

# HAMPSTEAD - GARDEN - SUBURB - TRUST

862 Finchley Road Hampstead Garden Suburb London NW11 6AB  
Telephone: 020-8455 1066 and 020-8458 8085 ~ Facsimile: 020-8455 3453 ~ email: mail@hgstrust.org

## Application for Trust Consent

Please complete using block capitals and black ink.

**INCORRECT OR INCOMPLETE INFORMATION WILL DELAY THE PROCESSING OF YOUR APPLICATION**

<b>Owner Name</b> _____ <b>Property Address</b> to be quoted on all drawings and correspondence _____ _____ _____ <b>Owner Telephone Number</b> _____ <b>Owner Email</b> _____ <b>Owner Address</b> if different from property address _____ _____ <b>Postcode</b>	<b>Agent Name</b> _____ <b>Agent Company</b> _____ <b>Agent Address</b> _____ _____ <b>Postcode</b> <b>Agent Telephone Number</b> _____ <b>Agent Email</b>
---	--

<b>Description of Proposed Work</b> _____ _____ _____ _____ _____
--

**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:

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

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

**ONE 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 and elevations 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).

**Where the application property is semi-detached, in a terrace or part of a larger group**, the adjoining buildings must be shown, along with the location and nature of the boundaries between them. **PLEASE NOTE** the Trust makes no warranty as to the location of boundaries between properties when considering your application. This includes where the Trust is a neighbouring land owner. Please refer to an appropriate professional advisor for advice on the exact location of property boundaries. If the Trust is an adjoining owner please contact the Trust's Estate Manager for clarification of boundary locations.

## 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.
9. Details of existing and proposed boundary treatments.
10. Areas and materials of paths and paved areas.
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**