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Dear Ms Jong,

Pre-application Planning Advice Proposals at 26 Christchurch Hill, London NW3 1LG

Thank you for your pre-application enquiry for the above property on 18th February 2014. Your enquiry relates to the erection of a basement extension.

This letter represents the Council's initial view of your proposals based on the information available to us at this stage. It should not be interpreted as formal confirmation that your application will be acceptable nor can it be held to prejudice formal determination of any planning application we receive from you on this proposal.

Planning History and Overview of the site

The site is located on the corner of Christchurch Hill and Well Road within the Hampstead conversation area. The site contains an early 19th century detached single family dwellinghouse which is Grade II listed. It was built around 1812 and has a substantial side extension added in 1973 with a rear extension added in 2005.

There is a single storey former garage in the garden fronting Well Road and timber fence running around the perimeter of the site which is curtilage listed. The front doors of the garage have been bricked up and the building is currently used as ancillary accommodation to 26 Christchurch Hill.

The planning history of the site is clearly set out in your submitted Design and Access Statement.

Relevant Planning Policies

The Council's policy position in respect of basement extensions is set out in our adopted Local Development Framework ("LDF").

The Council's adopted planning guidance provides further advice on the application of the Council's policies. Supplementary guidance document CPG1 (Design), CPG4 (Basements) and CPG6 (Amenity) are relevant to the proposals. The Hampstead Conservation Area Statement (2000) is of particular importance to the proposed scheme.

Comments on the proposed scheme

Design and impact on the Hampstead Conservation Area

The pre-application enquiry proposes the excavation of a basement under the 1973 wing of the house. There would also be a basement dug under a post-war garage and part of the garden. There would be two small walk-on flush rooflights and a large rooflight inserted over the basement extension. The garden would be re-landscaped to replace a lawn that slopes towards a small terrace, with a larger terrace, bounded by a retaining wall and containing a spiral stair, said to be a fire escape. The basement would be entered from the house via a small extension said to date from 2005.

There is no objection to the basement excavation in listed building terms however the changes to the green space around the house are more dramatic, and would result in replacing a sloping lawn with a substantial area of hard standing surrounded by a high retaining wall. This would be a major change to the setting of the listed house and would be unacceptable. We would like to see these elements made as subtle as possible, and concealed by the landscaping. The large window above the gym would draw too much attention to the basement. It is suggested that the rooflight above the playroom could be moved away from the house if the playroom and the panic room were swapped.

Amenity

Policy DP26 seeks to manage the impact of development on occupiers and neighbours and lists a number of factors that the Council will consider at planning stage which are visual privacy and overlooking, overshadowing and outlook, sunlight and daylight.

Due to the location of the proposed basement extension, it would be unlikely to harm the amenities of the residential occupiers of nearby buildings.

Standard of residential accommodation

On the proposed basement plan it is shown that there would be a self-contained residential unit. This would be accessed by the spiral staircase. You are advised that this would not meet our residential standards in terms of size as set out in Camden Planning Guidance 2 (Housing). As there are no windows to the accommodation there also would be outlook and no natural light that would reach the proposed accommodation which would be contrary to CPG2, CPG6 and policy DP26. If the proposals are considered acceptable then it is likely that a condition would be added to the decision that states that the residential accommodation in the basement should not be used as a separate self-contained residential unit.

Basement

A Basement Impact Assessment (BIA) would need to be submitted with the application, in accordance with policies CS13, DP22, DP23 and DP27. This is backed up by Camden Planning Guidance 4 2013 and Arup guidance for subterranean development 'Camden geological, hydro geological and hydrological study'. Please see the following link for more information:

<http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-applications/making-an-application/supporting-documentation/basement-developments/basement-developments.en>

In particular, please note that the need for BIAs to be undertaken by suitably qualified professionals (see CPG4 and Arup report for details of the required qualifications). In addition all BIA information is required prior to registration of the application.

Furthermore, the site is located within an area of slope stability and ground water flow constraints. Please see paragraph 2.33 of CPG4 2013 which states that where a scheme requires applicants to proceed beyond the screening stage of the BIA and where the proposed basement development is located within an area of concern regarding slope stability, surface water or groundwater flow, we will expect an independent verification of the BIA funded by the applicant.

Archaeology

The application site is located within an identified Archaeological Priority Area. Thus it may be that an archaeological desk based survey is required to be submitted for consideration as part of the application given that excavation is proposed. English Heritage (Greater London Archaeology Advisory Service - GLAAS) would be formally consulted on any future planning application and would provide comments to the Council, possibly recommending conditions or further studies to be undertaken. As such, it is advised that in advance of the submission of any planning application you contact GLAAS (Sandy Kidd - 020 7973 3215 sandy.kidd@english-heritage.org.uk) to discuss the proposals further with view to ascertaining whether a desk based assessment should be undertaken and when.

Trees

As there are a number of mature trees on the site an arboricultural report would need to be submitted with any planning submission. This should be in compliance with BS5837 (2005) and will require a survey, constraints plan, implications assessment, protection plan.

Construction Management

Owing to the nature of the proposed works and the constrained access into the site it is likely that the Council would seek to secure a construction management plan (CMP) (secured via a S106 Legal Agreement). It is recommended that a draft CMP is submitted as part of any planning application, with the full CMP to be secured via S106 Legal Agreement.

Other matters

Please see the following link for the national and local area requirements for submitting a valid planning application:

<http://www.camden.gov.uk/ccm/navigation/environment/planning-and-built-environment/planning-applications/making-an-application/supporting-documentation--requirements/>

Type of scale drawings and plans – see <http://www.camden.gov.uk/ccm/content/environment/planning-and-built-environment/two/planning-applications/making-an-application/supporting-documentation/scale-drawings-and-plans/types-of-scale-drawings-and-plans.en>

In particular please note the need to show the relative level and extent of neighbouring / nearby properties alongside the proposals.

Reminder regarding minimum types of plans required:

- Site Location Plan (1:1250 scale) / Site Block Plan (1:200 scale) – showing the application site in red and any other land owned by the applicant close to or adjoining the site in blue
- All existing elevations (1:50 scale)
- All proposed elevations (1:50 scale)
- All existing plans including roof plans (1:50 scale)
- All demolition plans / elevations / sections (1:50 scale) where relevant
- All proposed plans including roof plans (1:50 scale)
- Existing and proposed sections (1:50 scale)
- It would be useful if plans could be submitted in an A3 format as well as to the scale outlined above.
- These plans should also detail the extent of neighbouring buildings
- All plans should indicate a scale bar on the actual plans.

Additional documents required for a valid application are:

- Basement Impact Assessment and Structural Engineers Report
- Heritage Impact Assessment
- Design and Access Statement
- Arboricultural Report
- Archaeological Desk Based Assessment
- Construction Management Plan

In light of the above advice, I consider that the principle of a basement extension is likely to be acceptable in this location. Although this is subject to the submission of a complete and acceptable Basement Impact Assessment to assess whether any damage would be caused to the existing building and neighbouring properties from the basement construction.

Please note that the information contained in this letter represents an officer's opinion and is without prejudice to further consideration of this matter by the Development Management section or to the Council's formal decision.

If you have any queries about the advice contained in this letter please contact **Rachel Miller** on **020 7974 1343**.

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

Yours sincerely,

Rachel Miller
Planning Officer (East Area Team)