

9 Maresfield Gardens, London

Planning, Design & Access Statement

For various owners of the property.

July 2016

Doyle

Doyle Town Planning + Urban Design

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1

Introduction and context

Introduction

- 1.1 Please find attached materials to support a full planning application for the proposed extension and other alterations to No. 9 Maresfield Gardens ('the application property').
- 1.2 The development comprises a rear and basement extension of a detached property previously converted to five flats to provide four additional new flats.
- 1.3 This statement comprises the design and access statement (DAS) and is supported by a companion statement on heritage and a CPG2 Housing Quality Assessment Statement.

Drawings and Plans

- 1.4 Please find enclosed the following submitted documents, plans and drawings:

Existing plans

- Location Plan Ref. 2143 (EXI) 001 1:200@A3 Sept 2015
- Existing Basement Floor Plan Ref. 3009 (EXI) 100 1:100@A3 Sept 2015
- Existing Ground Floor Plan Ref. 3009 (EXI) 101 1:100@A3 Sept 2015
- Existing East (front) Elevation Ref. 3009 (EXI) 200 1:100@A3 Sept 2015
- Existing South (left hand side) Elevation Ref. 3009 (EXI) 201 1:100@A3 Sept 2015
- Existing North (right hand side) Elevation Ref. 3009 (EXI) 202 1:100@A3 Sept 2015
- Existing West (rear) Elevation Ref. 3009 (EXI) 203 1:100@A3 Sept 2015
- Aerial Photograph (south west).
- Rear (west) elevation Photograph.

Proposed plans

- Proposed Location and Block Plan 3009(PLA) 001 May 2015 1:200@A3
- Proposed Lower Ground Floor Layout Ref. 3009(PLA) 100 1:100@A3 May 2016
- Proposed Ground Floor Layout Ref. 3009(PLA) 101 1:100@A3 May 2016
- Site Plan Ref. 3009(PLA) 102 1:200@A3 May 2016
- Proposed East (front) Elevation (Street view) Ref. 3009(PLA) 200 1:100@A3 May 2016
- Proposed East (front) Elevation (Street view) Ref. 3009(PLA) 200-1 1:100@A3 May 2016
- Proposed East (front) Elevation (Section B-B) Ref. 3009(PLA) 201 1:100@A3 May 2016

- Proposed North (side) Elevation Ref. 3009(PLA) 202 1:100@A3 May 2016
- Proposed West (rear) Elevation Ref. 3009(PLA) 203 1:100@A3 May 2016
- Proposed West (rear) Elevation Ref. 3009(PLA) 203-1 1:100@A3 May 2016
- Proposed South (side) Elevation Ref. 3009(PLA) 204 1:100@A3 May 2016
- Proposed Section A-A (front to rear) Ref. 3009(PLA) 300 1:100@A3 May 2016
- Proposed CGI's: Aerial View and Rear Elevation Ref. 3009(PLA) 400 May 2016

1.5 The submission materials are largely self-explanatory, but a basic assessment of the site and our proposals is given under the numbered headings below.

Supporting Statements

- Planning, Design and Access Statement. Doyle Town Planning and Urban Design, July 2016. (this document)
- Heritage Statement. Doyle Town Planning and Urban Design, July 2016.
- CPG2 Housing Quality Assessment. Doyle Town Planning and Urban Design, July 2016.
- Basement Impact Assessment (BIA). Taylor, Whalley, Spyro, July 2016.
- Arboricultural Report. ACS (Trees) Consulting, July 2016.
- Construction Management Plan, Pryce and Myers, June 2016.
- Sustainability Statement. Pryce and Myers, July 2016.
- Sunlight and daylight report. Stinton Jones Consulting Engineers LLP, May, 2016.

2 Response to pre-application advice

- 2.1 A response to a request for pre-application advice was received on 4th march 2016. A copy of the advice is included in the appendix to this statement (Appendix A).
- 2.2 The proposed development was considered generally acceptable.
- 2.3 The following table details the pre application advice and our responses.

Design	
Advice	Response
Lightwells in the front of the property would likely be acceptable provided the development were to use traditional railings and screening in the form of soft landscaping. Due to limited visibility of side lightwells, this would likely also be acceptable.	The application proposals incorporate traditional railings and screening to the front. Screening, including soft landscaping has also been incorporated into the design of the side lightwell.
The proposal for the rear would include extension at lower ground and ground floor level. Due to the large scale of the existing building, the extensions are considered subordinate and modest in size. The use of traditional style fenestration details is supported.	No response need.
Whilst lightweight access stairs from the ground floor down to the rear garden may be acceptable, they would need to be constructed from traditional materials.	The rear stairs are in steel with traditional black painted railings.
A terrace at first floor level would not be supported due to the non-traditional appearance of the terrace and visibility due to the location at high level.	The first floor terraces have been omitted.
The Council favours traditional materials (such as brick and timber), which match the main property. Where non-traditional materials are proposed the applicant should provide material samples, manufacturing details and examples of the material on other products.	Full details of materials area annotated on the proposed plans. The main building materials of roof tiles, brickwork and windows are all specified to match existing.
A Basement Impact Assessment (BIA) will need to be submitted as part of a formal planning application. An independent audit will be undertaken by Campbell Reith.	A full basement impact assessment is submitted. The applicants agree to fund an independent audit of the BIA.
At each stage in the process the person(s) undertaking the BIA process should hold qualifications relevant to the matters being considered. The Council will only accept the qualifications set out in paragraph 2.11 of CPG4 (page 10)	The BIA details the qualifications and competencies of the report authors, Mr Simon Lane BSc(Eng), CEng, FICE, FStructE, FconsE of Taylor Whalley Spyra Civil and Structural Engineers.

Residential accommodation	
Advice	Response
The pre-application proposal was for four 1 bedroom units, which would not meet the aim for 40% of the units to be two bed. It was recommended at least two 2 bedroom unit be provided.	The proposals have been amended to incorporate one new 2 bed 4-person unit at basement level. The proposed ground floor rear extension enables the rearrangement to provide two 3 bed 6-person units. The reasons for this approach are set out in Chapter 5 of this statement (Main Planning Issues).
A daylight and sunlight assessment should be provided in accordance with Building Research Establishment (BRE) standards.	A BRE compliant assessment is submitted with the application. Please also see Chapter 6, Other Planning Issues).
The amenity space proposed appears high quality and therefore this policy is met.	No response need. (Please also refer to CPG2 Housing Quality Assessment)
The proposed units were considered generally acceptable in terms of size, although compliance with CPG2 to prove the quality of the residential accommodation would be necessary at application stage.	An assessment of the proposals in light of CPG2 is given in chapter 6 of this statement.
The proposed units would meet the minimum gross internal floor area, however at application stage; in-built storage should be shown on floor plans.	The proposals have been amended to include storage for each new or altered dwelling that exceeds the standards. Please refer to the CPG2 Housing Quality Assessment.

Residential amenity of neighbouring occupiers	
Given the additional units are to be created at basement level; it is not considered the development would cause loss of light to neighbouring properties. Additional windows are proposed along both sides of the basement and at the front and rear of the site however these windows are not likely to cause overlooking as they are at a low level and do not look into neighbouring residential windows.	Further screening and planting is proposed along the northern boundary.
The proposal includes balconies and garden access at upper ground level and a first floor roof terrace. In terms of amenity, the proposed balconies with access to the garden level are likely to be acceptable as the balconies would be narrow and not afford space for people to linger around. The terrace at first floor level however may be unacceptable for amenity reasons due to	The first floor terraces have been omitted.

potential for overlooking into neighbours especially at high level.

Sustainability

Advice	Response
Policy DP22 (Promoting sustainable design and construction) requires development to incorporate sustainable design and construction measures. Schemes must demonstrate how sustainable development principles have been incorporated into the design and proposed implementation; and new development must incorporate green or brown roofs and green walls, wherever suitable. You are advised to refer to Policy DP22 of the Camden Development Policies and the accompanying text, as well as CPG3 (Sustainability).	A sustainability appraisal is submitted with the application.
Policy DP23 requires developments to reduce their water consumption, pressure on the combined sewer network and the risk of flooding.	Please refer to section 3.2 of the submitted sustainability statement
The NPPF requires all major developments to include SUDS, unless demonstrated to be inappropriate. The development should follow the drainage hierarchy in policy 5.13 of the London Plan.	A SUDS scheme is proposed and fully detailed in the Sustainability Statement/BIA.

Transport and Parking

Advice	Response
As required under Development Policy DP18, the additional units created by the development should be 'car-free'. This would be secured by way of a S106 legal agreement.	The applicants agree in principle to enter into an agreement to require car-free development in relation to the four proposed new units.
The development will also require a Construction Management Plan (CMP) which would indicate how the developments impact on the highway network would be managed. The CMP would need to be secured via S106 legal agreement.	A construction management plan is submitted with the application.
Policies CS11 and DP17 support cycle provision and Camden's parking standards for cycles states that one cycle parking space is required per residential unit. Changes to the London Plan recently adopted require two cycle spaces to be provided for a two bed unit in a secure and accessible location. The proposal includes a cycle store at the rear of the property, further details should be provided at application stage.	A 6 sq m covered cycle store is proposed in the rear garden area. The capacity of the store is 8 spaces with a high-density layout (vertical racking or two tier) and 5 spaces with horizontal parking. Further details can be controlled by planning condition.
We may therefore need to secure a financial contribution for highway works as a section 106 planning obligation if planning permission is granted.	The applicants agree in principle to enter into a legal agreement to meet highway reinstatement costs.

Details of waste and refuse should be submitted with the application.

A 4 sq m refuse/recycling store is indicated in the front forecourt area. Further details can be controlled by planning condition.

Validation	
Advice	Response
<p>For a valid planning application, I would advise you to submit the following:</p> <p>Completed form – full planning permission;</p> <p>An Ordnance Survey based location plan at 1:1250 scale denoting the application site in red;</p> <p>Floor plans at a scale of 1:50 labelled ‘existing’ and ‘proposed’;</p> <p>Roof plans at a scale of 1:50 labelled ‘existing’ and ‘proposed’;</p> <p>Elevation drawings at a scale of 1:50 labelled ‘existing’ and ‘proposed’;</p> <p>Section drawings at a scale of 1:50 labelled ‘existing’ and ‘proposed’;</p> <p>Design and Access Statement;</p> <p>Daylight and Sunlight Assessment to show BRE compliancy;</p> <p>Sustainability Assessment;</p> <p>Draft Construction Management Plan;</p> <p>Basement Impact Assessment;</p> <p>CIL liability form;</p> <p>The appropriate fee.</p>	<p>The following materials are submitted with this application.</p> <p>Completed form – full planning permission;</p> <p>Ordnance Survey location plan at 1:1250 with red line marked;</p> <p>Existing and proposed plans and elevations.</p> <p>Planning, Design and Access Statement (this statement);</p> <p>BRE complaint Daylight and Sunlight Assessment;</p> <p>Sustainability Assessment;</p> <p>Draft Construction Management Plan;</p> <p>Basement Impact Assessment;</p> <p>CIL liability form;</p> <p>The application fee (under separate cover).</p>

CIL	
Advice	Response
<p>You are advised that this proposal will be liable for the Mayor of London’s Community Infrastructure Levy (CIL) and the Camden CIL as the additional floorspace involves new residential accommodation.</p>	<p>A completed CIL Liability Form is included in the appendix of this statement.</p>

3 Existing and proposed development

Existing context

Surrounding area

- 3.1 Maresfield Gardens is a wide, tree-lined avenue with substantial detached and semi-detached late Victorian/Edwardian villas on either side. The road gradually rises to the north, with the application property situated in the lower, southern section.
- 3.2 The land use pattern changes markedly to the rear of the property from residential to town centre uses forming the Finchley Road Finchley Road/ Swiss Cottage Town Centre.

Application property

- 3.3 The site is occupied by a detached three storey plus basement red brick Victorian villa set within substantial grounds. A fuller assessment of the host building is given in the companion Heritage Statement.
- 3.4 The plot is typically 18.25m wide and 44m deep and extends to some 803 sq.m/0.08 Ha. (0.2 acres).
- 3.5 The application property is currently arranged as 7 flats.
- 3.6 The land falls away gently to the south and west. The front ground floor level is slightly raised above the street level whilst the existing basement level to the rear opens directly onto the rear garden level.
- 3.7 The site is accessed via two vehicular entrances, originally 'in and out' horse drawn carriage entrances - a historic characteristic of the area.
- 3.8 The front forecourt is hard paved with space for parked cars and perimeter planting, including two mature trees close against the front boundary.
- 3.9 The rear garden is laid to lawn and slopes down in terraces to the south and west. There are a number of mature trees and shrubs planted around the perimeter of the rear garden. A separate prior approval has been sought for the removal of twin-stemmed Sycamore tree in the front forecourt.

Proposed development

- 3.10 It is proposed to extend the existing basement level below and to the rear of the property to provide four additional dwellings. The apartments will be accessed via the existing main central staircase. The two new apartments to the rear will open directly onto the rear garden level. New basement level windows and light wells will be introduced to the front and side. The living rooms of the two raised ground floor flats will be extended to the rear to provide a better aspect, with projecting balconies and external stairs to give direct access to the shared rear garden. This will create two, three double bedroom dwellings. The residential use C3(a) will remain unchanged.
- 3.11 No change is proposed to the existing first and second floor dwellings and no external alteration above ground floor level are proposed. The roof will not be altered.

4 Planning history, policy and guidance

Planning History

- 4.1 Two separate permissions were granted in 1973 for retention and conversion to provide 9 self-contained flats. Application reference 14760 included a substantial two storey rear extension including a new self contained basement dwelling and substantial remodelling of the second floor to create new front, side and rear dormers set within a mansard roof. Application reference 13210 included a substantial rear basement level extension to provide a new dwelling with a first floor roof terrace above and remodelling of the roof.
- 4.2 Permission was refused for complete demolition and redevelopment in April 1973 (LPA Ref. 16259) A subsequent appeal (LPA Ref. 17436) was dismissed in September 1973. Consent was granted for the installation of a dormer window to the rear roof slope in 2006 (LPA Ref. 401879).

Planning policy

National Planning Policy Framework

- 4.3 The Government in March 2012 published the National Planning Policy Framework (NPPF). It forms a material consideration in determining planning applications. It notes a “presumption in favour of sustainable development” and clarifies that for applications this means: *“Approving development proposals that accord with the development plan without delay...” (para. 14).*
- 4.4 The core planning principles identify that planning should: Deliver homes; seek high quality design and a good standard of amenity; support the transition to a low carbon future; encourage effective use of land and; encourage use of sustainable transport modes.

Development Plan

- 4.5 The Development Plan is the London Borough of Camden Local Development Framework and the London Plan.

London Plan

- 4.6 The London Plan, the Mayor’s Spatial Development Strategy for Greater London, was adopted on 22 July 2011. It provides a strategic framework for the formulation of Local Development Frameworks. Various revised minor alterations have been published, most recently in 2015.
- 4.7 The key relevant policies in the London Plan are referred to where relevant in following chapters.

Local Plan

- 4.8 The following core strategy and development polices relate to this proposal and are referred to later in this statement.
- CS5 - Managing the impact of growth and development
 - CS6 Providing Quality Homes.
 - CS14 Promoting high quality places and conserving our heritage).

- DP24 - Securing High Quality Design
- DP25- Conserving Camden's Heritage
- DP27 – Basement development

CPG1 Design

- 4.9 Core Strategy guidance CPG1 confirms that Conservation area statements, appraisals and management plans should be used to guide the design of development in conservation areas and taken into account when assessing planning applications.
- 4.10 This guidance includes specific advice on design excellence, heritage, and extensions, alterations.

CPG4 Basements and Lightwells

- 4.11 Development Policy DP27 on basement development is supported by detailed guidance in CPG4 on the preparation and evaluation of basement impact assessments (BIA).

Fitzjohns/Netherhall Conservation Area statement (2001)

- 4.12 The application property is within the Fitzjohns/Netherhall Conservation Area. A conservation area statement contains design guidelines on extensions and alterations to properties in the conservation area.

5 Main planning issues

Main planning issues

5.1 Following the pre-application advice, we suggest there are three main planning issues:

- Housing mix and housing standards.
- Basement development.
- Character and appearance.

Housing mix and housing standards

Existing mix

5.2 The existing mix of dwellings is as follows:

Ground Floor

- Flat A 3 bedrooms
- Flat B 2 bedrooms (with large separate dining kitchen, counted as 3 bed)

First floor

- Flat C 1 bedroom
- Flat D 2 bedroom
- Flat E 2 bedroom

Second floor

- Flat F 2 bed
- Flat G 2 bed (Assumed, but has not been surveyed)

Proposals

5.3 The proposals involve the addition of 4 basement level dwellings and the rear extension and internal rearrangement of two existing ground floor flats as follows:

Ground floor

Flat A (existing /adapted) 3 bed 6 person. GIA 107 sq m

Flat B (existing /adapted) 3 bed 6 person. GIA 128 sq m

Basement level

Flat C (new) 1 bed 2 person. GIA 56 sq m

Flat D (new) 2 bed 4 person. GIA 87 sq m

Flat E (new) 1 bed 2 person. GIA 58 sq m

Flat F (new) 1 bed 2 person. GIA 55 sq m

Mix

- 5.4 The Development Plan aims to maximise the supply of additional houses and minimise the net loss of existing homes (CS6 Providing Quality Homes) The proposals provide additional dwellings, increasing supply and potentially off-setting losses on other sites.
- 5.5 Development Plan policy promotes a range of self contained homes of different sizes and a variety of housing types to suit single people, couples and small and large families. The property already contains a good mix of 1, 2 and 3 bed flat types. The proposals complement this mix. Policy DP2 sets an expectation that developments should provide the maximum appropriate contribution to the supply of housing. The provision of 4 new dwellings is considered to represent the maximum appropriate contribution, given the fact that basement development is proposed, which cannot provide the same level of aspect and amenity as flats at ground floor or above. It is therefore appropriate to compensate for this fact by offering more generous basement units.
- 5.6 DP5 sets an expectation that a mix of large and small homes will be provided in all developments in order to provide mixed and inclusive communities. The proposals comprise a mix of large and small homes. The 'Dwelling Size Priorities Table' set out at DP2 sets a general aim of 40% 2-bed dwellings, a medium priority for 3 or 4 bed dwellings and lower priority for 1-bed (or studio) dwellings. 80% of existing flats and 2 or 3 bed units.
- 5.7 The table below compares the existing and proposed dwelling mix.

Existing	Existing and proposed	Net increase	Unit mix
2 x 3 bed units (14%)	2 x 3 bed units (18%)	none	7 x 2/3 bed units (63%)
4 x 2 bed units (57%)	5 x 2 bed units (45%)	+ 1	
1 x 1 bed units (29%)	4 x 1 bed units (36%)	+ 3	4 x 1 bed units (36%)
Total 7 units	Total 11 units (157%)	+ 4	11

- 5.8 One of the existing ground floor flats is currently laid out with a large separate dining room/kitchen. We have accounted for this as an existing three-bedroom unit. Following alteration and extension to the rear, these flats will each provide an open plan kitchen/living room/dining room with 3 double bedrooms.
- 5.9 Pre-application advice advised that two new two-bed units should be provided. The pre-application scheme has been amended to reduce the number of new 1-bed units to 3 in order to provide a new 2 bed unit. This is a full 2-bed, 4-person dwelling.
- 5.10 A total of 63% of proposed units are 2 or 3 bedroom flats. The proposed 1-bedroom flats will comprise no more than 36% of units following redevelopment. This is considered to be an appropriate mix. The generous layouts proposed will be suitable for occupation by young families and more affordable than two-bed units.
- 5.11 The possibility of providing a further 2 bed unit at basement level has been explored. The constraints of achieving the CPG2 principles in terms of providing access, aspect, stair cores, sunlight and daylight and stacking effectively prevent the inclusion of another 2 bed unit that meets these principles.

- 5.12 Overall the development is considered to provide a balanced mix of existing and proposed new units whilst also ensuring that new basement accommodation is of high quality and in line with CPG2 guidelines.

Affordable dwellings

- 5.13 Policy DP3 sets out expectations on the amount of contributions to affordable housing, which should be assessed on a site-by-site basis. The proposals fall below the 10 or more additional dwelling threshold in DP3 and do not therefore need to contribute to affordable housing. The effect of this policy is in any case now qualified by changing government policies.

CPG2

- 5.14 Camden's housing standards are set out in CG2.
- 5.15 Pre-application advice confirms that the proposed units are considered generally acceptable in terms of size, although compliance with CPG2 to prove the quality of the residential accommodation was considered necessary at application stage.
- 5.16 The submitted CPG2 Housing Quality Statement contains an assessment of the proposals against the guidelines set out in CPG2, including 'Lifetimes Homes' standards. The assessment confirms that the CPG2 guidelines are fully met, or exceeded.

Basement development

Policy and guidance

- 5.17 Where appropriate, the Council requires an assessment of the impact of basement development on drainage, flooding, groundwater conditions and structural stability.
- 5.18 The Council will only permit basement and underground development that does not cause harm to the built and natural environment, to local amenity, or that result in flooding or ground instability.
- 5.19 Development Plan policy DP 25 and adopted guidance CPG4 (2015) details information to be submitted with basement development applications. This comprises a Basement Impact Assessment (BIA) specific to each site and the particular proposed development.
- 5.20 Careful account of all these policies and guidelines has been taken in devising the submitted scheme. A full BIA is submitted with the application.

BIA

- 5.21 The BIA screening process identified the need for further assessment in relation to stability and surface flow and flooding.
- 5.22 The construction of the new basement in the temporary and permanent stages has been reviewed, with an outline methodology included to demonstrate feasibility.
- 5.23 The proposed works will involve the removal of the existing mass concrete footings and the installation of concrete retaining walls along the front and side boundaries and installation of new reinforced concrete lower ground floor slab. The existing building solid brickwork walls will be extended down and supported back of the new lower ground floor slab. These works are to be undertaken as underpinning works in a phased sequenced.
- 5.24 The works will be braced with temporary walling and propping as works proceed and as the ground is excavated to lower ground formation level. This will form the watertight structure on three sides with the lower ground floor level leading out onto the rear garden. The new reinforced concrete box structure is designed to form the permanent support works for the retaining walls and existing structure over.

- 5.25 A construction management plan is submitted with the application.

Conclusions

- 5.26 The BIA concludes that the proposed lower ground floor works can be carried out safely and without adverse affect on the adjacent structures, local hydrogeology, surface water flow or increase local flooding risks. The risks noted within the BIA, even though they are only slight, can be further mitigated by diligent detailed design and implementation to include the installation of additional surface water drainage, careful detailed installation of temporary works, a suitable on site monitoring procedure and use of experienced contractors and an experienced design consultant team.

Independent assessment

- 5.27 The applicants have indicated that they are willing to meet the costs of an independent assessment of the BIA.

Character and appearance

Policy

Development plan policy

- 5.28 The Development Plan requires development of the highest standard of design that respects local context and character and preserves and enhances heritage assets, including conservation areas (CS14 Promoting high quality places and conserving our heritage). All development should consider character and setting, the quality of materials, the provision of visually interesting frontages at street level and the provision of appropriate hard and soft landscaping, including boundary treatments (DP24 Securing high quality design).
- 5.29 All development should consider character and setting, the quality of materials, the provision of visually interesting frontages at street level and the provision of appropriate hard and soft landscaping, including boundary treatments (DP24 - Securing High Quality Design).
- 5.30 CPG1-Design states that alterations should always take into account the character and design of the property and its surroundings. Windows, doors and materials should complement the existing building and rear extensions should be secondary to the building being extended (Key messages, Chapter 4). General principles (4.10) set out a series of guidelines for rear extensions. Rear extensions should be designed to:
- be secondary to the building being extended, in terms of location, form, scale, proportions, dimensions and detailing;
 - respect and preserve the original design and proportions of the building, including its architectural period and style;
 - respect and preserve existing architectural features, such as projecting bays, decorative balconies or chimney stacks;
 - respect and preserve the historic pattern and established townscape of the surrounding area, including the ratio of built to un-built space;
 - not cause a loss of amenity to adjacent properties with regard to sunlight, daylight, outlook, overshadowing, light pollution/spillage, privacy/overlooking, and sense of enclosure;
 - allow for the retention of a reasonable sized garden; and retain the open character of existing natural landscaping and garden amenity, including that of neighbouring properties, proportionate to that of the surrounding area.

Conservation area

- 5.31 Development Plan Policy DP25- Conserving Camden's Heritage states that the Council will take account of conservation area statements when assessing applications within conservation areas and only permit development within conservation areas that preserves and enhances the character and appearance of the area.
- 5.32 The application property is located within the Fitzjohns/Netherhall Conservation Area and the property is considered to make a positive contribution to the Conservation area.
- 5.33 Core Strategy Policy CPG1 confirms that Conservation area statements, appraisals and management plans should be used to guide the design of development in conservation areas and taken into account when assessing planning applications.
- 5.34 A conservation area statement was published in 2001. This document contains design guidelines on extensions and alterations to properties in the conservation area.
- 5.35 The Fitzjohns and Netherhall Conservation area guidelines state that all development should be seen as an opportunity to enhance the conservation area (F/N1). Rear extensions should not adversely affect the character of the building (FN19) and be in harmony with the character and form of the original house and historic pattern of extensions within a group of buildings. The acceptability of larger extensions will depend upon the particular site and circumstances (F/N20).
- 5.36 Guideline F/N21 states that rear extensions should not spoil any uniform appearance of an unspoilt terrace or group of buildings.
- 5.37 Conservation area guideline F/N8 promotes the use of original, traditional and natural materials.

Proposals

- 5.38 The proposed rear extension is designed to mirror the extent of the existing rear extension to No. 7 Maresfield Gardens.
- 5.39 Whilst there are some similarities between Nos. 5,7 and 9 Maresfield Gardens, they do not appear identical or have a similar appearance when viewed from the rear such that they cannot be considered a coherent group. Nos. 5 and 7 have been substantially altered and extended to the rear, whilst the application property appears to have had extensions and other features such as a veranda and large conservatory removed at some point in the past. Historic map evidence supports this view.
- 5.40 The rear of the application property cannot be seen from any surrounding street or public spaces. It may nevertheless still be considered to contribute to the character of the conservation area and harmful alterations will not therefore be permitted. The rear elevations of neighbouring properties have been substantially altered and extended.
- 5.41 The proposed rear extension is confined to the ground and lower ground level.
- 5.42 The rear extension has been modelled to express two separate projecting volumes with a gap between, mirroring the pattern of the host building above and behind. Each volume rises two storeys and projects some 4m from the main, rear face of the main building. Ground floor balconies project a further 1.4m with stairs leading down to rear garden level.
- 5.43 The extensions incorporate different roof treatments. The north extension has a tiled half-roof with skylight, whilst the southern extension has a brick parapet and stone coping with flat roof behind.
- 5.44 No changes are proposed to the front elevation above ground floor level. A narrow light well will be introduced to the front elevation, surrounded by traditional metal railings. The proposed new front basement level windows are aligned with the windows above and follow the established proportions of the existing openings above with traditional glazing patterns.

- 5.45 There are a number of examples of front light wells in the immediate area and this was clearly a historic feature. The proposals replicate this historic form.
- 5.46 No changes are proposed to any part of the roof. The existing front and rear dormer windows will be retained.
- 5.47 The proposed materials comprising matching brick with white painted windows and traditional glazing bars etc.
- 5.48 Additional windows are proposed to the side elevations. The windows are relatively small and arranged to create a balanced composition. The windows do not face any neighbouring habitable room windows. No issues of privacy or overlooking will therefore arise.

6 Other planning matters

Other planning matters

6.1 In addition to the three main planning issues set out in the previous chapter there are seven secondary material considerations:

- Trees.
- Impact on neighbouring residential amenity.
- Garden amenity.
- Transport, access and parking.
- Construction impact.
- Sunlight and daylight.
- Sustainability/energy.

Trees

6.2 CPG1 (6.25) seeks to retain trees and vegetation, which contribute to the character of the site and surrounding area. The Fitzjohns and Netherhall Conservation area guidelines state that the Council will consider the removal of tree only where necessary (F/N27) and that all trees that contribute to the character of appearance of the conservation area should be retained (F/N28).

6.3 The existing site location plan indicates the position and canopy spread of existing trees. No trees are to be removed as a result of this application.

6.4 An arboricultural report is submitted with the application containing an assessment of trees on site and outlining measures for tree protection during the construction phase. These measures can be required and controlled by a standard planning condition.

6.5 Prior approval has been sought separately for the removal of a twin-stemmed Sycamore tree (reference T4), possibly two individuals, located on the right hand side of the front forecourt area. This tree probably developed from a neglected seedling. The arboricultural report confirms the presence of other, better trees that make T4 subordinate in the landscape. The arboricultural report recommends that the tree be removed, irrespective of any development ambitions (Section 2.5 of the arboricultural report). No other trees are to be removed.

6.6 Conservation area guidelines state that applications for development should take account of the possible impact on trees and other vegetation and state clearly whether any damage/removal is likely and what protective measures are to be taken to ensure against damage during and after work (F/N30).

6.7 The arboricultural report recommends a series of tree protection measures during the construction phase. These are encapsulated or cross-referenced in the submitted construction management plan. If necessary, further control may be exercised by way of a planning condition.

Impact on neighbouring residential amenity

- 6.8 The submitted sunlight and daylight report (Section 7.1) confirms that the proposed development will have no effect upon the availability of sunlight and daylight to rooms in the adjacent buildings.
- 6.9 There is a substantial tree screen to the sides and rear of the property. Rear and side views towards the site are very well screened by mature trees from most angles, with a relatively high non-deciduous mix.
- 6.10 The large rear garden will extend to 12-15m following the development. The sites to the rear are in non-residential/ institutional use and at a substantially lower level. No issue of privacy or overlooking will therefore arise.
- 6.11 The proposed basement level dwellings are arranged with principal aspect either to the front, facing on to the street, or the rear, overlooking the generous rear garden. The proposed layout indicates bedroom windows to each side. These will open onto the side passages with no direct aspect onto neighbouring habitable rooms.

Garden amenity

- 6.12 Conservation area guidelines state that rear gardens contribute a significant amenity to residents and a habitat for wildlife (F/N32).
- 6.13 The development will provide access to outdoor amenity space for both existing and proposed dwellings.
- 6.14 Proposed rear basement level dwellings will open out onto small areas of private garden. External staircases from ground floor dwellings will provide direct access to the shared rear garden. Upper floor residents will still be able to access the shared rear garden via the side passage, as they do at present.

Transport, access and parking

Parking

- 6.15 No alterations are proposed to the front forecourt access and parking arrangements.
- 6.16 The four new proposed dwellings will be 'car-free', to be controlled by a proposed legal agreement (S106). No impact upon on-street parking spaces will therefore result from the development.
- 6.17 The temporary suspension of on-street bays is proposed during the construction phase. The suspensions will affect two bays opposite and will be a matter of hours, not days or weeks. Please refer to the submitted construction management plan (see below).

Cycle parking

- 6.18 A 6 sq m covered cycle store is proposed in the rear garden area, accessed via a side passageway. The capacity of the store is 8 spaces with a high-density layout (vertical racking or two tier) and 5 spaces with horizontal parking. Further details can be controlled by way of a standard planning condition.
- 6.19 Proposed new and altered dwellings include ample internal storage space suitable for bicycles.

Construction impact

- 6.20 A construction management plan (CMP) is submitted with the application. The report follows Camden's CMP pro forma.

- 6.21 The primary aim of the CMP is to minimize the impact of construction on the surrounding community, specifically the residents of Maresfield Gardens, both for construction on site and the transport arrangements for servicing.
- 6.22 A 42-week construction phase is envisaged. Hours of working will be strictly limited and a programme of community liaison has been set out.
- 6.23 There are no known neighbouring construction works that are likely to affect the construction phase or result in cumulative impacts on neighbouring properties or the public highway.
- 6.24 It is envisaged that the CMP will be revised and updated as the detailed design and construction plan is developed. The development and approval of the final CMP can be controlled by planning condition and/or legal agreement (S106).

Sunlight and daylight

- 6.25 A BRE compliant sunlight and daylight report is submitted with the application.
- 6.26 The report finds that all rooms have large windows with relatively low front to back depth. The main living areas being dining and living rooms have excellent daylight and fully meet the recommendations.
- 6.27 The report notes that it is to be expected that houses with large footprints in this densely populated part of Camden will have rooms that do not fully satisfy the requirements for daylight and sunlight. In this proposal the rooms have been configured to make the maximum benefit for daylight and sunlight to main living and dining areas whilst sacrificing light to bedrooms for which natural light is clearly less important.
- 6.28 The report concludes that the proposed development will be generally in compliance with the recommendations of the planning requirements of the London Borough of Camden, The Mayor's London Plan, the BRE Guide and BS 8206.

Sustainability/energy

- 6.29 A sustainability/energy statement is submitted with the application.
- 6.30 The development employs many sustainable design and constructions measures and the environmental impact and energy use associated with the project will be considerably lower than for a project that is built to standard Building Regulations compliance.
- 6.31 The approach to reducing energy used has been to consider strategies and technologies to achieve a low energy and carbon footprint for the scheme. Energy efficient equipment has been proposed to further reduce energy use in the development. Low and zero carbon technologies have also been considered for the development.
- 6.32 Water fitting will be specified to reduce usage below 105 liters/day with water meters in each house to encourage residents to limit their consumption. All the building elements will achieve the highest feasible rating on the BRE Green Guide.
- 6.33 The development will be designed to encourage recycling through the provision of a central store and containers in kitchens.

7

Summary and conclusions

- 7.1 The submission responds to advice and provides all of the details requested in pre-application advice (see chapter 3).
- 7.2 The Heritage Statement confirms that the status of the building as a 'positive contributor' is set at an appropriate level in light of its architectural merit and historic interest. The proposals will enhance and not harm the character and appearance of the building and its setting and the wider conservation area (see chapter five).
- 7.3 The proposals provide 4 new dwellings and enhancements to two existing ground floor dwellings. The proposals therefore contribute to housing supply. The proposals comprise an appropriate mix of units, including a new 2 bed 4 person dwelling (see section five of this statement).
- 7.4 An assessment according to CPG2 indicates that all new or altered or new dwellings will be high quality (see CPG2 Hosing Quality Statement and also section five of this statement).
- 7.5 The proposed development has been subject to a full basement impact assessment, which indicates that the construction can be completed without harm to stability, surface water flow, flooding, or ground water. The applicants agree to fund an independent review of the BIA (see Basement Impact Assessment and also section five of this statement).
- 7.6 The proposed extension will not harm the character and appearance of the host building (see Heritage Statement). There will be no harmful impact on neighbouring residential amenity (see section six).
- 7.7 No tree is proposed to be removed as a result of the development. A separate prior approval application has been submitted for the removal of a self-seeded tree in the front garden. Tree protection measures are proposed during the construction phase (see Arboricultural Report and also section six of this statement).
- 7.8 Shared garden access will be available for all existing and proposed dwellings. Rear facing new and altered dwellings will have terraces or semi-private rear gardens (see section six).
- 7.9 The construction management plan (CMP) sets out the methods to minimize the impact of construction on the surrounding community, specifically the residents of Maresfield Gardens, both for construction on site and the transport arrangements for servicing. It is envisaged that the CMP will be revised and updated as the detailed design and construction plan is developed. The CMP will be controlled by planning condition and/or legal agreement (S106) (see section six).
- 7.10 All new units are proposed to be 'car-free'. The development will not therefore result in any reduction in the availability of on-street resident permit parking spaces. No changes are proposed to the existing access and front forecourt parking area. The construction management plan demonstrates that highway impacts will be minimised. The applicants agree to enter into an agreement to fund pavement reinstatement following completion of the works.
- 7.11 The sunlight and daylight report submitted with the application concludes that the proposed development will be generally in compliance with the recommendations of the Planning Requirements of the London Borough of Camden, The Mayor's London Plan, the BRE Guide and BS 8206. (see section six).

- 7.12 The sustainability/energy statement submitted with the application finds that the development employs many sustainable design and constructions measures and the environmental impact and energy use associated with the project will be considerably lower than for a project that is built to standard Building Regulations compliance (see section six).

Appendix 1 – Pre-application advice

Date: 04/03/2016
 Our ref: 2015/6846/PRE
 Contact: Tessa Craig
 Direct line: 020 7974 6750
 Email: Tessa.Craig@camden.gov.uk

Tel: 020 7974 6750
www.camden.gov.uk/planning

By email

Dear Mr Doyle,

**PRE-PLANNING APPLICATION ADVICE 9 MARESFIELD GARDENS, NW3 5SJ
 EXCAVATION OF BASEMENT LEVEL TO FORM FOUR 1X BED FLATS**

Thank you for submitting a pre-planning application enquiry for the above property which was received on 07/12/2015. This advice is based on the cover letter dated 4th December 2015, existing 2143(EXI)001, 3009(EXI)100, 3009(EXI)101, 3009(EXI)200, 3009(EXI)201, 3009(EXI)202, 3009(EXI)203, 3009(PRE-PLA)002, 3009(PRE-PLA)100, 3009(PRE-PLA)101, 3009(PRE-PLA)200, 3009(PRE-PLA)201, 3009(PRE-PLA)202, 3009(PRE-PLA)203, 3009(PRE-PLA)204, 3009(PRE-PLA)300 and 3009(PRE-PLA)400.

A site visit was undertaken on the 8th January 2016 with a further meeting on 3rd February with both myself and Conservation Officer Nick Baxter at the Council offices.

Proposal

Creation of four one bedroom flats at basement level with associated basement excavation and front lightwell. The proposed units are:

Unit	Layout	GIA
1	1x1 bed flat	61.65
2	1x1 bed flat	65.54
3	1x1 bed flat	63.29
4	1x1 bed flat	80.30

Site description

The site is located on the west side of Maresfield Gardens and comprises a fully detached three storey brick property which includes five residential units. The property has a large rear garden with the site sloping away downwards from the front elevation. The property is within the Fitzjohn Netherhall conservation area and is a positive contributor to the area, but is not a listed building.

Relevant planning history

9401879- Installation of dormer window on rear roof slope. Granted, 08/09/1995.

Relevant policies and guidance

National Planning Policy Framework 2012

The London Plan March 2015, consolidated with alterations since 2011

LDF Core Strategy and Development Policies

Core Strategy

- CS1 – (Distribution of growth)
- CS2 – (Growth areas)
- CS3 – (Other highly accessible areas)
- CS5 – (Managing the impact of growth and development)
- CS6 – (Providing quality homes)
- CS9 – (Achieving a successful Central London)
- CS11 – (Promoting sustainable and efficient travel)
- CS13 – (Tackling climate change through promoting higher environmental standards)
- CS14 – (Promoting high quality places and conserving heritage / conservation areas)
- CS15 – (Protecting and improving our parks and open spaces and encouraging biodiversity)
- CS16 – (Improving Camden’s health and well-being)

Development Policies

DP2 – (Making full use of Camden’s capacity for housing)
DP5 – (Homes of different sizes)
DP6 – (Lifetimes homes and wheelchair housing)
DP16 - (The transport implications of development)
DP17 – (Walking, cycling and public transport)
DP18 – (Parking standards and limiting the availability of car parking)
DP19 - (Managing the impact of parking)
DP21- (Development connecting to the highway network)
DP22 – (Promoting sustainable design and construction)
DP24 – (Securing high quality design)
DP25 – (Conserving Camden’s heritage / conservation areas)
DP26 – (Managing the impact of development on occupiers and neighbours)
DP28 – (Noise and vibration)

Camden Planning Guidance

CPG 1 (Design)
CPG 2 (Housing)
CPG 3 (Sustainability)
CPG 6 (Amenity)
CPG 7 (Transport)
CPG 8 (Planning Obligations)

Fitzjohn and Netherhall Conservation Area Appraisal and Management Strategy March 2001

Assessment

The main issues for consideration are:

- Design;
- Residential accommodation;
- Residential amenity of neighbouring occupiers;
- Transport and Parking;
- Other Matters

Proposed Residential Accommodation

Policy 3.5 of the London Plan promotes high quality design of housing development that takes into account its physical context, local character, density, tenure and land use mix and relationship with, and provision for public, communal and open spaces taking into account the needs of children and older people.

In principle, the provision of new dwellings is encouraged and would provide additional housing within the borough in accordance with policies CS6 and DP2 of Camden’s LDF. The Dwelling Size Priority Table accompanying Policy DP5 identifies two bedroom market units as being of ‘Very High Priority’ (the aim is identified at 40%). The proposal is for four 1 bedroom units, which would not meet the aim for 40% of the units to be two bed. It is recommended at least two 2 bedroom unit be provided.

New residential units should provide a high standard of living accommodation for the prospective occupiers whilst maintaining the amenities of the neighbouring residential properties. In line with the Nationally Described Space Standard introduced in 2015, 1 bed, 2 person dwellings over a single storey should have a minimum gross internal floor area of 50sqm and 1.5sqm of in-built storage. The proposed units would meet the minimum gross internal floor area, however at application stage; in-built storage should be shown on floor plans. More information on the technical standards can be found [here](#).

The proposed units would be dual aspects with the bedrooms having windows on the side elevations and the kitchen/living/dining areas having windows facing either the front or the rear of the property. Given the location of the units at basement level, the applicant would need to clearly demonstrate at application stage that the units comply with the minimum head height (2.3m) and natural light requirements including window size, orientation and ventilation in accordance with Camden Planning Guidance 2 (CPG2) pages 53-62. A daylight and sunlight assessment should be provided in accordance with [BRE](#).

CPG2 Housing states that all new dwellings should provide access to private outdoor amenity space, e.g. balconies, roof terraces or communal gardens. The amenity space proposed appears high quality and therefore this policy is met.

The proposed units are considered generally acceptable in terms of size; however compliance with CPG2 to prove the quality of the residential accommodation would be necessary at application stage.

Design

The Council's design policies are aimed at achieving the highest standard of design in all developments. The following considerations contained within policy DP24 are relevant to the application: development should consider the character, setting, context and the form and scale of neighbouring buildings, and the quality of materials to be used. Policy DP25 'Conserving Camden's Heritage' states that within conservation areas, the Council will only grant permission for development that 'preserves and enhances' its established character and appearance.

Lightwells

The proposed units would include front and side lightwells. There are no examples either side of the property of front lightwells however on the opposite side of the street to the west of the street; the properties include lower ground levels with excavated front lightwell areas. Provided the development were to use traditional railings and screening in the form of soft landscaping, lightwells in the front of the property would likely be acceptable. Due to limited visibility of side lightwells, this would likely also be acceptable.

Rear Extension

The proposal would include extension at lower ground and ground floor level. Due to the large scale of the existing building, the extensions are considered subordinate and modest in size. The use of traditional style fenestration details is supported.

Balconies/Terraces

Balconies and terraces can provide valuable amenity space for flats that would otherwise have little or no private exterior space. However, they can also cause nuisance to neighbours. Potential problems include overlooking and privacy, daylight, noise, light spillage and security. Balconies and terraces should form an integral element in the design of elevations. Whilst lightweight access stairs from the ground floor down to the rear garden may be acceptable, they would need to be constructed from traditional materials. A terrace at first floor level would not be supported due to the non-traditional appearance of the terrace and visibility due to the location at high level.

Materials

The Council favours traditional materials (such as brick and timber) which match the main property. Where non-traditional materials are proposed the applicant should provide material samples, manufacturing details and examples of the material on other products. The success of non-traditional materials depends on the ability to be sympathetic to the main property and how the material would weather.

Basement Development

A Basement Impact Assessment (BIA) will need to be submitted as part of a formal planning application. An independent audit will be undertaken by Campbell Reith, which must be paid for by the applicant (more information, including the audit instruction form and the audit process terms of reference can be found here: [Basement Development](#)).

At each stage in the process the person(s) undertaking the BIA process should hold qualifications relevant to the matters being considered. The Council will only accept the qualifications set out in paragraph 2.11 of CPG4 (page 10) ([Link to Camden Planning Guidance](#))

Residential Amenity of Neighbouring Occupiers

CPG6 Amenity states: "Development should be designed to protect the privacy of both new and existing dwellings to a reasonable degree. Spaces that are overlooked lack privacy. Therefore, new buildings, extensions, roof terraces, balconies and the location of new windows should be carefully designed to avoid overlooking. The degree of overlooking depends on the distance and the horizontal and vertical angles of view. The most sensitive areas to overlooking are:

- Living rooms;
- Bedrooms;
- Kitchens; and
- The part of a garden nearest to the house."

Given the additional units are to be created at basement level; it is not considered the development would cause loss of light to neighbouring properties. Additional windows are proposed along both sides of the basement and at the front and rear of the site however these windows are not likely to cause overlooking as they are at a low level and do not look into neighbouring residential windows.

The proposal includes balconies and garden access at upper ground level and a first floor roof terrace. In terms of amenity, the proposed balconies with access to the garden level are likely to be acceptable as the balconies would be narrow and not afford space for people to linger around. The terrace at first floor level however may be unacceptable for amenity reasons due to potential for overlooking into neighbours especially at high level.

Transportation and Parking for Residential Use

Policies CS11 and DP17 support cycle provision and Camden's parking standards for cycles states that one cycle parking space is required per residential unit. Changes to the London Plan recently adopted require two cycle spaces to be provided for a two bed unit in a secure and accessible location. The proposal includes a cycle store at the rear of the property, further details should be provided at application stage.

The site has a PTAL rating of 5 (very good) and is easily accessible by public transport. Policies CS11, DP18 and DP19 require developments in such locations to be car free. For car free developments, the Council will:

- not issue on-street parking permits;
- use planning obligations to ensure that future occupants are aware they are not entitled to on-street parking permits; and
- not grant planning permission for development that incorporates car parking spaces, other than spaces designated for people with disabilities, and a limited number of spaces for car capped housing in accordance with Council's Parking Standards.

As required under Development Policy DP18, the additional units created by the development should be 'car-free'. This would be secured by way of a S106 legal agreement. The development will also require a Construction Management Plan (CMP) which would indicate how the developments impact on the highway network would be managed. The CMP would need to be secured via S106 legal agreement.

Further, Development Policy DP21 states that 'The Council will expect works affecting Highways to repair any construction damage to transport infrastructure or landscaping and reinstate all affected transport network links and road and footway surfaces following development'. The footway and vehicular crossover directly adjacent to the site could be damaged as a direct result of the proposed works. We may therefore need to secure a financial contribution for highway works as a section 106 planning obligation if planning permission is granted.

The additional residential units are proposed to use the existing bin stores at the side of the front forecourt. Details of waste and refuge should be submitted with the application.

Other Matters:

Community Infrastructure Levy

You are advised that this proposal will be liable for the Mayor of London's Community Infrastructure Levy (CIL) and the Camden CIL as the additional floorspace involves new residential accommodation.

Based on the Mayor's CIL charging schedule the CIL charge is £50 per additional sqm and for Camden CIL £500 per additional sqm. This will be collected by Camden after the scheme is implemented and could be subject to surcharges for failure to assume liability, submit a commencement notice and late payment, and subject to indexation in line with the construction costs index. More information can be found [here](#).

Sustainability

Policy DP22 (Promoting sustainable design and construction) requires development to incorporate sustainable design and construction measures. Schemes must demonstrate how sustainable development principles have been incorporated into the design and proposed implementation; and new development must incorporate green or brown roofs and green walls, wherever suitable. You are advised to refer to Policy DP22 of the Camden Development Policies and the accompanying text, as well as CPG3 (Sustainability).

[Link to Planning Policy documents](#)

Policy DP23 requires developments to reduce their water consumption, pressure on the combined sewer network and the risk of flooding. The NPPF requires all major developments to include SUDS, unless demonstrated to be inappropriate. The development should follow the drainage hierarchy in policy 5.13 of the London Plan.

Conclusion

The proposed development is considered generally acceptable. Two 2x bed flat should be provided. The standard of accommodation at basement level would need to be demonstrated to be adequate through a Daylight and Sunlight assessment, and a Basement Impact Assessment (BIA) would also be necessary to conclude the basement would be satisfactory in terms of ground water flow, slope stability and surface water flooding.

How to submit your application

Please submit your application electronically via the [national planning portal](#).

For a valid planning application, I would advise you to submit the following:

- Completed form – full planning permission;
- An Ordnance Survey based location plan at 1:1250 scale denoting the application site in red;
- Floor plans at a scale of 1:50 labelled 'existing' and 'proposed';
- Roof plans at a scale of 1:50 labelled 'existing' and 'proposed';
- Elevation drawings at a scale of 1:50 labelled 'existing' and 'proposed';
- Section drawings at a scale of 1:50 labelled 'existing' and 'proposed';
- Design and Access Statement;
- Daylight and Sunlight Assessment to show BRE compliancy;
- Sustainability Assessment;
- Draft Construction Management Plan;
- Basement Impact Assessment;
- CIL liability form;
- The appropriate fee.

Please see [supporting information](#) for planning applications for more information.

After you submit your application

You are advised to contact your neighbours prior to submission, to discuss the proposals. We are legally required to consult on applications with individuals who may be affected by the proposals. We would notify neighbours by letter, put up a notice on or near the site and, advertise in a local newspaper. The Council must allow 21 days from the consultation start date for responses to be received.

It is likely that that a proposal of this size would be determined under delegated powers, however, if more than 3 objections from neighbours or an objection from a local amenity group is received the application will be referred to the Members Briefing Panel should it be recommended for approval by officers. For more details [click here](#).

This document represents an initial informal officer view of your proposals based on the information available to us at this stage and would not be binding upon the Council, nor prejudice any future planning application decisions made by the Council.

Once you submit an application, please let me know the planning portal reference number so that I can process the application. If you have any queries about the advice please do not hesitate to contact Tessa Craig on 020 7974 6750.

Thank you for using Camden's pre-application advice service.

Regards,
Tessa Craig
Planning Officer

Telephone: 020 7974 6750

Appendix 2 – CIL form

This form should be saved to your device and then completed using the free Adobe Reader software or full Adobe Acrobat software. Many internet browsers and other software can be used to view PDF format files, but we cannot guarantee their compatibility or functionality in regard to these forms.

Community Infrastructure Levy (CIL) - Determining whether a Development may be CIL Liable Planning Application Additional Information Requirement form

Following the introduction of the Community Infrastructure Levy (CIL) all applicants for full planning permission, including householder applications and reserved matters following an outline planning permission, and applicants for lawful development certificates are required to provide the following information. **Please read the associated Guidance Notes before you complete the form. Notes on the questions are provided at** http://www.planningportal.gov.uk/uploads/1app/cil_guidance.pdf

Please complete the form using block capitals and black ink and send to the Charging Authority (or Collecting Authority if this differs from the Charging Authority).

See [\[link\]](#) for guidance on CIL generally, including exemption or relief..

1. Application Details

Applicant or Agent Name:

Planning Portal Reference
(if applicable):

Local authority planning application number
(if allocated):

Site Address:

Description of development:

Does the application relate to minor material changes to an existing planning permission (is it a Section 73 application)?

Yes

Please enter the application number:

No

If yes, please go to **Question 3**. If no, please continue to **Question 2**.

2. Liability for CIL

Does your development include:

a) New build floorspace (including extensions and replacement) of 100 sq ms or above?

Yes No

b) Proposals for one or more new dwellings either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes No

c) None of the above

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered yes to c), please go to **8. Declaration** at the end of the form.

3. Applications for Minor Material Changes to an Existing Planning Permission

a) Does this application involve a change in the amount or use of new build floorspace, where the total floorspace, including that previously granted planning permission, is over 100 sq m?

Yes No

b) Does this application involve a change in the amount of floorspace where one or more new dwellings are proposed, either through conversion or new build (except the conversion of a single dwelling house into two or more separate dwellings)?

Yes No

If you answered yes to either a), or b) please go to **Question 4**.

If you answered no to both a) and b), please go to **8. Declaration** at the end of the form.

4. Exemption or Relief

a) Is the site owned by a charity where the development will be wholly or mainly for charitable purposes, and the development will be either occupied by or under the control of a charitable institution?

Yes No

b) Does the proposed development include affordable housing which qualifies for mandatory or discretionary Social Housing relief?

Yes No

If you answered yes to a) or b), please note that you will need to complete and have agreed CIL Form 2 -'Claiming Exemption or Relief', and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy. You will also need to complete CIL Form 2 if you think you are eligible for discretionary charitable relief, or exceptional circumstances relief, if this is available in your area. Please check the Charging Authority's website for details. CIL Form 2 is available from

c) Do you wish to claim a self build exemption for a whole new home?

Yes No

If you have answered yes to c) please also complete a CIL Form 7- '**Self Build Exemption Claim Form: Part 1**' available from . Please note you will need to complete and have agreed CIL Form 7, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority must receive prior to the commencement of your development, in order to benefit from relief from the levy.

d) Do you wish to claim a self build exemption for a residential annex or extension?

Yes No

If you have answered yes to d) please also complete either CIL Form 8 -'**Self Build Residential Annex Exemption Claim Form**' or CIL Form 9 -'**Self Build Extension Exemption Claim Form**' available from . Please note you will need to have completed and agreed either CIL Form 8 or 9, as appropriate, and submitted a Commencement (of development) Notice to the Charging/Collecting Authority, which the Authority, if in respect of a residential annex, must receive prior to the commencement of your development , in order to benefit from relief from the levy

5. Reserved Matters Applications

Does this application relate to details or reserved matters pursuant to an application that was granted planning permission prior to the introduction of the CIL charge in the relevant local authority area?

Yes Please enter the application number:

No

If you answered yes, please go to **8. Declaration** at the end of the form.

If you answered no, please continue to complete the form.

6. Proposed New Floorspace

a) Does your application involve new **residential floorspace** (including new dwellings, extensions, conversions/changes of use, garages, basements or any other buildings ancillary to residential use)?

N.B. conversion of a single dwelling house into two or more separate dwellings (without extending them) is NOT liable for CIL. If this is the sole purpose of your development proposal, answer 'no' to Question 2b and go straight to the declaration at Question 8.

Yes No

If yes, please complete the table in section 6c) below, providing the requested information, including the floorspace relating to new dwellings, extensions, conversions, garages or any other buildings ancillary to residential use.

b) Does your application involve new **non-residential floorspace**?

Yes No

If yes, please complete the table in section 6c) below, using the information provided for Question 18 on your planning application form.

c) Proposed floorspace:

Development type	(i) Existing gross internal floorspace (square metres)	(ii) Gross internal floorspace to be lost by change of use or demolition (square metres)	(iii) Total gross internal floorspace proposed (including change of use, basements, and ancillary buildings) (square metres)	(iv) Net additional gross internal floorspace following development (square metres) (iv) = (iii) - (ii)
Market Housing (if known)				296.71
Social Housing, including shared ownership housing (if known)				
Total residential floorspace				
Total non-residential floorspace				
Total floorspace	247.6	0	544.47	296.71

7. Existing Buildings

a) How many existing buildings on the site will be retained, demolished or partially demolished as part of the development proposed?

Number of buildings:

b) Please state for each existing building/part of an existing building that is to be retained or demolished, the gross internal floorspace that is to be retained and/or demolished and whether all or part of each building has been in use for a continuous period of at least six months within the past thirty six months. Any existing buildings into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted temporary planning permission should not be included here, but should be included in the table in question 7c).

	Brief description of existing building/part of existing building to be retained or demolished.	Gross internal area (sq ms) to be retained.	Proposed use of retained floorspace.	Gross internal area (sq ms) to be demolished.	Was the building or part of the building occupied for its lawful use for 6 continuous months of the 36 previous months (excluding temporary permissions)?		When was the building last occupied for its lawful use? Please enter the date (dd/mm/yyyy) or tick still in use.
					Yes <input type="checkbox"/>	No <input type="checkbox"/>	
1					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
2					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
3					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
4					Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: <input type="text"/> or Still in use: <input type="checkbox"/>
Total floorspace							

7. Existing Buildings continued

c) Does your proposal include the retention, demolition or partial demolition of any whole buildings **into which people do not usually go or only go into intermittently for the purposes of inspecting or maintaining plant or machinery, or which were granted planning permission for a temporary period?** If yes, please complete the following table:

	Brief description of existing building (as per above description) to be retained or demolished.	Gross internal area (sq ms) to be retained	Proposed use of retained floorspace	Gross internal area (sq ms) to be demolished
1				
2				
3				
4				
Total floorspace into which people do not normally go, only go intermittently to inspect or maintain plant or machinery, or which was granted temporary planning permission				

d) If your development involves the conversion of an existing building, will you be creating a new mezzanine floor within the existing building?

Yes No

e) If Yes, how much of the gross internal floorspace proposed will be created by the mezzanine floor (sq ms)?

Use	Mezzanine floorspace (sq ms)

8. Declaration

I/we confirm that the details given are correct.

Name:

Date (DD/MM/YYYY). Date cannot be pre-application:

It is an offence for a person to knowingly or recklessly supply information which is false or misleading in a material respect to a collecting or charging authority in response to a requirement under the Community Infrastructure Levy Regulations (2010) as amended (regulation 110, SI 2010/948). A person guilty of an offence under this regulation may face unlimited fines, two years imprisonment, or both.

For local authority use only

App. No:

Appendix 3 – Photographs



Google earth

feet 10
meters 3



Figure 1 Existing front elevation from south east



Figure 2 Existing front elevation from north east



Figure 3 Aerial view.