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

Application for Planning Permission and consent to display advertisement(s).  
Town and Country Planning Act 1990  
Town and Country Planning (Control of Advertisement) Regulations 2007

**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:	Ms	First name:	Michelle	Surname:	Stanistreet
Company name:	National Union of Journalist				
Street address:	Headland House		Telephone number:	Country Code	National Number
	308-312 Grays Inn Road				Extension Number
	London				
Town/City:	London		Mobile number:		
County:	London		Fax number:		
Country:	United Kingdom		Email address:		
Postcode:	WC1X 8DP				
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:	Ms	First Name:	Liming	Surname:	Tank
Company name:	Pascall + Waton				
Street address:	Pascall+Watson		Telephone number:	Country Code	National Number
	The Warehouses				Extension Number
	10 Black Friars Lane				
Town/City:	London		Mobile number:		
County:	London		Fax number:		
Country:			Email address:		
Postcode:	EC4V 6ER		liming.tank@pascalls.co.uk		

**3. Description of the Proposal**

Please describe the proposed development including any change of use:

The proposal relates to the change of use to the ground floor to a café/restaurant (A3), a single storey rear extension and the modernisation of the upper floors and frontages of the building.

Has the building, work or change of use already started? ☐ Yes ☒ No

#### 4. Site Address Details

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

House:	<input type="text" value="308"/>	Suffix:	<input type="text"/>
House name:	<input type="text" value="Headland House"/>		
Street address:	<input type="text" value="Gray's Inn Road"/>		
	<input type="text"/>		
Town/City:	<input type="text" value="London"/>		
County:	<input type="text" value="Camden"/>		
Postcode:	<input type="text" value="WC1X 8DP"/>		

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

Easting:	<input type="text" value="530584"/>
Northing:	<input type="text" value="182725"/>

Description:

#### 5. 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:	<input type="text" value="Mr"/>	First name:	<input type="text" value="Jonathan"/>	Surname:	<input type="text" value="McClue"/>
Reference:	<input type="text" value="2015/2668/PRE"/>				
Date (DD/MM/YYYY):	<input type="text" value="08/05/2015"/>	(Must be pre-application submission)			

Details of the pre-application advice received:

Pre-application advice was sought on two occasion with the same officer.  
19/01/2015 2014/5847/PRE  
08/05/2015 2015/2668/PRE  
The proposal and change of use was considered broadly acceptable subject to further details.

#### 6. Pedestrian and Vehicle Access, Roads and Rights of Way

Is a new or altered vehicle access proposed to or from the public highway? ☐ Yes ☒ No

Is a new or altered pedestrian access proposed to or from the public highway? ☐ Yes ☒ No

Are there any new public roads to be provided within the site? ☐ Yes ☒ No

Are there any new public rights of way to be provided within or adjacent to the site? ☐ Yes ☒ No

Do the proposals require any diversions/extinguishments and/or creation of rights of way? ☐ Yes ☒ No

#### 7. Waste Storage and Collection

Do the plans incorporate areas to store and aid the collection of waste? ☒ Yes ☐ No

If Yes, please provide details:

There is a screened designated refuse area in the carpark area.

Have arrangements been made for the separate storage and collection of recyclable waste? ☒ Yes ☐ No

If Yes, please provide details:

There is a screened designated refuse area in the carpark area.

#### 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 state what materials (including type, colour and name) are to be used externally (if applicable):

9. (Materials continued)

Walls - description:

Description of *existing* materials and finishes:

Exposed concrete frame and slab building. Brick infill and double glazed aluminium windows.  
Ground floor street frontage comprises mosaic tile finish to the columns curtain walling with solid marble veneer infill panels to the base and glazed windows above.

Description of *proposed* materials and finishes:

The upper floors façade will remain unchanged.  
The ground floor street frontage will consist of a new Ral 9006 aluminium curtain walling with new double glazed windows and Aluminium faced Ral 9006 sandwich infill panels. A new timber panelled portal entrance with vertical inlay signage will be added to the customer front entrance and new office side entrance.  
The new extension to the rear will be brick construction red brick to match the existing.

Roof - description:

Description of *existing* materials and finishes:

Flat roof construction bituminous felt on concrete – the main roof will remain unchanged.

Description of *proposed* materials and finishes:

There will be no change to the roof of the existing building.  
The roof of new extension to the rear will be a bituminous felt flat roof construction finished with concrete grey pavers on spacers.  
The rear entrance and new DDA compliant platform lift.

Windows - description:

Description of *existing* materials and finishes:

Top hung double glazed windows to upper floors. Double glazed curtain wall panelling to ground floor.

Description of *proposed* materials and finishes:

The ground floor windows will be replaced with a new aluminium Ral 9006 grey curtain walling system with double glazed windows.  
The toilet windows on the rear elevation will be replaced to allow for new powder coated aluminium framed windows with ventilation louvres. Ral 9003  
The new extension will have powder coated aluminium framed windows Ral 9003.

Doors - description:

Description of *existing* materials and finishes:

The existing main entrance consist of an automatic bi folding aluminium framed door with safety glass infill panels.

Description of *proposed* materials and finishes:

The new entrance (along Grays Inn road) and the new office (along Acton Street) of will be aluminium framed RAL 9006 glazed door. This will be contained within a Walnut veneered timber portal with signage inlay.

Are you supplying additional information on submitted plan(s)/drawing(s)/design and access statement? ☒ Yes ☐ No  
If Yes, please state references for the plan(s)/drawing(s)/design and access statement:

10. Vehicle Parking

Please provide information on the existing and proposed number of on-site parking spaces:

Type of vehicle	Existing number of spaces	Total proposed (including spaces retained)	Difference in spaces
Cars	8	2	-6
Light goods vehicles/public carrier vehicles	0	0	0
Motorcycles	0	0	0
Disability spaces	0	1	1
Cycle spaces	0	6	6
Other (e.g. Bus)	0	0	0
Short description of Other			

11. Foul Sewage

Please state how foul sewage is to be disposed of:

Mains sewer ☒ Package treatment plant ☐ Unknown ☐  
Septic tank ☐ Cess pit ☐  
Other

Are you proposing to connect to the existing drainage system? ☐ Yes ☒ No ☐ Unknown

## 12. Assessment of Flood Risk

Is the site within an area at risk of flooding? (Refer to the Environment Agency's Flood Map showing flood zones 2 and 3 and consult Environment Agency standing advice and your local planning authority requirements for information as necessary.)

☐ Yes ☒ No

If Yes, you will need to submit an appropriate flood risk assessment to consider the risk to the proposed site.

Is your proposal within 20 metres of a watercourse (e.g. river, stream or beck)?

☐ Yes ☒ No

Will the proposal increase the flood risk elsewhere?

☐ Yes ☒ No

How will surface water be disposed of?

☐ Sustainable drainage system

☒ Main sewer

☐ Pond/lake

☐ Soakaway

☐ Existing watercourse

## 13. Biodiversity and Geological Conservation

To assist in answering the following questions refer to the guidance notes for further information on when there is a reasonable likelihood that any important biodiversity or geological conservation features may be present or nearby and whether they are likely to be affected by your proposals.

Having referred to the guidance notes, is there a reasonable likelihood of the following being affected adversely or conserved and enhanced within the application site, OR on land adjacent to or near the application site:

a) Protected and priority species

☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No

b) Designated sites, important habitats or other biodiversity features

☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No

c) Features of geological conservation importance

☐ Yes, on the development site ☐ Yes, on land adjacent to or near the proposed development ☒ No

## 14. Existing Use

Please describe the current use of the site:

Headland House is occupied as the head offices (B1a) of the National Union of Journalists. The existing building has a maximum height of 6 storeys (plus a basement) fronting Gray's Inn Road, with a rear 3 storey element of the building fronting part of Acton Street. A service entrance is located on Acton Street which leads to an internal courtyard providing parking and servicing to the building.

Is the site currently vacant?

☐ Yes ☒ No

Does the proposal involve any of the following?

If yes, you will need to submit an appropriate contamination assessment with your application.

Land which is known to be contaminated?

☐ Yes ☒ No

Land where contamination is suspected for all or part of the site?

☐ Yes ☒ No

A proposed use that would be particularly vulnerable to the presence of contamination?

☐ Yes ☒ No

## 15. Trees and Hedges

Are there trees or hedges on the proposed development site?

☐ Yes ☒ No

And/or: Are there trees or hedges on land adjacent to the proposed development site that could influence the development or might be important as part of the local landscape character?

☐ Yes ☒ No

If Yes to either or both of the above, you may need to provide a full Tree Survey, at the discretion of your local planning authority. If a Tree Survey is required, this and the accompanying plan should be submitted alongside your application. Your local planning authority should make clear on its website what the survey should contain, in accordance with the current 'BS5837: Trees in relation to design, demolition and construction - Recommendations'.

## 16. Trade Effluent

Does the proposal involve the need to dispose of trade effluents or waste?

☒ Yes ☐ No

If Yes, please describe the nature, volume and means of disposal of trade effluents or waste:

Waste from the kitchen of the new café/restaurant includes fats, oils and greases, chemicals, detergents and food waste and food wastes.

## 17. Residential Units

Does your proposal include the gain or loss of residential units?

☐ Yes ☒ No

18. All Types of Development: Non-residential Floorspace

Does your proposal involve the loss, gain or change of use of non-residential floorspace? ☒ Yes ☐ No

Use class/type of use		Existing gross internal floorspace (square metres)	Gross internal floorspace to be lost by change of use or demolition (square metres)	Total gross new internal floorspace proposed (including changes of use) (square metres)	Net additional gross internal floorspace following development (square metres)
A1	Shops Net Tradable Area	0.0	0.0	0.0	0.0
A2	Financial and professional services	0.0	0.0	0.0	0.0
A3	Restaurants and cafes	0.0	0.0	160.0	160.0
A4	Drinking establishments	0.0	0.0	0.0	0.0
A5	Hot food takeaways	0.0	0.0	0.0	0.0
B1 (a)	Office (other than A2)	1111.0	140.0	0.0	-140.0
B1 (b)	Research and development	0.0	0.0	0.0	0.0
B1 (c)	Light industrial	0.0	0.0	0.0	0.0
B2	General industrial	0.0	0.0	0.0	0.0
B8	Storage or distribution	0.0	0.0	0.0	0.0
C1	Hotels and halls of residence	0.0	0.0	0.0	0.0
C2	Residential institutions	0.0	0.0	0.0	0.0
D1	Non-residential institutions	0.0	0.0	0.0	0.0
D2	Assembly and leisure	0.0	0.0	0.0	0.0
Other	Please Specify	0.0	0.0	0.0	0.0
Total		1111.0	140.0	160.0	20.0

For hotels, residential institutions and hostels, please additionally indicate the loss or gain of rooms:

Use Class	Types of use	Existing rooms to be lost by change of use or demolition	Total rooms proposed (including changes of use)	Net additional rooms
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19. Employment

If known, please complete the following information regarding employees:

	Full-time	Part-time	Equivalent number of full-time
Existing employees	30	0	0
Proposed employees	0	0	5

20. Hours of Opening

If known, please state the hours of opening (e.g. 15:30) for each non-residential use proposed:

Use	Monday to Friday		Saturday		Sunday and Bank Holidays		Not Known
	Start Time	End Time	Start Time	End Time	Start Time	End Time	
A3	07:30:00	23:00:00	11:00:00	23:00:00	11:00:00	23:00:00	<input type="checkbox"/>
B1A	07:30:00	18:30:00					<input type="checkbox"/>

21. Site Area

What is the site area?

22. Industrial or Commercial Processes and Machinery

Please describe the activities and processes which would be carried out on the site and the end products including plant, ventilation or air conditioning. Please include the type of machinery which may be installed on site:

The existing ventilation system will be upgraded.  
The plant equipment on the roof will be replaced with 6no VRV units and 2 heat pumps.  
The kitchen will have its own supply and extract system located in the ceiling of proposed kitchen extension.

Is the proposal for a waste management development? ☐ Yes ☒ No

23. Hazardous Substances

Is any hazardous waste involved in the proposal? ☐ Yes ☒ No

24. Type of Proposed Advertisement(s)

Please describe the proposed advertisement(s):

External street signage on the building along Acton Street elevation in polyester powder coated aluminium.  
Colour to match entrance reveal.

How many of the following type of advertisements are you applying for?

Fascia sign(s) 0    Projecting or hanging sign(s) 0    Hoarding(s) 0    Other 1

Please describe:

Existing street signage on building to be replaced.

25. Location of Advertisement(s)

Is the advertisement(s) you are applying for already in place? ☐ Yes ☒ No

Is an existing advertisement(s) to be removed and replaced by the advertisement(s) in this proposal? ☒ Yes ☐ No ☐ Not Applicable

If Yes to either or both above, please show the existing sign(s) on an elevation drawing or photograph and state the references for the drawing(s) or photograph(s).

Please refer to the following drawings  
5055-P+W-A-00- 0001 existing site photographs  
5055-P+W-A-XX-0112 for existing signage

Will the proposed advertisement(s) project over a footpath or other public highway? ☐ Yes ☒ No

26. Advertisement(s) Period

Please state the period of time for which consent is sought for the advertisement

From: 31/05/2015    To: 31/05/2020

27. Interest in the Land

Does the applicant own the land or buildings where the adverts are to be placed? ☒ Yes ☐ No

28 (d). Details of Proposed Advertisement(s) - Other Sign

What is the height from the ground to the base of the advertisement (in metres)? 5500.000 m

What is the maximum projection of the advertisement from face of building (in metres)? 0.100 m

What are the dimensions of the proposed advertisement?    Height: 3.000 x    Width: 0.500 x    Depth: 0.100 metres

What materials will the sign be made of?

Polyester powder coated aluminium

What is the maximum height of any of the individual letters and symbols (in centimetres)? 35.000 cm

The colour of text and background:

To match company branding

Will the sign be illuminated? ☐ Yes ☒ No

29. 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

30. Certificates (Certificate A)

**Certificate of Ownership - Certificate A**  
**Town and Country Planning (Development Management Procedure) (England) Order 2015 Certificate under Article 14**

I certify/The applicant certifies that on the day 21 days before the date of this application nobody except myself/the applicant 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 to which the application relates, and that none of the land to which the application relates is, or is part of, an agricultural holding (*“agricultural holding” has the meaning given by reference to the definition of “agricultural tenant” in section 65(8) of the Act*).

Title: Ms    First name: Liming    Surname: Tank

Person role: Agent    Declaration date: 22/05/2015    ☒ Declaration made

**31. 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

22/05/2015