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 Phone: 020 7974 4444
 Fax: 020 7974 1680

Development Management
 Camden Town Hall Extension
 Argyle Street
 London WC1H 8EQ

Application for listed building consent for alterations, extension or demolition of a listed building. Planning (Listed Buildings and Conservation Areas) Act 1990

Publication of applications on planning authority websites.

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website.
 If you require any further clarification, please contact the Authority's planning department.

1. Applicant Name, Address and Contact Details

Title:	Mr	First name:	Nigel	Surname:	Wingfield		
Company name:							
Street address:	Estates Department			Telephone number:			
	Royal Holloway				Mobile number:		
	University of London					Fax number:	
Town/City:	Egham			Email address:			
County:	Surrey						
Country:	United Kingdom						
Postcode:	TW20 0EX						
Are you an agent acting on behalf of the applicant?							
				<input checked="" type="radio"/> Yes <input type="radio"/> No			

2. Agent Name, Address and Contact Details

Title:	Mr	First Name:	James	Surname:	Beadnell		
Company name:	Bisset Adams						
Street address:	71 Central Street			Telephone number:		02072500440	
					Mobile number:		
						Fax number:	
Town/City:	London			Email address:			
County:	London						
Country:	United Kingdom			james@bissetadams.co.uk			
Postcode:	EC1V 8BU						

3. Description of Proposed Works

Please describe the proposals to alter, extend or demolish the listed building(s):

Refurbishment, repair and reconfiguration of existing listed building. Removal of existing lift from building. Reconfiguration and refurbishment of existing kitchens and toilet facilities. New disabled toilet facility and access corridor. New building services. Repair and refurbishment of existing windows and doors.

Has the work already started without planning permission?

Yes No

4. Site Address Details

Full postal address of the site (including full postcode where available)

Description:

House:	11	Suffix:	
House name:	Royal Holloway University of London		
Street address:	Bedford Square		
Town/City:	London		
County:			
Postcode:	WC1B 3RF		

Description of location or a grid reference (must be completed if postcode is not known):

Easting:	529877
Northing:	181766

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site?

Yes No

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application?

Yes No

If Yes, please complete the following information about the advice you were given (this will help the authority to deal with this application more efficiently):

Officer name:					
Title:	Ms	First name:	Catherine	Surname:	Bond
Reference:	2014/2616/PRE				
Date (DD/MM/YYYY):	05/11/2014	(Must be pre-application submission)			

Details of the pre-application advice received:

Pre-application advice has been received on a number of occasions throughout the design development process. We have met on site with Camden Planning department Conservation and English Heritage on a number of occasions. We have also received agreement to conduct necessary survey and opening up works.

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal?

Yes No

If Yes, please provide details:

Mick Lucette from the University of London, who is the building and adjoining building's Freeholder was consulted about the proposed works to 11 Bedford Square by Royal Holloway on Friday 3rd October 2014.

8. Authority Employee/Member

With respect to the Authority, I am:

- (a) a member of staff
- (b) an elected member
- (c) related to a member of staff
- (d) related to an elected member

Do any of these statements apply to you?

Yes No

9. Materials

Please provide a description of existing and proposed materials and finishes to be used in the build (demolition excluded):

Roof covering- add description

Description of *existing* materials and finishes:

The Existing pitched Roof is slate with lead flashings. There are areas of mastic asphalt flat roof and there are also lead clad dormers and a central lead clad roof top plant room and staircase overrun.

Description of *proposed* materials and finishes:

It is proposed to carry out general repairs to the existing roof using materials to match the existing.

Chimney - add description

Description of *existing* materials and finishes:

There are two missing chimney pots. The existing pots are orange terracotta pots.

Description of *proposed* materials and finishes:

It is proposed to find two matching pots to replace the two missing chimney pots

9. Materials (continued)

Windows - add description

Description of *existing* materials and finishes:

Existing Windows are painted timber sash windows

Description of *proposed* materials and finishes:

It is proposed to repair and refurbish the existing windows and to redecorate to match existing

External doors - add description

Description of *existing* materials and finishes:

Existing timber painted doors

Description of *proposed* materials and finishes:

New timber painted doors to match existing

Ceilings - add description

Description of *existing* materials and finishes:

Existing ceilings are a combination of plaster and tile ceilings.

Description of *proposed* materials and finishes:

Proposed ceilings will mostly be as existing. However in the basement there is a need to provide a combination of plasterboard and ceiling tile raft ceiling to hide existing and new proceed services. The raft ceilings will stop short of the walls so as to not effect the existing walls and windows.

Internal walls - add description

Description of *existing* materials and finishes:

There is a combination of modern plaster and historic plaster and lath wall construction.

Description of *proposed* materials and finishes:

It is proposed to renew any existing historic wall fabric that is effected by the proposed works with new to match existing. New walls will all be done in plasterboard so as to be clearly identifiable as modern interventions.

Floors - add description

Description of *existing* materials and finishes:

Existing upper floors are constructed of timber joists with timber floor board. the basement level is a concrete slab. The internal staircase floor and landing is constructed from cantilevered stone. There is a combination of various sheet material floor coverings throughout the building including plywood underlays and carpet and vinyl floor finishes.

Description of *proposed* materials and finishes:

It is proposed to strip out all the existing non-historic sheet floor covering materials to get back to the existing floor boards, concrete and stone. New plywood underlays will be installed below the proposed new carpet and vinyl floor finishes. It is proposed to expose and refurbish the existing timber floor board in the ground floor front room. It is proposed to expose and refurbish the existing ground floor entrance hall area tiles. New tiles to match the existing will be provided to those areas where the existing tiles are missing.

Internal doors - add description

Description of *existing* materials and finishes:

There are a combination of historic and modern painted timber doors.

Description of *proposed* materials and finishes:

It is proposed to refurbish and upgrade the existing timber doors. 3 doors in the ground floor entrance area will be refurbished back to the original french polished vanish finish. All other doors will be finished with painted to match existing.

Rainwater goods - add description

Description of *existing* materials and finishes:

Painted Cast Iron rainwater good.

Description of *proposed* materials and finishes:

No new rainwater good are proposed. However the existing rainwater good are to be inspected and refurbished as necessary and redecorated to match existing.

Boundary treatments - add description

Description of *existing* materials and finishes:

Metal painted railings

Description of *proposed* materials and finishes:

The existing Metal painted railings and gates are to be redecorated to match existing

Vehicle access and hard standing - add description

Description of *existing* materials and finishes:

N/A

Description of *proposed* materials and finishes:

N/A

Lighting - add description

Description of *existing* materials and finishes:

There is a large array of modern internal light fitting used through the property.

Description of *proposed* materials and finishes:

It is proposed to remove the existing unsightly light fitting and to provide new low energy and more suitable light fittings throughout.

9. Materials (continued)

Others - add description

Other

Description of *existing* materials and finishes:

Description of *proposed* materials and finishes:

Are you supplying additional information on submitted drawings or plans? Yes No

If Yes, please state plan(s)/drawing(s) references:

Refer to Existing Plans (1000 series), Proposed Plans (1200 series), Existing External Elevations (2000 series), Proposed External Elevations (2200 series), Existing Internal Elevations (5000 series), Proposed Internal Elevations (5020 series), Door Schedule (7010), Existing & Proposed Reflected Ceiling Plans (1300 series), Existing & Proposed Floor Finishes Plans (1500 series), RL001_D1_Method Statement, RL001_D1_Design & Access Statement.

10. Demolition

Does the proposal include total or partial demolition of a listed building? Yes No

Which of the following does the proposal involve?

a) Total demolition of the listed building Yes No

b) Demolition of a building within the curtilage of the listed building Yes No

c) Demolition of a part of the listed building Yes No

What is the total volume of the listed building? m³

What is the volume of the part to be demolished? m³

What was the date (approximately) of the erection of the part to be removed? Month: Year: (Date must be pre-application submission)

Please describe the building or part of the building you are proposing to demolish:

- Removal of existing lift and associated machinery.
- Removal of existing inappropriate surface mounted services equipment (electrical and plumbing).
- Removal of non-original 3rd floor glazed wall.
- Removal of non-original 3rd floor wall and door at head of stair.
- Removal of 2nd floor toilet and tank room.

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

- Lift to be removed as it is too small and too old for safe usage. this will allow intervention on all floors to return the building back to more like it's original layout.
- The existing building needs to be completely re-wired to bring it up to current standards. It is hoped to remove as much as possible of the existing inappropriate and insensitive services installation from the walls and ceilings.
- The existing non-original 3rd floor glazed wall needs to be replaced with a solid wall so that the rooms can be used more efficiently as offices.
- It is proposed to replace the existing fire wall and door at the head of the stair with a new glass wall and door to allow natural light onto the 3rd floor landing.
- With the removal of the lift and 2nd floor toilet/tank room it is proposed to return the room across from the stair back to it's original layout.

11. Listed building alterations

Do the proposed works include alterations to a listed building? Yes No

If Yes, will there be works to the interior of the building? Yes No

Will there be works to the exterior of the building? Yes No

Will there be works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Yes No

Will there be stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? Yes No

If the answer to any of these questions is Yes, please provide plans, drawings and photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support, and state references for the plan(s)/drawing(s).

State references for these plan(s)/drawing(s):

Refer to Existing Plans (1000 series), Strip-Out Plans (1100 series), Proposed Plans (1200 series), Existing External Elevations (2000 series), Proposed External Elevations (2200 series), Existing Internal Elevations (5000 series), Strip-Out Internal elevations (5010 series), Proposed Internal Elevations (5020 series), Door Schedule (7010), Existing & Proposed Reflected Ceiling Plans (1300 series), Existing & Proposed Floor Finishes Plans (1500 series), RL001_D1_Method Statement, RL001_D1_Design & Access Statement.

12. Listed Building Grading

If known, what is the grading of the listed building (as stated in the list of Buildings of Special Architectural or Historical Interest)? Don't know Grade I Grade II* Grade II

Is it an ecclesiastical building? Don't know Yes No

13. Immunity from Listing

Has a Certificate of Immunity from listing been sought in respect of this building? Yes No

14. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? Yes No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

The agent The applicant Other person

15. Certificates (Certificate B)

Certificate Of Ownership - Certificate B Certificate under Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner (*owner is a person with a freehold interest or leasehold interest with at least 7 years left to run*) of any part of the land or building to which this application relates.

Owner	Date notice served																												
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Title: First name: Surname:

Person role: Declaration date: Declaration made

16. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Date