

HAMPSTEAD - GARDEN - SUBURB - TRUST

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Application for Trust Consent

PLEASE COMPLETE USING BLOCK CAPITALS AND BLACK INK AND
ENSURE CORRECT POSTAGE IS USED FOR SIZE/WEIGHT OF PACKAGE.
INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE PROCESSING OF YOUR APPLICATION.

**BY NOTING YOUR EMAIL ADDRESS AND TELEPHONE NUMBER, YOU GIVE CONSENT FOR THE TRUST TO
CONTACT YOU ON ALL APPLICATION AND PROPERTY MATTERS.
YOUR INFORMATION WILL NOT BE PASSED ON TO A THIRD PARTY.**

Owner Name _____ Property Address to be quoted on all drawings and correspondence _____ _____ _____ Owner Telephone Number _____ Owner Email _____ Owner Address if different from property address _____ _____ Postcode	Agent Name _____ Agent Company _____ Agent Address _____ _____ Postcode _____ Agent Telephone Number _____ Agent Email
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Description of Proposed Work _____ _____ _____ _____ _____

**DO NOT SEND PAYMENT WITH YOUR APPLICATION. THE FEE WILL BE CALCULATED BY THE
PLANNING TEAM WHEN THE APPLICATION IS PROCESSED**

This application is to be accompanied by:

HARD COPY DRAWINGS IN TRIPLICATE to indicate clearly the **PROPOSED ARRANGEMENT** and sufficient to show exactly the nature of the proposals in their context.

ONE HARD COPY DRAWING OF THE EXISTING ARRANGEMENT and one completed application form.

ONE HARD COPY OF A LOCATION PLAN showing all the area around, together with house numbers. An A4 size print from the Ordnance Survey **1:1250** map will be suitable. The Trust can provide this for our own purposes for a fee of £5.

ALL NEW WORK SHALL BE CLEARLY INDICATED by notes, colouring or hatching. The drawings will usually consist of floor plans, elevations and sections to 1:50 scale or 1:100 scale and large scale details will probably be required for dormers, porches or similar items (though these may be deferred to a later date).

CHECKLIST

The drawings for typical application should indicate the following items:

1. Materials of roof, type of hip tiles used.
2. Materials of external walls and plinth if applicable.
3. Type of windows (timber, steel in timber sub-frame etc.).
4. Description of cills and lintels/arches.
5. Pattern of external doors.
6. State whether dormers, gates, front doors, garage doors are painted or stained.
7. Position and material of all external pipework, existing and proposed.
8. Position and materials of flues, vents etc., existing and proposed.
9. Details of existing and proposed boundary treatments.
10. Areas and materials of paths and paved areas, existing and proposed.
11. Positions and species of trees and hedges.
12. All principal dimensions are to be given, including dimensions fixing the positions of dormers in the roof.

Both existing and new work are to be described as above.

**PLEASE CHECK THE TRUST WEBSITE FOR MEETING DATES
AND APPLICATION DEADLINES**