, Clematis, Passion flower, Morning Glory and Bougainvillea).
- Incorporation of bird boxes into the design of any building (should focus on attracting one species, such as House Sparrow or Swifts)
- High quality landscaping around the development

Existing Trees

There are a number of protected trees (TPO) in the private gardens backing onto the site. These include a Tree of Heaven, Lime and Beech. It is likely roots from these trees are encroaching into the site and the proposed footprint of the building is within the Root Protection Area of some of these trees.

In addition the silver birch and sycamore trees within the site are also protected by TPO and it is noted that their removal would be required to accommodate one of the options proposed. Whilst policy N8 is explicit in that it states that *"The Council will not grant consent for works that result in the removal of, or that cause harm to the health and amenity value of, trees protected by a Tree Preservation Order (TPO), unless it can be demonstrated that the tree has a limited safe useful life expectancy or is proven to be damaging to buildings."*, Officers recognise that a balance of considerations apply in the case associated with an assessment of the wider value of the planting/biodiversity offered in association with the development and the residential amenity concerns addressed below. You should be aware that any recommendation to

grant permission will make it clear that development involving the removal of TPO trees would be an exception to Policy and would have to be justified on the basis of the planting proposed as part of the development, in particular the inclusion of semi-mature or mature trees.

BS 5837:2005 (Trees in relation to construction) gives recommendations and guidance on the principles to be applied to achieve a satisfactory juxtaposition of trees, including shrubs, hedges and hedgerows, with structures. It follows, in sequence, the stages of planning and implementing the provisions which are essential to allow development to be integrated with trees. This standard recognizes that there can be problems of development close to existing trees which are to be retained, and of planting trees close to existing structures.

BS 5837:2005 sets out to assist those concerned with trees in relation to construction to form balanced judgements. It does not set out to put arguments for or against development, or for the removal or retention of trees. Where development, including demolition, is to occur, the standard provides guidance on how to decide which trees are appropriate for retention, on the means of protecting these trees during development, including demolition and construction work, and on the means of incorporating trees into the developed landscape.

Where a planning application involves works that affect trees within the application site or any tree on adjacent sites including street trees, the following information is required in order to determine the application:

1. A tree survey (see section 4.2 of BS5837)
2. A plan showing root protection areas and any above ground constraints (see section 5.2 and 5.3 of BS5837:2005)
3. An Arboricultural implications assessment (see section 6 of BS5837:2005)
4. An Arboricultural method statement including a tree protection plan (see section 7 of BS5837:2005)

Failure to supply the above evidence could lead to the planning application not being registered or otherwise delayed.

For further information about BS5837:2005 and purchasing copies of this document please view the British Standards Institute web site.

For further information on arboricultural surveys and assessments and a list of Arboricultural Association approved consultants please view the Arboricultural Association web site.

Requirement for Open Space associated with the Proposed Development

In addition to policies N2 and N6 which aim to protect Open Space and Site's of Nature Conservation Importance, policies N4 and N5 seek the provision of additional open space and biodiversity value. Given this site's proximity to existing open space/vacant land this is an ideal site for the provision of additional open space on-site. Policy N4 expects 9sqm per additional person, which may be added to the space offered and referred to in the land use section above.

Other Requirements

A bird and bat survey is required prior to the demolition of 1 Mill Lane.

Full hard/soft landscape design details, full green/brown roof details including maintenance plans and a SUDS strategy should be submitted as part of the

application.

For further information on bird boxes see:

http://www.londons-swifts.org.uk/swift_bricks.htm

http://www.rspb.org.uk/advice/helpingbirds/roofs/green_roofs.asp

For information regarding green/brown roofs and living walls see:

<http://www.livingroofs.org/>

<http://www.thegreenroofcentre.co.uk/>

http://www.rspb.org.uk/advice/helpingbirds/roofs/green_roofs.asp

Relevant UDP policies include:

- **B1- General design principles**
- **N2- Protecting Open Space**
- **N4- Providing public open space**
- **N5- Biodiversity**
- **N6- Nature conservation sites**
- **N8- Ancient woodland and trees**

Relevant London Plan policies:

- **3D.8- Realising the value of open space and green infrastructure**
- **3D.14- Biodiversity and nature conservation**
- **4A.11- Living roofs and walls**

Residential policies

The Council offers 'in principle' support to the provision of new residential use, indeed it is the priority use in the UDP (See Policy H1) subject to resolution of issues associated with the land use designation (see above). The number of self contained units proposed exceeds the 10 unit threshold (London Plan policy takes precedence over UDP policy and you are accordingly required to provide of the units 50% of the as affordable housing (Policy H2), which may take the form of 30% shared ownership and 70% fully affordable managed by a Registered Social Landlord (RSL).

It is noted that Genesis Housing were represented in the meeting in May and that initial submissions identify the strategy as 'an affordable housing led scheme', which is strongly supported. However, since then further information has been provided to indicate the tenure split to comprise the following:

	Social Rent (RSL)	Shared Ownership	Private Market
Nos of Units	5 (14%)	4 (11%)	27 (75%)
By Floorspace	566m2 (15%)	245m2 (7%)	2,895m2 (78%)
By Habitable Rooms	25 (21%)	10 (8%)	85 (71%)

The Camden Planning Guidance (CPG) in respect of affordable housing that should be read in conjunction with Policy H2 notes that the calculation of the amount of affordable space could be based on numbers of units or floorspace depending on the mix of units sizes. In the case of RSL managed property, the Council seeks a greater proportion of larger unit sizes to meet identified housing need for family accommodation and it is therefore more appropriate to calculate the requirement on floorspace (Gross internal including storage space).

It is apparent from the submission thus far that the amount proposed as a proportion of the scheme is well below the policy requirement (22% - below 50% of the required amount). It is very unlikely that the Council would accept this level of provision and it would certainly not be considered as an affordable housing led scheme. I would therefore advise that you increase the affordable proportion of the scheme to ensure that it comprises 50% of the gross internal floorspace proposed. You will also note from the UDP and CPG that the Council takes into account the financial considerations associated with the development and there are various options that you may consider to demonstrate the economics of the scheme.

Other issues associated with residential use have not been discussed in detail and you should take account of the following policies when making the application:

- **H8 – Mix of units**

Please ensure that the scheme includes a mix of residential units suitable for occupation by smaller and larger households. This can be assessed on the basis of the scheme as a whole, taking into account both the affordable and market accommodation. You are advised to contact Michael Cox in the Council's Housing Department for guidance on mix of unit sizes for the affordable accommodation.

- **H7 – Lifetime homes and wheelchair housing**

10% of the scheme is required to be wheelchair accessible and your submission shall include a statement demonstrating that the entirety of the scheme meets 'Lifetime Homes' standards.

- **SD2 – Planning obligations/CPG – Educational Contributions**

The Council has supporting guidance requiring a financial contribution to

education provision in the local area. The trigger for the requirement is a proposal for five or more units and the contribution applies to those units with two or more bedrooms. As the RSL affordable component is likely to be occupied by existing Council residents identified from the Council housing list, the contribution will apply to the market and shared ownership housing only.

- **CPG – Residential Development Standards**

See Part 40 – please ensure your scheme has regard to the standards and in any circumstance where the minimum standard is not achieved, a statement should be included to provide justification for the approach.

<p>Amenity</p>	<p>The Council will need to be satisfied that the development proposed does not result in a material loss of light, outlook or privacy to existing residential occupiers. In addition, any mechanical plant must be designed and installed in a manner that does not cause noise nuisance.</p> <p>To address issues associated with noise and light, it is recommended that you submit supporting daylight/sunlight studies (considering the effect on the existing properties in both Fordwych Road and Mill Lane) and, if relevant, a full acoustic report including readings of existing background noise levels.</p> <p>One issue most likely to concern local residents would be the loss of outlook caused as a result of the physical impact of a larger structure at the rear/front of their gardens having regard to the outlook that existed prior to the removal of the vegetation on the site. You are therefore urged to consider a scheme that does not significantly increase the bulk of built structure (over the existing house to be demolished) near to the common boundary with the rear gardens of Fordwych Road houses and that the impact be softened by inclusion of a 'green' wall. It is noted that two options have been put forward: one with a footprint of the two storey component of the scheme near the boundary with Fordwych Road houses rear gardens and one with a similar footprint on the edge of the rail line. The latter option would require the removal of preserved trees; however it would be preferable in residential amenity terms (outlook), which will be taken into account as part of the delicate balance of considerations in this case.</p> <p>You are also recommended to ensure that there is no direct overlooking into private habitable rooms with a separation distance of 18m or less. In circumstances where there are direct views – even where the standard is achieved but close to 18m – consideration should be given to an elevational device/screen to preclude to direct views.</p> <p>Given the proximity of the rail line, a full PPG24 noise and vibration report should be submitted to assess whether the proposed residential units are within an acceptable Noise Exposure Category and that the necessary sound/vibration attenuation measures are incorporated.</p> <p>Relevant UDP policies include:</p> <ul style="list-style-type: none"> • SD1 – Quality of life • SD6 – Amenity for occupiers and neighbours • SD7 – Light, noise and vibration pollution • SD8 – Disturbance
<p>Design</p>	<p>The predominant character of the area is of terrace and semi detached houses. At five/six storeys the proposal will be one of the largest buildings in the area with regard to height and footprint. The natural geography makes the site higher than its surroundings, with the railway cutting adding to this prominence.</p> <p>As a domestic proposal in a domestic setting I would advise that the architecture reflect a neutral character. Council officers do not consider this to be the location or use that warrants a landmark building.</p> <p>The size and bulk of the building must be mitigated through an articulation of the facade. Rhythms, proportions, emphasis and shadow should be employed to lessen the impact of the mass. I would advise against a flat facade extruded plan form. Instead the elevations would benefit from some three dimensional play and movement.</p>

The upper storey should be set back substantially on all sides to reduce impact. The latterly proposed six storey is seems unrealistic in this context and would have to be handled extremely sensitively if it is every to be considered acceptable. Officers advise against expressing this element.

The proposal is in a transitional design stage, reflected by the amendment to the model. The earlier design has a traditional neutral language of plinth, body, roofscape with a horizontal form, vertical fenestration and a load bearing aesthetic. The latter amendments reflect a much more expressive architecture of height, uncompromising mass and harsh reflective materials which challenges the perception of the area. This dichotomy needs to be resolved. I would advise towards the earlier design as being more comfortable within its surroundings.

The latter amendment aims to move architectural prominence from the front elevation to the junction of front and side. I am unconvinced that this element warrants such hierarchical importance and would advise against any additional vertical emphasis on this corner. The sharpness of the corner will naturally present a potentially incongruous vertical form which should be softened rather than reinforced. The corner would benefit from a more varied silhouette which punches through the vertical line, so that the contrast between the sunlight and shadow sides is moderated and the skyline is less harsh.

Relevant UDP policies include:

- **B1 – General design principles**
- **B2 – Design and layout of development large enough to change their context**

<p>Sustainability</p>	<p>Any scheme proposed for the site should be designed, built and managed with principles of an energy efficient building with low or zero carbon emissions. No information has been submitted to assess the sustainability credentials of the building and the following is a general guide only.</p> <p>In very broad terms, the Council will expect the following to be included:</p> <ul style="list-style-type: none"> • application to be accompanied by a full energy statement that establishes a baseline energy use, proposes measures to reduce energy consumption, incorporates energy efficient systems and 20% (the 10% expressed in the UDP has been superseded by policy 4A.7 in the London Plan) of energy use being derived from onsite renewable sources; • a submission to demonstrate development to be meet Level 3 'Code for Sustainable Homes' with 60% of credits achieved in each of the energy and water sections and 40% in the materials and resources section; • Incorporation of rain water/grey water recycling systems and a scheme for sustainable urban drainage; and • Use of green/brown roofs where possible (see natural environment section above). <p>Relevant UDP policies include:</p> <ul style="list-style-type: none"> • SD1 – quality of life; and • SD9 – resources and energy • B1 – General design principles
<p>Servicing and Access</p>	<p>Generally speaking, a development of this scale can be accommodated on the site without significant impact on local transport systems; however the Council promotes the use of public transport, cycling and walking and aims to discourage the use of the private motor vehicle. It is noted that a significant number of parking spaces are proposed at basement level as part of the scheme; however, it would be preferable for reasons of environmental sustainability if the development were car-free as it has a public transport accessibility level (PTAL) of 4 (Good). In any event the number of spaces should not exceed the maximum standards set out in the UDP.</p> <p>In addition, the following matters should be taken into account:</p> <ul style="list-style-type: none"> • The Council will be seeking contribution to publically accessible car-club bays (at least two spaces). Preferable on the application site, but they could be on the highway in front of the development as there is a stretch of yellow line that could be used. Kerb spaces would also be freed up if the development were to be car-free (i.e. crossovers would not be required). • A Construction Management Plan will be required via S106 as it is a large development. • Cycle parking provision to Council standards. • The proposed vehicle access to the site (with an "in" and an "out") is over engineered, and emphasises vehicle priority over pedestrians. If car-parking is allowed on site (whether for the residents of this development or the car-club bays), this should be accessed via a single crossover with a waiting area on site to allow vehicles to pass. If a car-lift is used, it should prioritise vehicles entering the site. The crossover should be towards the western end of the site away from the parking bays to maximise visibility. • Servicing could be accommodated via a stretch of double yellow line (not currently installed) on Mill Lane next to the site. • S106 for highways works will be sought to contribute to a local pedestrian improvement/safety scheme that is being carried out in the

area. Also, money will required to make changes to the crossover and replace the footway along the frontage.

Relevant UDP policies include:

- **T1 – Sustainable transport**
- **T2 – Capacity of transport provision**
- **T3 – Pedestrian and cycling**
- **T4 – Public transport**
- **T7 – Off-street parking, city car clubs and city bike schemes**
- **T9 – Impact of parking**
- **T12 – Works affecting highways**

Planning Obligations under Section 106 of the Town and Country Planning Act 1990

Following our preliminary assessment of your proposal, if you submit a planning application which addresses outstanding issues detailed in this report satisfactorily, officers would only consider recommending the application for approval subject to completion of a Section 106 agreement covering the following head(s) of term. See notes at **appendix A**

Payment of the Council's legal and other professional costs in (a) preparing and completing the agreement and (b) monitoring and enforcing its compliance	Required
Mechanism for controlling the new boundaries and use of the offered open space/nature conservation area and its subsequent management, including a financial contribution to the cost of upkeep and maintenance.	Required
Car Free and Car Capped Housing	Required
Affordable Housing	Required
Education Facilities and Contributions	Required
Highways works	Required

What else needs to be done before submission

You are advised to revise the scheme to take account of the guidance above and seek further guidance prior to the submission of a formal application for planning permission.

Consultation

Having regard to the extensive public consultation already undertaken, it would be helpful as part of your submission if you could set out what public consultation you have carried out, what comments have been received and how your proposal has been amended in response to such comments

Submission of a valid planning application

To submit a valid planning application you will need to provide all the information and plans set out in the attachment to this letter. In addition, you should submit the following statements, showing how far your proposal meets Camden's policies and guidance:

Supporting Planning Statement	Required
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Access statement	Required
Crime Prevention Statement	Required
Infrastructure Impact Assessment	Required
Design Quality Statement	Required
Transport Assessment including a Travel Plan and Parking Management Plan	
Environmental Statement/ Impact Assessment	Recommended Pre-app screening opinion
Listed building/Conservation Area/Historic Gardens appraisal	
Historical and Archaeological assessment	
Tree Survey/ Arboricultural statement	Required
Landscaping plans	
Viability assessment (if less than 50% affordable housing is proposed)	Poss. Required
Regeneration assessment	
Retail assessment	
Sustainability appraisal	Required
Noise Impact assessment and PPG24 assessment	Required
Air Quality assessment	Required
Energy statement	Required
Sunlight/daylight assessment	Required
Photographs/photomontages	Required
Other (see below)	

Validation checklist – for ALL applications for planning permission

Your application **MUST** include the following:

- 1 Original and 4 copies of the completed planning application forms, signed and dated
- 1 Original and 4 copies of the completed signed and dated Ownership Certificate (A, B, C or D) & Article 7 Certificate (Agricultural Holdings)
- If applicable, details of any assistance or advice sought from a planning officer prior to submitting your application – please indicate dates of any correspondence or discussion and name of officer
- 1 Original and 4 copies of the location plan (ordnance Survey based), at a scale of 1:1250 or 1:2500 or larger) or at an appropriate scale to show at least two main roads and surrounding buildings and should show the direction of North.
- The application site should be edged clearly with a red line and a blue line must be drawn around any other land owned by the applicant
- 5 copies of any other drawings required (see application specific checklist)
- The correct fee

Validation checklist – for full planning applications

In addition for a detailed application the following additional plans are required:

- 5 copies of the block plan of the site to a scale of not less than 1:500
- 5 copies of the existing and proposed elevations to a scale of not less than 1:100
- 5 copies of existing and proposed sections and finished floor levels at a scale of not less than 1:100
- 5 copies of existing and proposed floor plans at a scale of not less than 1:100
- 5 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 5 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping.

Validation checklist – for full planning permission for change of use **WITHOUT** external works

For applications that involve changing the use of a building or land but are **not** proposing any external works to the building, the following additional plans will be required:

- 5 copies of the block plan of the site to a scale of not less than 1:500
- 5 copies of existing and proposed floor plans at a scale of not less than 1:100

Validation checklist – for full planning permission for change of use WITH external works

If your proposal involves the change of use of a building or land and involves external alterations e.g. construction of a flue, insertion of new windows, additional plans will be required:

- 5 copies of the block plan of the site to a scale of not less than 1:500
- 5 copies of the existing and proposed elevations to a scale of not less than 1:100
- 5 copies of existing and proposed sections at a scale of not less than 1:100
- 5 copies of existing and proposed floor plans at a scale of not less than 1:100
- 5 copies a site survey plan to a scale of not less than 1:200 showing existing features of the site e.g. walls, trees, buildings and other structures
- 5 copies of a site survey plan at scale of not less than 1:200 showing proposed features e.g. landscaping

Validation checklist – for outline planning permission

If you are proposing to erect buildings but do not wish to submit all the details at present, and would like to 'reserve' some or all of the details for future consideration, you will need to submit the following:

- 5 copies of the maximum envelope of the proposed buildings (to show whether the proposed floor space can be adequately accommodated within the site)
- 8 copies of other plans/drawings or details which you would like to be considered at this stage e.g. access arrangements, external appearance.

Validation checklist – Listed Building and Conservation Area Consent permissions

The following additional plans will be required:

- 5 copies of existing and proposed elevations where alterations are proposed to a scale not less than 1:100
- 5 copies of Block Plans to a scale not less than 1:500 showing the boundaries of the site, the position of all existing buildings and the position of new extensions and buildings
- 5 copies of Building Plans to a scale not less than 1:100 including plans of each floor where works are proposed
- 5 copies of sections through the building
- 5 copies of detail plans to a scale of not less than 1:20 to show all new doors, windows, shop-fronts, paneling, fireplaces, plaster molding and other decorative details

In addition to the information that MUST be submitted with your application, the following information may also be required:

- Structural Survey of the building
- Supporting Planning Statement including reasoned justification for the proposed works which may include the submission of a structural survey or other analysis of the character or appearance of the conservation area
- Heritage Statement which analyses the significance of archaeology, history and character of the building/structure, the principles of and justification for the proposed works and their impact
- Design Statement including the type colour, make and name of all materials to be used both internally and externally, including roofing and the surfacing of car parking areas etc
- X sets of Photographs – up to date photographs showing the whole building and its setting and/or the particular section of the building affected by the proposals

This document represents the Council's initial view of your proposals based on the information available to us at this stage. It should not be interpreted as formal confirmation that your application will be acceptable nor can it be held to prejudice formal determination of any planning application we receive from you on this proposal.

If you have any queries in relation to the above matters do not hesitate to contact me.

Alex Bushell

Principal Planner

Major Developments Team

Section 106 agreements

Depending on the nature of the submitted scheme planning obligations requirements are supported by relevant policies of the adopted Unitary Development Plan and supplementary planning guidance. Council policy in respect of these areas is available on the Council's website at www.camden.gov.uk/planning which has links to the supplementary planning guidance adopted in 2002. This explains in more detail the circumstances of why a planning obligation may be required.

The legal agreement under S.106 would be enforceable by the Council, and bind you and any successors in title. Your intention to agree to the heads of terms will be a matter that the General Purposes (Development Control) sub Committee will take into account when considering your application. So that we can correctly inform the Committee of your intentions, you will need to confirm agreement to the heads of terms, and the Agreement itself will need to be prepared at risk prior to your application being presented to the Committee. We will also seek the Committee's agreement to require completion of the legal agreement within a very limited time period, or failing this for the application to be reviewed and possibly treated as withdrawn.

Any Section 106 Agreement must follow the Council's standard form of model agreement, an example of which is contained in the Council's Supplementary Planning Guidance. A template agreement with standard clauses is also obtainable at www.camden.gov.uk/planning where application forms can also be downloaded. The Council will not accept departures from these. For further guidance a "Planning Obligations Information Pack" is also available on request.

The Council's Development Control Sub-Committee will not normally consider an application recommended to be subject to a Section 106(s278) Agreement unless the terms of the Agreement have already been confirmed and agreed in writing. The usual approach is therefore not to report an application to the Sub Committee until the Section 106(s278) Agreement has been agreed in draft and is in a form ready to be executed (subject to any further modification following committee resolution).

We strongly advise that you provide the Council's Legal Services with the following information as soon as possible (before you submit your application).

- (i) Full postcode of the site (in order that relevant title information can be obtained),
- (ii) Details of your legal representative
- (iii) A completed undertaking (see attached) that you will meet the Council's reasonable costs incurred in connection with the agreement, together with a one off payment for monitoring costs (equivalent to £300 per Head of term of the Agreement.) These costs will be payable whether or not the Agreement proceeds to completion.

Once this information has been provided, Camden's Legal Services representative will send your legal representative an initial draft Agreement.

Please also note that your application is likely to be identified as a 'major application' in accordance with the Office of the Deputy Prime Minister's definitions. The Local Planning Authority is required to determine the majority of major applications within a 13 week period from the date of receipt. In order to meet these targets and provide a focussed service Camden Planning Service will be working to tight timescales. We would draw your attention in particular to the very limited scope for amendment once you have submitted the application, and to the need to progress any legal agreement in advance of or concurrently with consideration of a planning application.