



Camden

ENVIRONMENT

Development Control Team

Camden Town Hall  
Argyle Street  
Entrance  
Euston Road  
London WC1H 8ND

# APPLICATION FOR LISTED BUILDING CONSENT

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 form is correct.

Signed

Applicant/Agent (please delete)

Date

06/04/04

FOR OFFICE USE:

Case File C/A

Reg. No. CA /

Date Record

1

## Applicant

Name ROYAL BANK OF SCOTLAND

Address DRUMMOND HOUSE,  
REDHEUGHS AVENUE,  
EDINBURGH

Post Code EH12 9JN.

Tel. No.

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

Name OMAR BUSTAMI

Address 13 ATKINS, GREENWOOD  
HOUSE, 91-99 NEW LONDON  
ROAD, CHELMSFORD

Post Code CM2 0PP

Tel. No. 01245 492249

2

## Address of Application Site.

RBS 127/128 HIGH HOLBORN, LONDON WC1V  
6PP

Tick appropriate box >

Grade of Building		
I	II	III

3

## Description of Proposed Works

a. Does the proposal involve total or substantial demolition of listed building(s)?

Yes Complete ☐

No ☒

b. will there be partial demolition  
(if yes, give a brief description of the proposed demolition.

Yes ☐

No ☒

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 Extension (to be answered only if works involve alterations or extensions)

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

Walls and Roof N/A Windows and Doors N/A

Internal surfaces N/A.

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: WORKS DEEMED AS DE-MINIMUS BY COUNCIL

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 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.

2031/PI/GD& E3.

7

Is the applicant/agent related to either a member of the Council or any Council employee?

Yes ☐No ☒

London Borough of Camden  
Planning Service  
Environment Department

## A Guide to applicants for Listed Building Consent

Listed Building Consent is normally required for any works which involve total or substantial demolition, extension, internal or external alteration (including partial demolition) 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.

### Notes:

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/her. Please give a contact name or reference.

2

#### Address of Application Site

The application should be accompanied by a plan or sketch preferably 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

#### Plan and Drawings

6 copies of drawings to a scale of 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. 10 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 11 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 Notices 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 11 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 \_\_\_\_\_]

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.

or

#### Certificate B

Under Section 11 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

GVA GRIMLEY  
(ESTATE AGENT)

Address

3 BRINDLEY PLACE  
BIRMINGHAM B1 2JP

Date of service of notice

06/04/04

Signed \_\_\_\_\_

[on behalf of PBS.]

Date 06/04/04

\* 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.



## NOTICE No. 1

### 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) \_\_\_\_\_

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

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

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

re. (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 Camden Town Hall, Argyle Street Entrance, Euston Road, London, WC1H 8ND

\* Delete where inappropriate.

Signed \_\_\_\_\_

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

Date \_\_\_\_\_

### Notes

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

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

Yes ☐

No ☐

\_\_\_\_\_ H/B \_\_\_\_\_

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):

\_\_\_\_\_ H/B \_\_\_\_\_

Date \_\_\_\_\_

## Check List

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

- ☒ Have you provided ~~6~~ <sup>5</sup> 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 send your completed form (with four copies), the correct fee, and six sets of drawings to:

Planning, Development Control  
Environment Department  
Camden Town Hall  
Argyle Street Entrance  
Euston Road  
London WC1H 8ND

or by hand to One Stop Reception/Enquiry Desk, 5th Floor, at the above address



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