



Your ref:	33 Clarence Terrace	Please reply to:	Mr Anthony Perera
Our ref:	23/06598/FULL	Tel No:	07866034072
		Fee Queries:	0207 641 6500;
		Email:	planningreception@westminster.gov.uk;
Mr William Hardman RIBA William Hardman Associates Boundary House, Boston Road London W7 2QE United Kingdom		Incomplete Applications Town Planning & Building Control City of Westminster PO Box 732 Redhill, RH1 9FL	
		28 September 2023	

Dear Sir / Madam

TOWN AND COUNTRY PLANNING ACT 1990
 PLANNING (LISTED BUILDINGS & CONSERVATION AREAS) ACT 1990

Address: 33 Clarence Terrace, London, NW1 4RD,

**Proposal: Installation of one heat pump unit to the rear balcony, and damp-proofing works to the basement storage room to the second floor flat., , ,
 Refurbishment of the existing second floor flat**

Thank you for your application received on 23 September 2023. I am writing to inform you that your application is incomplete for the following reason(s):

- 1 You need to submit an application for listed building consent. More information on listed building consent and the relevant forms can be found on the Council's website: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/application-types-and-checklist/listed-building-consent.

INFORMATIVE

In addition to a Design and Access Statement, a Heritage Statement will also be required detailing the proposed works in terms of the effect on the historic and architectural interest of the building. For guidance, please refer to our website for details of what should be included in this statement: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/design-and-access-statements.

- 2 Please provide a sustainable design statement.

INFORMATIVE

The statement should provide a proportionate level of information or commentary to demonstrate how the design has positively addressed the sustainable design principles set out in Policy 38D in the City Plan 2019-2040. This should include design implications arising from related policy in particular Policy 34B (urban greening), Policy 36 (Energy) and Policy 39 (Heritage). It should set out how consideration has been given to the energy hierarchy and cross reference other relevant documents including the BREEAM assessment, SuDs strategy, energy strategy, heritage statement and water calculations where provided and relevant. Any proposal involving demolition of a building should include a statement setting out why it is not possible to retain and improve the existing building in line with Policy 38, cross referencing the whole life cycle carbon analysis where required.

Where heritage assets are affected, this should cross reference the Heritage Statement. If incorporated within the Design and Access Statement, it should be a distinct and clearly identified separate section.

More information and templates can be found on our website: <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/sustainable-design-statement>

3 Please submit a detailed noise impact assessment.

The assessment is to include the following information:

* The location of the nearest noise sensitive receptors and tranquil open spaces that may be affected by noise from the proposed plant or activity. Sensitive use includes residential use, educational establishments, hospitals, hotels, hostels, concert halls, theatres, law courts, and broadcasting and recording studios, but is not exhaustively limited to these use types. Indicate the distance of the window(s) and/or tranquil open space from the source in metres.

* The proposed operational hours of the plant/activity, plant type, number and locations.

* The measured Ambient noise level (LAeq) for the 16 hours daytime and 8 hours night time (If plant to operate at night) to assess which planning condition applies (see Standard Planning Conditions on our website: www.westminster.gov.uk/planning-building-and-environmental-regulations/find-appeal-or-comment-planning-application/decisions-your-planning-application/standard-conditions-and-informatives).

* The representative lowest background noise level assessment (LA90 15 minutes) over the proposed hours of operation including the time, date and weather conditions, instrumentation and calibration, noise sampling locations and a copy of the noise survey data, (graphical & numerical).

* Manufacturers Specifications of plant and/or proposed noise levels of internal activity in Octave or 1/3 octave band format.

* Calculations for the predicted noise level 1 metre from the window of the nearest sensitive property including distance, directionality and screening effects.

* You will need to demonstrate that the predicted noise level outside the most affected window will comply with the limits stated in our standard conditions. As a guideline these limits are normally 10dB below the lowest background LA90 (15mins). However, you will

need to refer to Policy 33 in the City Plan 2019-2040 and the guidance in the draft Environmental Supplementary Planning Guidance, which may require correction penalties for tonality or intermittency.

* Include any proposed attenuation measures and details of noise reductions achieved.

Additionally, it is recommended that reference be made to BS 8233:2014, which contains guidance for commercial design criteria.

You may wish to contact Environmental Health directly (Tel: 020 7641 2000) to discuss technical issues relating to the submission of a noise impact assessment.

- 4 Please provide a Heritage Statement (sometimes also referred to as a Historic Building Impact Assessment), including clearly annotated photographs detailing the proposed works in terms of the effect on the significance of the building or asset.

INFORMATIVE

Your Heritage Statement should (a) explain the significance of the heritage asset(s) affected including any contribution made by their setting(s); (b) explain the impact of proposed works on significance of that asset; (c) where any harm is caused provide full justification, setting out the degree of harm caused (whether substantial or less than substantial), alternatives which have been considered to avoid harm and any public benefits (including heritage benefits).

Your Heritage Statement should be proportionate to the nature of the proposal and can be included within the Design and Access Statement where one is required, but should form a clearly identified separate section. For further guidance please refer to our website: www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/advice-planning-application-supporting-documents/heritage-statements.

- 5 The development includes one or more 'relevant buildings'. Therefore, a Planning Gateway One Fire Statement must be submitted. Further guidance on the requirements of Planning Gateway One is provided in the relevant section of the NPPG: www.gov.uk/guidance/fire-safety-and-high-rise-residential-buildings-from-1-august-2021. When preparing your Planning Gateway One Fire Statement you must follow the Government's standard template:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/996387/Fire_statement_form_-_static.pdf

- 6 Please provide the following:

- existing and proposed floor plans of heat pump
- existing and proposed sections of heat pump
- existing and proposed elevations of heat pump

Your plans and drawings must be accurate and drawn to a recognised metric scale, include a scale bar, with any precise dimensions stated for important details. You must give each plan a distinctive reference number.

INFORMATIVES:

You are advised that, from the information you have provided, we can't ascertain exactly what additional details/plans will be required. You are advised that further details may be required after we receive your response to this letter.

Please ensure that ALL files submitted to the council are named in accordance within our file naming conventions in order to speed up the time it takes us to process your application <https://www.westminster.gov.uk/planning-building-and-environmental-regulations/planning-applications/making-planning-application>

- 7 *Please collate all requested information in a single submission and send to planningreception@westminster.gov.uk. Sending your documents individually will not speed up the process. Please do not upload to the planning portal as this causes duplication and may delay the processing of your application. Thank you.*

Please forward this information to the above email address by **26 October 2023**. Please do not forward the requested information separately, as your application will only be progressed when ALL requested information has been received. Please send revised/new information to the email address, not via the planning portal.

The description of development may have been changed to better reflect the proposed works, if you do not agree that this accurately reflects your proposals, please provide an amended description of development when you respond to the above.

If we do not receive this information within four weeks of this notification we shall take no further action on your application. If you require longer than four weeks to submit the revised information, please contact us.

If you'd like to make a payment, please call: 020 7641 6500, or for general enquiries call 020 7641 6000. **Please note, for queries relating to this case, please refer to the officer dealing with your case: details at top of the letter.**

Yours faithfully

Mr Anthony Perera

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Note - Please read our Privacy Notice online <https://www.westminster.gov.uk/privacy-notice-planning>