

Date: 14/01/08
Our Ref: CA\2007\ENQ\20629
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Mr. Patrick Minns
31 Oval Road
London
NW1 7EA

Dear Mr. Minns,

Town and Country Planning Act 1990 (as amended)
RESPONSE TO ENQUIRY, REFERENCE CA\2007\ENQ\20629
RE: Coach House, 20 Upper Park Road, NW3 2UP

Thank you for your recent enquiry regarding the lawful use and proposed alterations at the above address.

Our GIS system shows that the address 20 Upper Park Road includes three residential units- the garden flat, the coach house and one other unit. Despite this, I can find no record of planning permission having been granted for a separate dwelling. A planning application was approved 18/06/1993 for the conversion of the house into two residential units (reference 9300476). Other than that the only applications which may be relevant are the following

TP/101894/1744: The erection of an extension to the existing private lock-up garage with a workroom over, ancillary to the private residence at 20 Upper Park Road, Hampstead. APPROVED 06/09/1963.

TP/101894/19319: The erection of an extension to the existing private lock-up garage with a workroom over ancillary to the private residence at 20 Upper Park Road, Hampstead. APPROVED 06/04/1962.

As you refer to an application approved in 1963, I assume that the Coach House was formed as part of this application. However, these applications are for a use ancillary to the main dwelling house, not for a separate residential unit.

If you are able to provide evidence that the Coach House has been used as a separate dwelling for four years or more, I would recommend that you apply for a certificate of lawfulness to regularise the situation. If you are unable to provide the required evidence or you believe the use has been carried out for less than four years it may be necessary for you to submit a planning application.

I strongly advise that you clarify the arrangement before carrying out any further works. It would be helpful if you could submit a plan indicating the location of this Coach House as our records do not show it.

If the Coach House is formally designated a separate single family dwelling house as opposed to a flat it will benefit from permitted development rights under

the Town and Country Planning General Permitted Development Order 1995. Under this order alterations to windows are permitted development and do not require planning permission. Until it has been confirmed that the unit is a single family dwelling I am unable to advise any further. Alternatively you may wish to apply for a certificate of lawfulness (proposed).

I trust this information is of use but if you have any further queries regarding this matter please do not hesitate to contact me.

Please note that the information contained in this letter represents an officer's opinion and is without prejudice to further consideration of this matter by the Development Control Section or to the Council's formal decision. Should you require any further help, please do not hesitate to contact the Duty Planner on 020 7974 1911, or come in to see him/her. The Duty Planner Service is available, without prior appointment, between 9.00am-5.00pm Mondays-Fridays, with extended opening until 7pm on Thursdays.

If you wish to lodge an application, the standard application forms are available on the Council's web site (www.camden.gov.uk/planning), together with guidance notes on completing the forms and the relevant fee that is required. Please note that an application can be made on-line. Application forms are also available from the Department's One Stop Reception (Tel: 020-7974-5611).

Yours sincerely,

Katrina Christoforou

Planning Officer, East Area Team
Culture & Environment Directorate
London Borough of Camden