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| CITY OF WESTMINSTER | | | |
| PLANNING APPLICATIONS SUB COMMITTEE | Date 19 December 2017 | Classification For General Release | |
| Report of Director of Planning | | Ward(s) involved Regent's Park | |
| Subject of Report | 2 Elm Tree Road, London, NW8 9JX | | |
| Proposal | Demolition of south west elevation and roof, erection of two storey extension and roof extension and associated external alterations. | | |
| Agent | Wolff Architects | | |
| On behalf of | Mr & Mrs Chen | | |
| Registered Number | 17/07202/FULL | Date amended/ completed | 11 August 2017 |
| Date Application Received | 11 August 2017 | | |
| Historic Building Grade | Unlisted | | |
| Conservation Area | St John's Wood | | |

1. RECOMMENDATION

Grant conditional permission.

2. SUMMARY

Permission is sought for the demolition of south west elevation, facing Grove End Road, and existing roof structure and erection of two storey extension and roof extension. Associated alterations are also proposed to the rest of the existing dwellinghouse, including alterations to windows and doors.

The application has received objection from two neighbouring residents and from the St. John's Wood Society, principally on a number of design and amenity grounds.

The key issues in this case are:

- The impact of the proposed development on the appearance of the building and character and appearance of the St. John's Wood Conservation Area.
- The impact of the proposal on the amenity of neighbouring residents.

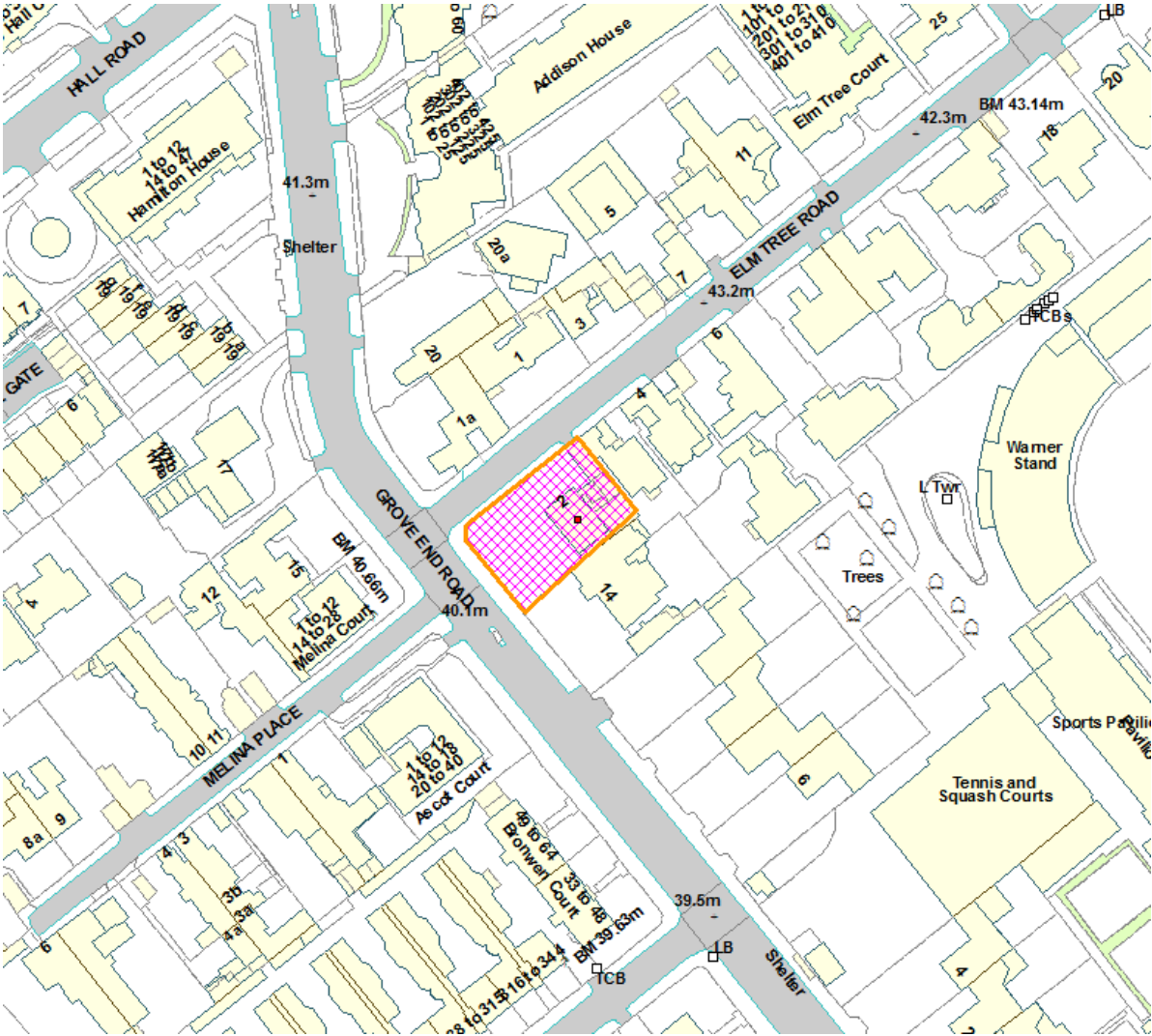
For the detailed reasons set out in this report, the proposed development is considered to accord with the relevant land use, design, amenity and environment policies in the Unitary Development Plan adopted in January 2007 and Westminster's City Plan adopted in November 2016. Therefore,

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| subject to the recommended condition set out in the draft decision letter appended to this report, it is recommended that permission is granted. |
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3. LOCATION PLAN



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4. PHOTOGRAPHS

South West elevation facing Grove End Road,
adjoining No. 14 Grove End Road



North West elevation facing Elm Tree Road, with
neighbouring property at No. 4A Elm Tree Road in
background.



View from existing balcony on the North East elevation (looking towards 4A Elm Tree Road).



5. CONSULTATIONS

5.1 Consultation on Initially Submitted Scheme – August 2017

ST JOHN'S WOOD SOCIETY

Objection. Concerned that the two storey conservatory will have an adverse impact on the amenity of the adjoining occupiers.

ARBORICULTURAL MANAGER

Any response to be reported verbally.

ADJOINING OWNERS/OCCUPIERS AND OTHER REPRESENTATIONS RECEIVED

No. Consulted: 6

Total No. of replies: 2

No. of objections: 2

No. in support: 0

Two emails/ letters received raising objection on all or some of the following grounds:

Design

- Inappropriate design for the St John's Wood Conservation Area.
- Extension to the front would harm the building and surrounding conservation area.
- Roof extension would be visually intrusive and unsympathetic in character.
- Extensions and alterations would be non-compliant with the City Council's policies and guidance.

Amenity

- Loss of daylight to neighbouring properties.
- Loss of privacy as a result of additional windows and dormers.

Other

- Inaccurate description of development.

PRESS ADVERTISEMENT / SITE NOTICE: Yes

5.2 Consultation on Revised Scheme (removal of dormer to south east elevation) – November 2017

ST JOHN'S WOOD SOCIETY

Any response to be reported verbally.

ARBORICULTURAL MANAGER

Any response to be reported verbally.

ADJOINING OWNERS/OCCUPIERS AND OTHER REPRESENTATIONS RECEIVED

No. Consulted: 8

Total No. of replies: 1

No. of objections: 1

No. in support: 0

One letter received raising objection on the following grounds:

- Amendments do not address the previous grounds for objection.
- Consider that the recent appeal decision precludes the addition of a roof extension of similar proportions to that included in the appeal scheme.
- Consider that a recommendation for approval is inconsistent with the Secretary of States recent appeal decision and would be unlawful.
- Design of proposed extensions and alterations harm the character and appearance of the St. John's Wood Conservation Area.

6. BACKGROUND INFORMATION

6.1 The Application Site

The application site is a detached unlisted dwelling located within the St John's Wood Conservation Area. The building is located on a prominent corner at the junction of Elm Tree Road and Grove End Road. No. 2 Elm Tree Road is identified as a building with neutral contribution to the character and appearance of the conservation area in the St. John's Wood Conservation Area Audit.

The existing building is a detached, two storey hipped roof, brick clad building with tall chimney stacks built in the mid 20th Century. The building has a L-shaped plan with a secondary wing located behind the main bulk of the building facing Grove End Road. Architecturally the building has blended influences from the Italianated villa and Arts and Crafts styles. The existing building has been extended over time to the east, where the rear elevation is infilled with a large glazed two storey extension thus significantly increasing the bulk of the building to the rear.

6.2 Recent Relevant History

Previously planning permission was refused for a similar proposal on 21 April 2017 on design grounds. A subsequent appeal against the City Council's decision was dismissed at appeal on 9 November 2017. The Inspector found that the proposal would lead to the loss of the entire original roof form and would create a visually obtrusive and discordant building within the street scene, thereby harming the character and appearance of the St John's Wood Conservation Area.

The main difference between the appeal scheme and this current application are:

1. The bulk of the new roof has been reduced with the omission of a large dormer on the south-east elevation directly facing the party wall with No.14 Grove End Road and this part of the roof has a continuous pitch, thereby improving the form and composition of the south-west elevation thus introducing symmetry.
2. The proposed dormers are smaller in scale and are singular. The appeal scheme sought the installation of double width dormers.

3. The overall design of the new extended south-west elevation and the remodelled north-west elevation have been redesigned in a cohesive Neo-Georgian style. The existing asymmetrical bay on the south-west elevation is removed and a new centrally located projecting bay is proposed. The existing north-west elevation is proposed to be redesigned with a simple but consistent fenestration pattern with a clear hierarchy.

The Inspector commented on the design of the ground floor and the introduction of bi-folding doors on the south-west elevation, but considered that they would not be a significant alteration given the screening available to the property. The appeal decision and relevant drawings from the appeal scheme are included in the background papers.

7. THE PROPOSAL

The application proposes the demolition of the south-western elevation (facade facing Grove End Road) and erection of a full height extension extending approximately 2.5 metres (central bay) into the front garden. Also proposed is the demolition of the entire existing roof and replacement with a new roof form with dormers and chimney stack, remodelling of the north-west elevation, replacement of the existing two storey rear conservatory and associated façade alterations including new windows and doors. The proposed development would enlarge the existing dwellinghouse from 435m² to 562m².

The application has been amended in light of the recent appeal decision, to omit the dormer window initially proposed to the south east elevation so as to improve the overall balanced Neo-Georgian composition of the proposed extended building. This amendment has been the subject of further consultation (see Section 5.2).

8. DETAILED CONSIDERATIONS

8.1 Land Use

The application will result in an increase in residential floorspace. The increase in residential floorspace to extend the existing dwellinghouse is considered acceptable in land use terms and is compliant with Policy H3 in the UDP and Policy S14 in the City Plan, both of which seek to increase the residential floorspace within the City.

8.2 Townscape and Design

The application site is located on a prominent corner at the junction of Elm Tree Road and Grove End Road, although the majority of the existing building is screened by the tall brick boundary wall. However, there are clear views from upper floor level windows from surrounding buildings. The existing building dates from between 1950 and 1970 has been altered and heavily extended at the rear. In this part of the St John's Wood Conservation Area there are a wide range of building styles of greatly varying age.

The proposal would increase the existing building in height, bulk and scale with a new roof and extension to the south-west elevation. The overall height of the building would be increased but the ridge of the proposed new roof would align with No.14 and is below the modern brutalist inspired brick building at No.4A Elm Tree Road. Therefore, the

increase in height would not be discordant with the height of buildings in the immediate vicinity of the site.

The new full-height extension to the south-west elevation would align with the building line of No.14 Grove End Road. Normally, a large and dominant extension would be contrary to Policy DES 5 in the UDP. However, in this case the existing building is well set back from No.14 Grove End Road and the proposed 2.5 metre extension of the south-west elevation would align with No.14 and would not harm the relationship between these buildings nor impact on the relationship with No.1A Elm Tree Road, as the building line is already further forward than the proposed extension.

With regard to the design of the remodelled north-west elevation and extended south-west elevation, the cumulative effect would be change the overall architectural style of the existing building and this is what differentiates the current proposal significantly from the recently dismissed appeal scheme, which proposed extensions of not dissimilar scale, but without ensuring that the building as a whole, once altered, had a coherent architectural style. In terms of the impact the demolition required to achieve the proposed remodelling on the existing building, the building is considered to make a neutral contribution to the character and appearance of this part of the St. John's Wood Conservation Area (as identified in the Conservation Area Audit) and therefore the extent of demolition proposed to this relatively modern building is considered to be acceptable, subject to the proposed alterations and extensions maintaining or enhancing the character and appearance of the conservation area. In this context, whilst the Inspector considered the loss of the shallow pitch roof to be harmful to the conservation area when he recently assessed the appeal scheme, the more coherent approach to delivering a building with a consistent and attractive Neo-Georgian detailed design and form, with a distinctive rhythm and hierarchy to the fenestration, is considered to overcome the concerns previously expressed by the Inspector.

Neo-Georgian buildings are found across the St John's Wood Conservation Area and this is therefore a typical architectural style within the conservation area. Consequently, the adoption of this architectural style is appropriate. The roof slopes proposed are pitched at approximately 50 degrees and this is relatively steep for a Neo-Georgian building; however, there are examples of Neo-Georgian buildings with steeply pitched roofs in the vicinity. As noted previously, the proposed roof extension would result in the loss of the shallow pitched roof, but this is mitigated by the remodelling of principal facades, whereas the refused scheme sought to reinstate the principal feature (an asymmetrical bay) of the existing blended Italianate villa, thereby creating an unsuccessful and confused composition.

The proposed design and extension of the building is considered to respect the alignment, height and appreciable bulk of neighbouring buildings. The cohesive Neo-Georgian composition proposed in the current scheme represents a significant improvement on the previously refused scheme and that dismissed at appeal. Given the acceptability of the scheme is reliant on the delivery of a fully remodelled building conditions are recommended to ensure the demolition works are only carried out in conjunction with the works to construct the extensions to the building and to require the development to be carried out in its entirety as a single programme of works. A condition is also recommended to restrict permitted development rights to prevent future harmful design alterations to the architectural composition of the extended building. Subject to

the recommended conditions, set out in the draft decision letter, the proposed development is considered to be acceptable in design and conservation terms and would accord with Policies DES1, DES5, DES6 and DES9 in the UDP and Policies S25 and S28 in the City Plan.

8.3 Residential Amenity

Policy ENV13 in the UDP states that the Council will resist proposals that would result in a material loss of daylight or sunlight, particularly to dwellings, and that developments should not result in a significant increased sense of enclosure, overlooking or cause unacceptable overshadowing. Similarly, Policy S29 of Westminster's City Plan aims to protect the amenity of residents from the effects of development.

The north east elevation of the application site partially adjoins the boundary with No. 4a Elm Tree Road, the proposed alterations to this elevation include raising of the pitch and ridge height of the rear section of the roof and the introduction of new dormer windows to the rear facing roof slopes of the house. The proposed dormer in the rear roof slope of the main body of the house will though replace an existing dormer window and balcony. Given the existing situation of overlooking and as a terrace is not proposed as part of the replacement dormer, it is not considered that there will be a material increase in overlooking as a result of proposed dormer arrangement. Arguably the proposed arrangement of a larger number of smaller dormers with no balconies would result in a materially better situation in terms of overlooking to No.4A Elm Tree Road.

In relation to the alterations to the roof form, the removal of the gable end and replacement with a hipped roof structure would not result in such an increase in terms of the height and bulk of the roof form so as to cause a material loss of daylight or sunlight, or cause a significantly increased sense of enclosure. The objection received from the occupier of No.4A Elm Tree Road is therefore not a ground on which permission could reasonably be withheld and this was not a reason for refusal of the previously refused scheme.

With regards to the impact of the proposal on No.14 Grove End Road, the south east elevation adjoins the boundary with this property. There are no openings in this elevation. The changes proposed to this elevation include the raising the height of the roof and a two storey front extension. Given that the proposed two storey extension would not project beyond the existing front elevation of No.14 it is not considered that the proposed scheme gives rise to any significant amenity concerns in respect of this neighbouring property.

Objection has been received from the occupiers of No.1 Elm Tree Road, which is located on the opposite side of the road from the application site. The letter raises concerns in relation to increased overlooking and loss of light. The four dormer windows proposed in the north west elevation will face No.1 Elm Tree Road. However, given the distance between the application site and this property, across Elm Tree Road, it is not considered that refusal of the application on overlooking grounds could reasonably be sustained. In relation to the objection on loss of light grounds, again, given the distance of the property from the application site, it is not considered that this objection can be supported as a ground on which to withhold permission.

The St John's Wood Society have raised concerns relating to overlooking as a result of the proposed two storey rear conservatory. However, this structure is a like for like replacement of an existing two storey conservatory and therefore this element of the scheme would not result in any increase in overlooking or other harm to the amenity of adjoining occupiers.

8.4 Transportation/Parking

The proposal does not represent an increase in residential units and no loss of parking is proposed. As such, the proposal is not contrary to TRANS 23. Furthermore, there is no requirement for the provision of additional cycle parking given the proposal is for extension and remodelling of an existing dwellinghouse.

8.5 Economic Considerations

No economic considerations are applicable for a development of this size

8.6 Access

The access arrangements to this private dwelling will remain unchanged.

8.7 Other UDP/ Westminster Policy Considerations

As the application is the reconfiguration and extension of an existing dwellinghouse, it is not considered necessary or reasonable to require details of waste storage to be submitted.

8.8 London Plan

The application does not raise any strategic issues.

8.9 National Policy/Guidance Considerations

The City Plan and UDP policies referred to in the consideration of this application are considered to be consistent with the NPPF unless stated otherwise.

8.10 Planning Obligations

Planning obligations are not relevant in the determination of this application. The development is CIL liable due to more than 100m² of additional residential floorspace being created. Based on the applicant's floorspace figures the CIL liability is expected to be £8,093 in respect of the Mayor's CIL and £73,258 in respect of Westminster's CIL; albeit it should be noted that this is before consideration of any exemptions that may apply.

8.11 Environmental Impact Assessment

The development is of insufficient scale to require an Environmental Impact Assessment.

8.12 Other Issues

Concerns have been expressed regarding the description of development for the proposal. However, it is considered that the description on which the City Council has consulted is sufficient to draw attention to the principal elements of the proposed development; namely the demolition proposed to the south west elevation and roof and the respective extensions and façade alterations. The description of development is not intended to be all encompassing, but rather should capture the substantive elements of a proposed development. It is considered that the description of development in this case achieves this in a concise manner and is sufficient to convey the scope of the proposed development.

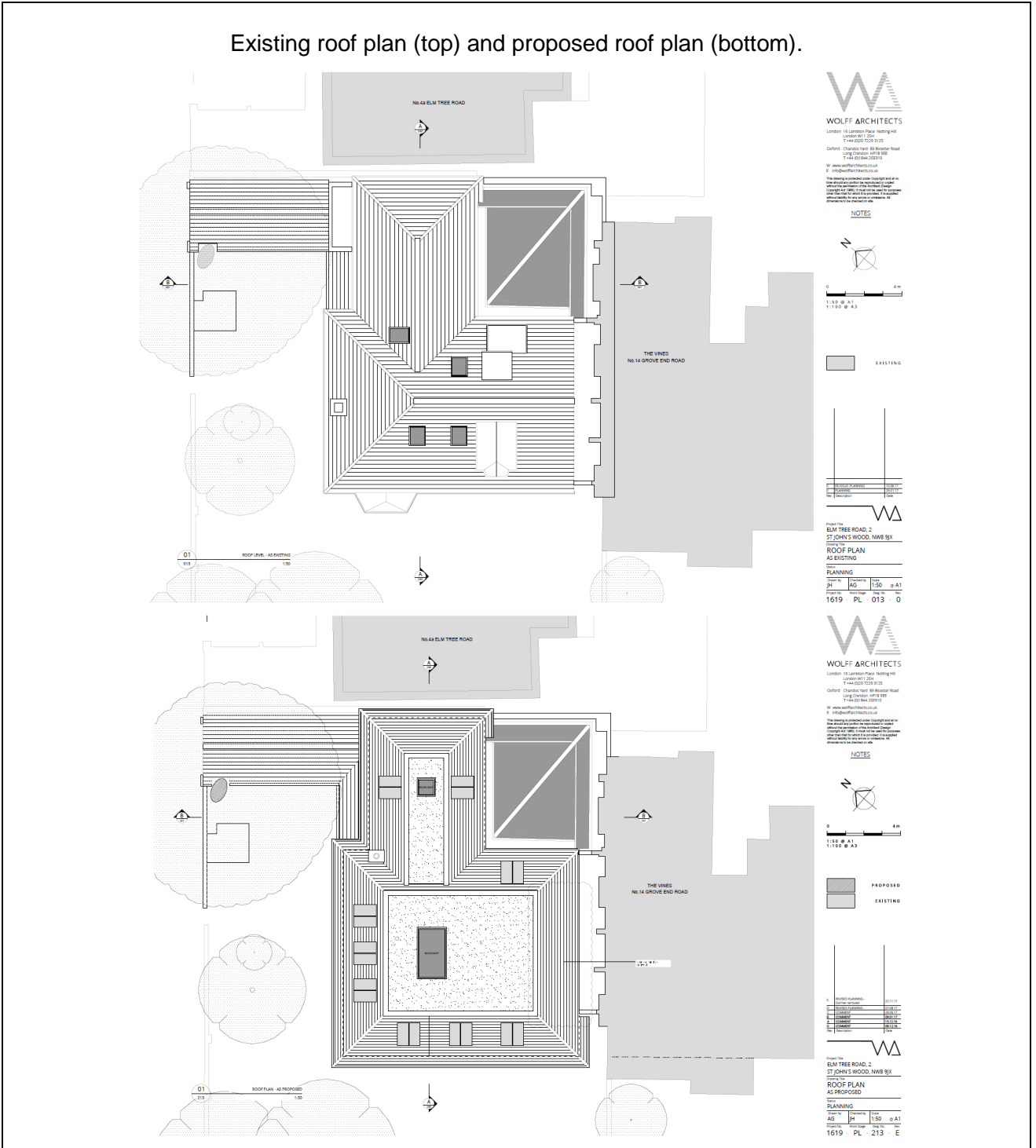
9. BACKGROUND PAPERS

1. Application form.
2. Appeal decision dated 9 November 2017 and associated appeal scheme drawings.
3. Email from the St. John's Wood Society dated 4 September 2017.
4. Email from the occupier of 4A Elm Tree Road dated 5 September 2017.
5. Letters from Keystone Law on behalf of the occupiers of 1 Elm Tree Road dated 2 October 2017 and 6 December 2017.

(Please note: All the application drawings and other relevant documents and Background Papers are available to view on the Council's website)

IF YOU HAVE ANY QUERIES ABOUT THIS REPORT PLEASE CONTACT THE PRESENTING OFFICER: OLIVER GIBSON BY EMAIL AT ogibson@westminster.gov.uk.

10. KEY DRAWINGS



North west elevation existing (top) and proposed (bottom)



01 NW ELEVATION - AS EXISTING 1:50



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NOTES



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| Client | AG |
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| Checked | JM |
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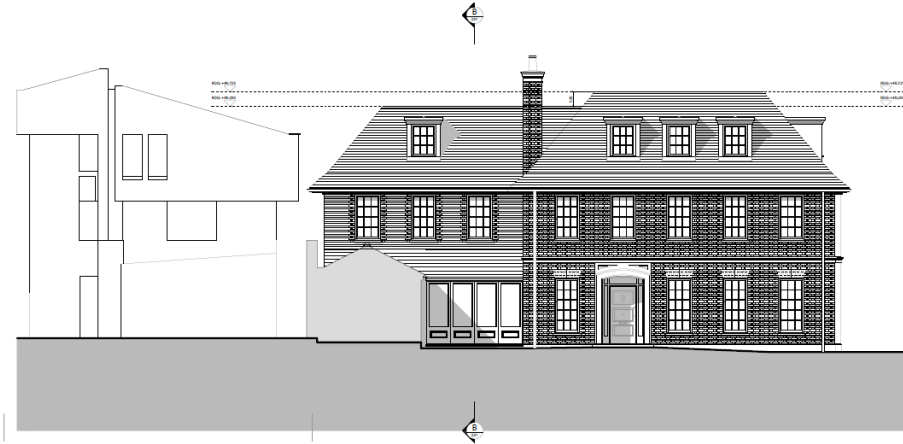
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ST JOHN'S WOOD, NW8 9JK
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 Scale: **PLANNING**
 Drawn by: **AG** Checked by: **JM**
 Project No. **1619 PL** Date: **16/11/16**



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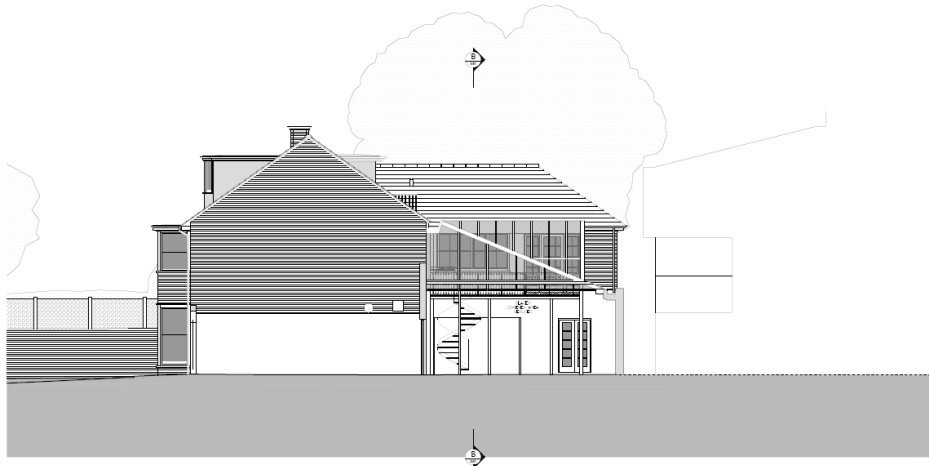


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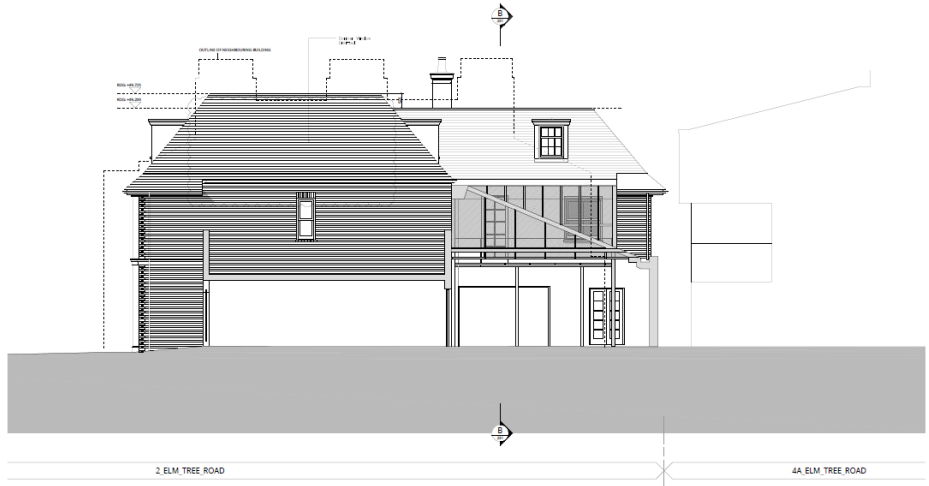
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 Drawing: **NW ELEVATION AS PROPOSED**
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South east elevation as existing (top) and proposed (bottom)



01 SE ELEVATION - AS EXISTING
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01 SE ELEVATION - AS PROPOSED
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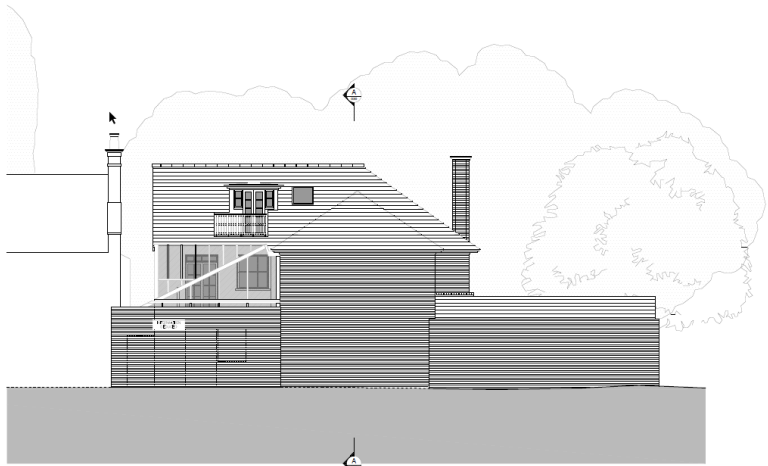
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North east elevation existing (top) and proposed (bottom)



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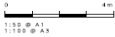
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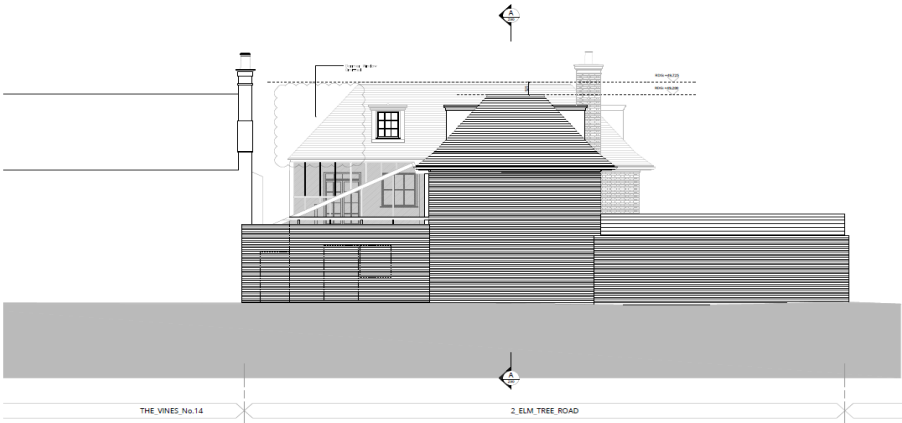
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Location: NE ELEVATION AS PROPOSED
Scale: 1:50 @ A1
Drawing: JH AG 1619 PL 023 0
Date: 16/11/19



01 NE ELEVATION - AS PROPOSED
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South west elevation as existing (top) and proposed (bottom)



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Project Title
**ELM TREE ROAD, 2
ST JOHN'S WOOD, NW8 9JX**

Client
**SW ELEVATION
AS EXISTING**

Discipline
PLANNING

Author
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Client
**SW ELEVATION
AS PROPOSED**

Discipline
PLANNING

Author
JH AG Date 1:50 @ A1

Reference
1619 PL 221 - D

DRAFT DECISION LETTER

Address: 2 Elm Tree Road, London, NW8 9JX,

Proposal: Demolition of south west elevation and roof, erection of two storey extension and roof extension and associated external alterations.

Plan Nos: 1619-PL-001; 1619-PL-002; 1619-PL-010; 1619-PL-11; 1619-PL-12; 1619-PL-1619-PL-020; 1619-PL-021; 1619-PL-22; 1619-PL-23; 1619-PL-030; 1619-PL-1619-PL-110 rev A; 1619-PL-111 rev B; 1619-PL-112; 1619-PL-113; 1619-PL-1619-PL-121; 1619-PL-122 rev A; 1619-PL-123; 1619-PL-130; 1619-PL-1619-PL-210 rev D; 1619-PL-211 rev D; 1619-PL-212 rev E; 1619-PL-21619-PL-220 rev C; 1619-PL-221 rev D; 1619-PL-222 rev D; 1619-PL-223 re1619-PL-230 rev B; 1619-PL-231 rev B; Schedule of Areas (Rev B); Design and Access Statement by Wolff Architects; Daylight and Sunlight Assessment by BA dated 29 September 2017; Arboricultural Report by TreeFella; Tree Survey by TreeFella.

Case Officer: Victoria Coelho

Direct Tel. No. 020 7641 6204

Recommended Condition(s) and Reason(s) or Reason(s) for Refusal:

- 1 The development hereby permitted shall be carried out in accordance with the drawings and other documents listed on this decision letter, and any drawings approved subsequently by City Council as local planning authority pursuant to any conditions on this decision letter.

Reason:

For the avoidance of doubt and in the interests of proper planning.

- 2 Except for piling, excavation and demolition work, you must carry out any building work which can be heard at the boundary of the site only:
- o between 08.00 and 18.00 Monday to Friday;
 - o between 08.00 and 13.00 on Saturday; and
 - o not at all on Sundays, bank holidays and public holidays.

You must carry out piling, excavation and demolition work only:

- o between 08.00 and 18.00 Monday to Friday; and
- o not at all on Saturdays, Sundays, bank holidays and public holidays.

Noisy work must not take place outside these hours unless otherwise agreed through a Certificate of Pollution Act 1974 section 61 prior consent in special circumstances (for example, to mitigate police traffic restrictions, in an emergency or in the interests of public safety). (C11AB)

Reason:

To protect the environment of neighbouring occupiers. This is as set out in S29 and S32 Westminster's City Plan (November 2016) and ENV 6 of our Unitary Development Plan then adopted in January 2007. (R11AC)

- 3 You must apply to us for approval of samples of the facing materials you will use, including glazing, and elevations and roof plans annotated to show where the materials are to be located. You must not start any work on these parts of the development until we have approved what you have sent us. You must then carry out the work using the approved materials. (C26BC)

Reason:

To make sure that the appearance of the building is suitable and that it contributes to the character and appearance of this part of the St John's Wood Conservation Area. This is as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 5 or DES 6 or both and paras 10.108 to 10.128 of our Unitary Development Plan that we adopted in January 2007. (R26BE)

- 4 You must apply to us for approval of detailed drawings of the following parts of the development:

- All new windows and doors in context with window reveals and window surrounds (where applicable).

You must not start any work on these parts of the development until we have approved what you have sent us. You must then carry out the work according to these . (C26DB)

Reason:

To make sure that the appearance of the building is suitable and that it contributes to the character and appearance of this part of the St John's Wood Conservation Area. This is as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 5 or DES 6 or both and paras 10.108 to 10.128 of our Unitary Development Plan that we adopted in January 2007. (R26BE)

- 5 You must not carry out demolition work unless it is part of the complete development of the site. You must carry out the demolition and development without interruption and according to the drawings we have approved. (C29BB)

Reason:

To maintain the character of the St. John's Wood Conservation Area as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 9 (B) of our Unitary Development Plan that we adopted in January 2007 and Section 74(3) of the Planning (Listed Buildings and Conservation Areas) Act 1990. (R29AC)

- 6 You must carry out the development hereby approved in its entirety as a single phase of works.

Reason:

To make sure that the appearance of the building is suitable and that it contributes to the character and appearance of this part of the St. John's Wood Conservation Area. This is as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 5 or DES 6 or both and paras 10.108 to 10.128 of our Unitary Development Plan that we adopted in January 2007. (R26BE)

- 7 You must not put up a any extensions or form any new window or door openings without our permission. This is despite the provisions of Classes A, B, C and D of Part 1 of Schedule 2 to the Town and Country Planning General Permitted Development (England) Order 2015 (or any order that may replace it). (C21HB)

Reason:

To make sure that the appearance of the building is suitable and that it contributes to the character and appearance of this part of the St. John's Wood Conservation Area. This is as set out in S25 and S28 of Westminster's City Plan (November 2016) and DES 1 and DES 5 or DES 6 or both and paras 10.108 to 10.128 of our Unitary Development Plan that we adopted in January 2007. (R26BE)

Informative(s):

- 1 In dealing with this application the City Council has implemented the requirement in the N: Planning Policy Framework to work with the applicant in a positive and proactive way. We made available detailed advice in the form of our statutory policies in Westminster's City P (November 2016), Unitary Development Plan, Supplementary Planning documents, plann briefs and other informal written guidance, as well as offering a full pre application advice service, in order to ensure that applicant has been given every opportunity to submit an application which is likely to be considered favourably. In addition, where appropriate, furtl guidance was offered to the applicant at the validation stage.
- 2 Under the Highways Act 1980 you must get a licence from us before you put skips or scaffolding on the road or pavement. It is an offence to break the conditions of that licence may also have to send us a programme of work so that we can tell your neighbours the lik timing of building activities. For more advice, please phone our Highways Licensing Team 020 7641 2560. (I35AA)
- 3 When carrying out building work you must do all you can to reduce noise emission and tak suitable steps to prevent nuisance from dust and smoke. Please speak to our Environmen Health Service to make sure that you meet all requirements before you draw up the contra for demolition and building work.

Your main contractor should also speak to our Environmental Health Service before startir work. They can do this formally by applying to the following address for consent to work on construction sites under Section 61 of the Control of Pollution Act 1974.

24 Hour Noise Team
Environmental Health Service
Westminster City Hall
64 Victoria Street
London
SW1E 6QP

Phone: 020 7641 2000

Our Environmental Health Service may change the hours of working we have set out in this permission if your work is particularly noisy. Deliveries to and from the site should not take place outside the permitted hours unless you have our written approval. (150AA)

- 4 You are encouraged to join the nationally recognised Considerate Constructors Scheme. This commits those sites registered with the Scheme to be considerate and good neighbours, as well as clean, respectful, safe, environmentally conscious, responsible and accountable. For more information please contact the Considerate Constructors Scheme directly on 0800 783 1423, siteenquiries@ccscheme.org.uk or visit www.ccscheme.org.uk.
- 5 The construction manager should keep residents and others informed about unavoidable disturbance such as noise, dust and extended working hours, and disruption of traffic. Site neighbours should be given clear information well in advance, preferably in writing, perhaps by issuing regular bulletins about site progress.
- 6 The development for which planning permission has been granted has been identified as potentially liable for payment of both the Mayor of London and Westminster City Council's Community Infrastructure Levy (CIL). Further details on both Community Infrastructure Levies, including reliefs that may be available, can be found on the council's website at: www.westminster.gov.uk/cil

Responsibility to pay the levy runs with the ownership of the land, unless another party has assumed liability. If you have not already you must submit an **Assumption of Liability Form** **immediately**. On receipt of this notice a CIL Liability Notice setting out the estimated CIL charges will be issued by the council as soon as practicable, to the landowner or the party that has assumed liability, with a copy to the planning applicant. You must also notify the Council before commencing development using a **Commencement Form**

CIL forms are available from the planning on the planning portal:

<http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/cil>

Forms can be submitted to CIL@Westminster.gov.uk

Payment of the CIL charge is mandatory and there are strong enforcement powers and penalties for failure to pay, including Stop Notices, surcharges, late payment interest and prison terms.

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Please note: the full text for informatives can be found in the Council's Conditions, Reasons & Policies handbook, copies of which can be found in the Committee Room whilst the meeting is in progress, and on the Council's website.