



**Date: 20/09/2016**  
**Our ref: 2016/3741/PRE**  
**Contact: Samir Benmbarek**  
**Direct line: 020 7974 2534**  
**Email: samir.benmbarek@camden.gov.uk**

Mr Alexander Rakita  
Old Town Hall  
213 Haverstock Hill  
London Borough of Camden NW3 4QP  
*By email*

**Planning Solutions Team**  
**Planning and Regeneration**  
Culture & Environment  
Directorate  
London Borough of Camden  
2<sup>nd</sup> Floor  
5 Pancras Square  
London  
N1C 4AG

[www.camden.gov.uk/planning](http://www.camden.gov.uk/planning)

Dear Mr Rakita

**Re: Ground Floor Flat, 13 Glenmore Road, London, NW3 4BY**

Thank you for submitting a pre-planning application enquiry for the above property which was received on 01 July 2016 together with the required fee of £420.00.

**1. Drawings and documents**

PP002  
PP010  
PP020  
PP021  
PP200  
PP210  
PP220  
PP221  
PP222  
PP223  
PP224  
Design and Access Statement

**2. Proposal**

Extension at basement level and alterations to roof light at first floor level

**3. Site description**

The site comprises of a three storey mid-terrace dwelling house located on the southern side of Glenmore Road. The building is located within the Belsize Park Conservation Area. It is not a Listed Building.

**4. Relevant planning history**

No planning application history.

**5. Relevant policies and guidance**

[National Planning Policy Framework 2012](#)

## [The London Plan March 2016](#)

### [LDF Core Strategy](#)

- CS5- Managing the impact of growth and development
- CS11- Promoting sustainable and efficient travel
- CS13- Tackling Climate Change
- CS14- Promoting high quality places and conserving our heritage
- CS18- Dealing with our waste and encouraging recycling
- CS19- Delivering and monitoring the core strategy

### [LDF Development Policies](#)

- DP20- Movement of goods and materials
- DP21- Development connecting to the highway network
- DP22- Promoting sustainable design and construction
- DP24- Securing high quality design
- DP25- Conserving Camden's heritage
- DP26- Managing the impact of development on occupiers and neighbours
- DP27- Basement and lightwells

### [Camden Planning Guidance 2011/2013](#)

- CPG1 (Design)
- CPG4 (Basements)
- CPG6 (Amenity)
- CPG7 (Transport)
- CPG8 (Planning Obligations)

### [Belsize Park Conservation Area Statement 2003](#)

#### **6. Introduction**

This written response is based on the drawing submitted in the "Drawings and Documents". This is general and informal planning officer response to the proposal and development in relation to the submitted drawings and documentation. Should the pre-application scheme be altered, some of the advice given may become redundant as a result of this. The advice may not be considered relevant if adopted planning policies at national, regional or local level are changed or amended. Other factors such as case-law and subsequent planning permission may affect this advice.

#### **7. Assessment of Proposed Basement Extension**

The proposed basement excavation would be required to meet the following criteria outlined in CPG4 (Basements and Lightwells) to be acceptable in principle:

- Does not cause harm to the built and natural environment and local amenity;
- Result in flooding; or
- Lead to ground instability

It would be expected that a Basement Impact Assessment (BIA) would be submitted addressing the particular issues above. The information contained within the BIA should be specific to the site and the particular proposed development. The BIA should include the following stages:

- Stage 1- Screening;
- Stage 2- Scoping;
- Stage 3- Site investigation and study;
- Stage 4- Impact Assessment; and
- Stage 5- Review and decision making.

The purpose of the BIA is to enable the Council to 'assess whether any predicated damage to neighbouring properties and the wider environment is acceptable or can be satisfactorily ameliorated by the developer' as stated in policy DP27 of the Council's Development Management Policies.

The Council's records show that No. 120 Mill Lane has the following underground development site constraints:

- Subterranean (groundwater) flow;
- Slope stability

In light of the above constraints, a BIA report would be required as part of the application submission which would provide the Council with the relevant information to determine whether an excavation of a basement is acceptable. The BIA will be independently checked at the applicant's expense by Campbell Reith.

#### Scale and Character

Section 2.4 of CPG4 (Basements and Lightwells) states "just as overly large extensions above the ground level can dominate a building, contributing to the over-development of a site, and extension below ground can be of an inappropriate scale. There may be more flexibility with the scale of a development when it is proposed underground, but there are a number of factors that would mean basement development would be overdevelopment".

The Council's preferred approach for basement developments as stated within section 2 of CPG4 is that the proposed basement is to not extend beyond the footprint of the original building and be no deeper than one full storey beneath ground level (approximately 3.0m). The rear lightwells would technically project beyond the footprint of the building but the primary wall of the proposed basement would be within the footprint of the host building.

The proposed basement extension would be likely to be accepted as the footprint is within that of the original building and will not extend outwards into the garden (excluding the rear lightwell and associated landscaping) or into neighbouring buildings. The proposed basement will be one storey beneath ground level with 3.0m being excavated. This is considered to be an appropriate in terms of its character and scale in relation to the ground floor flat and host building.

#### Impact on Trees/Biodiversity

The proposed basement will need to take into account the presence of two trees located in close proximity within the rear garden. The proposed excavation would need to provide evidence that the root protection zone would not be harmed. An arboricultural report will also need to be submitted as part of a planning application in line with British Standard 5837:2012.

#### Rear Elevation

Alterations to the rear elevation as a result of the proposed lightwell will include glazing of the rear bay projection of the flat and in introduction of glass railings around the lightwell. The proposal will be more likely to be considered acceptable by the Council if at ground level the fenestration and brickwork of the bay projection to maintain the appearance of the host building which can be viewed at ground level from neighbouring occupiers (private views). The use of glazing is welcomed at basement level and where it cannot be seen in rear garden views.

#### Host Residential Amenity

No. 13 Glenmore Road contains a sizeable garden which is not considered to be depleted greatly as a result of the proposal. Section 2.12 of CPG4 expects exposed areas of basements to not impact on the amenity and garden sizes in a similar manner to rear

extensions. The landscaping and design of the rear lightwell also retains the garden space and is considered acceptable. There is proposed access to the basement from within the footprint of the building although there is already existing access from the front lightwell.

#### **8. Quality of Accommodation**

Although the proposal is not for the conversion or creation of a new dwelling, the proposed bedroom sizes at basement level surpass the Department for Communities and Local Government (DCLG) Technical Housing Standards (nationally described space standard) for a double sized bedroom.

#### **9. Other Alterations to the Host Building/Site**

The removal of the existing rooflights in the infill extension and replacement with 1x flush larger rooflight is considered appropriate in terms of design and appearance. Any repair or treatment to the front boundary wall should match the existing.

#### **10. Adjacent Residential Amenity**

Policy DP26 of Camden's Development Policies seek to ensure that the amenity of neighbouring properties is protected. It states that planning permission will not be granted for development that causes harm to the amenity of occupiers and neighbours in terms of loss of daylight, sunlight, outlook and privacy. It is not considered the proposed works would lead to an adverse impact of neighbouring residential amenity by virtue of the underground location of the proposal or the minimal impact of the works above ground.

#### **11. Transport and Servicing**

A Section 106 contribution may be required for repaving any footways around the site, as these may be damaged during the construction of the proposed development.

Construction works and construction vehicle movements have the potential to disrupt the day to day functioning of the surrounding highway network for an extended period, and will need to be carefully managed to ensure disruption is kept to a minimum.

A Construction Management Plan (CMP) will be required under a planning obligation upon approval of the proposal.

#### **12. Community Infrastructure Levy and Planning Obligations**

As the additional footprint of the building will be under 100sqm, the proposal will not be liable for either the Mayoral or Camden CIL.

#### **13. Conclusion**

The principle of a basement is considered acceptable in this instance. However, the brickwork and fenestration of the rear bay at ground level should be retained as much as possible with glazing welcome at the basement level away from views. The replacement rooflight upon the side infill extension is considered acceptable. A submission of a satisfactory BIA report in accordance with Development Plan DP27 is mandatory.

#### **14. Planning application information**

8.1 If you submit a planning application which addresses the outstanding issue detailed in this report satisfactorily, I would advise you to submit the following for a valid planning application:

- Completed form – Householder Application

- 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
- Basement Impact Assessment
- Arboricultural Report at British Standard 5837:2012
- The appropriate fee £172.00
- Please see [supporting information for planning applications](#) for more information.

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.**

If you have any queries about the above letter or the attached document please do not hesitate to contact Samir Benmbarek on 020 7974 2534.

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

Yours sincerely,

**Samir Benmbarek**

Planning Officer  
Planning Solutions Team