

HAMPSTEAD - GARDEN - SUBURB - TRUST

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

Application for Trust Consent

Please fill in PDF form fields. If submitting physically, print and 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.

By submitting drawings you give consent for said drawings to be shared with interested parties eg. Neighbours as part of our consultation process.

Owner Name	Agent Name
Property Address to be quoted on all drawings and correspondence	Agent Company
Owner Telephone Number	Agent Address
Owner Email	Agent Telephone Number
Owner Address if different from property address	Agent Email

Date

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

You can submit your application DIGITALLY or in HARD COPY. In both cases please include:

- **A completed application form**
- **Existing and proposed drawings**
- **A location plan (an A4 size print from the Ordnance Survey 1:1250 map will be suitable)**

Please email your application to planning@hgstrust.org or post to 862 Finchley Road NW11 6AB.

ALL ALTERATIONS/ EXTENSIONS SHALL BE CLEARLY INDICATED by notes, colouring or hatching. The drawings should 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, external joinery etc.

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 a typical application should indicate the following items:

1. Materials of roof.
2. Materials of external walls.
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 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.
13. Existing front and rear garden layouts should be submitted.
14. We expect all information to be accurate and complete.

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

PLEASE CHECK THE TRUST WEBSITE FOR MEETING DATES AND APPLICATION DEADLINES