

HAMPSTEAD - GARDEN - SUBURB - TRUST

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Application for Trust Consent

NB Due to the present circumstances regarding COVID-19 we will be accepting applications digitally. Please email your application to planning@hgstrust.org

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

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

If you wish to submit your application DIGITALLY please include

- **A completed application form**
- **Existing and proposed drawings**
- **A location plan.**

Please email your application to planning@hgstrust.org.

If you wish to submit a PHYSICAL application this must include:

- A completed APPLICATION FORM
- 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.
- ONE HARD COPY OF A LOCATION PLAN showing all the area around the property, 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).

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., 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**