

Shaping Camden

New Basement Development and Extensions to Existing Basement Accommodation

G u i d a n c e N o t e

London Borough of Camden
December 2008

A guide to basement development

- 1 Camden has seen a significant growth in new basement development and extensions to existing basement accommodation. As well as providing additional accommodation, these extensions can have significant local environmental implications. To help applicants and others interpret the various policies and regulations that apply, this guidance note draws together the relevant national and local authority requirements and expectations for sustainable development and good practice. A list of the key requirements for applicants of basement developments is set out on page 14 of this report.
- 2 The guidance applies to all properties within the Borough that propose a new basement development, or an extension to existing basement accommodation where planning permission is required. Although aimed primarily at residential properties, the guidance is also relevant to other forms of basement development for commercial, retail and leisure uses, servicing and storage.
- 3 The guidance gives detailed advice on how the Council's planning policies will be applied when we make decisions on planning applications that involve new basement development, or extensions to existing basement accommodation. It sets out the information required with applications: the term basement means all works that are subterranean, or constructed under the natural ground level.
- 4 The note also outlines the other relevant statutory requirements related to basement development including building control and licensing requirements, party wall agreements, and provides contact details for the different Council services involved from pre-planning to the post construction of a basement.
- 5 In certain circumstances small basement extensions to residential properties may not require planning permission and so some of this guidance will not apply. The current legislation is set out in Appendix 4. However, such "Permitted Development" rights are removed within a Conservation Area if there are any trees which will be affected by the development, and also do not apply outside a Conservation Area if any protected trees are to be affected. For further guidance as to whether your property benefits from permitted development rights, please contact the Council's Duty Planning Service on telephone 020 7974 1911, or visit the Council's website at www.camden.gov.uk/planning.
- 6 There are possible changes ahead as the Government is considering a new basement extensions class. In November 2008, Communities and Local Government published a possible Class G (basement extensions), which contains recommended tolerances for basement extensions, attached as Appendix 5. If adopted, this new arrangement would bring more and larger extensions under permitted development, but it has yet to be consulted on.
- 7 While some basement extensions do not require planning permission, basement light wells are classed as an engineering operation rather than an enlargement of a dwellinghouse, and will therefore require planning permission. The guidance will address light wells as a matter of design.

- 8 This guidance refers to basement development itself, and does not include questions of land use such as the acceptability of new self-contained residential units within a new basement development or an extension to basement accommodation. Land use considerations, such as the acceptability of new units; minimum floor space standards for new units; transport and amenity issues are covered under other policies contained within the UDP and associated planning guidance within the Camden Planning Guidance 2006 (CPG). A copy of these documents is available from the Council's website www.camden.gov.uk/planning.

SUMMARY OF CONTROLS FOR BASEMENT DEVELOPMENT OR EXTENSIONS TO EXISTING BASEMENT ACCOMMODATION

- 9 **Planning permission:** The common control for a new basement is the requirement to obtain planning permission. Apart from the above exceptions where planning permission is not required for basement excavations, you will be required to gain planning approval. This includes new basement development, or extensions to existing basement accommodation; excavation or enlargement of a light well at the front of the house and in some cases to the side and rear; and to use a basement as a separate residential unit. To check whether you need planning permission for basement works, please visit the Council's website at www.camden.gov.uk/planning or contact the Council's Duty Planning Service on telephone 020 7974 1911 (Further contact details for the Council's Planning Service are in Appendix 1).

The UDP contains a number of planning policies relevant to basement development. These include the Council's strategic framework; heritage and townscape protection, including conservation areas; environmental protection; requirements for sustainable development; flood risks; and, protection of amenity. The policies are summarised in Appendix 6, and can be found on the Council's website:

<http://www.camden.gov.uk/ccm/navigation/environment/planning-and-built-environment/our-plans-and-policies/camden-s-unitary-development-plan--udp/>

- 10 **Building control approval:** You will require building control approval for all excavation works or enlargements of a basement. The works will be required to meet the Building Regulations, and habitable accommodation must also meet fitness standards set by the Housing Act 1985. For more information on Building Control matters, please visit the Council's website at <http://www.camden.gov.uk/ccm/navigation/environment/building-control/> or contact the Building Control Service on telephone 020 7974 6941 (see Appendix 1).
- 11 **Highway licence:** If you need to put a skip or building material on the public highway, or if you wish to erect a scaffold, hoarding or gantry you will need to apply for a license under the Highways Act. You will also need to the consent of the appropriate highway authority if your proposal involves any work under any part of the highway or footway. The Council is the highway authority for most streets in the Borough, although for some major roads Transport for London act as the highway authority. For more information about the highway authority or licensing matters, please visit the Council's website at

<http://www.camden.gov.uk/ccm/navigation/transport-and-streets/> or contact the Council's Highways Management Team on telephone 020 7974 6956 (see Appendix 1).

- 12 **Party wall agreement:** In most cases you will need a party wall agreement with your neighbour/s. This includes when excavation is within 3 metres of a neighbouring structure; or that would extend deeper than that structure's foundations; or within 6 metres of the neighbouring structure and which also lies within a zone defined by a 45 degree line from that structure. The Council is not itself involved in Party Wall agreements, but a guidance note explaining the procedures can be found on the Council website www.camden.gov.uk or from the Planning Service Reception (see Appendix 1).
- 13 **Considerate Construction:** The Council expects contractors to minimise noise nuisance to local residents. The Council will use its powers under the Control of Pollution Act 1974 to control noise from demolition and construction sites. As a general guide, the Council will limit the times at which demolition and construction can take place, such that any works which can be heard outside the site boundary must only be carried out: Monday to Friday 8.00am to 6.00pm; Saturday 8.00am to 1.00pm; and, not at all on Sundays, Public and Bank Holidays. Additional information can be obtained from the Council's Environmental Health Service by visiting the website at <http://www.camden.gov.uk/ccm/navigation/environment/> or phoning 020 7974 2090.
- 14 **Freeholder permission:** Most residential leases will require some form of landlord permission for improvements and alterations. This is also the case for leasehold HRA (Housing Revenue Account) property, where permission from Camden's Housing Department is required for any improvements and alterations, including Basement Development.

PLANNING & DESIGN CONSIDERATIONS

- 15 The Council recognises that there can be benefits from basement development, but is concerned to ensure that such development does not harm the recognised architectural character of buildings and surrounding areas, including gardens and nearby trees, and that conservation area character is preserved or enhanced; that the biodiversity value of the site is conserved; that there is no detriment to the water environment; that there is no undue harm to the amenity of neighbouring properties; and that sustainable development is achieved.

Size of development

- 16 Often with basement development, the only visual manifestations are light wells and skylights, with the bulk of the development concealed wholly underground and away from any public view. However, just as overly large extensions above the ground level can dominate a building, contributing to the over-development of a site, an extension below ground can be of an inappropriate scale. There may be more flexibility with the scale of a development when it is proposed

underground, but there are a number of factors that would mean basement development would be over-development.

- 17 These include, for example, harm caused to any trees on or adjoining the site, where the development would restrict future planting and mature development of trees typical to the area, if the basement development would remove more than 50% of the amenity space (garden or front court yard), and any impact to the water environment. The permissible size of a basement development will therefore be guided by the characteristics of the site.
- 18 A basement development that is modest in size such that it does not extend beyond the footprint of the original building and is no deeper than one full storey below ground level (approximately 3 metres in depth) is often the most appropriate way to extend a building below ground, provided that the internal environment is fit for the intended purpose (See Residential Development Standards below), and there is no impact to any trees on or adjoining the site, or to the water environment.

Conservation and design

- 19 Listed buildings, conservation areas, and our archaeological heritage require protection to ensure that the special values they bring to the Borough are not harmed or lost. They form an irreplaceable record that contributes to our understanding of both the present and past and therefore have a central role to play in our cultural heritage and national identity. Their presence adds to the quality of our lives by enhancing the familiar and valued local environment and sustaining the sense of local distinctiveness that is such an important aspect of the character and appearance of our built environment.

Protection from construction and demolition (additional requirements in conservation area and adjoining listed buildings)

Listed buildings

- 20 Where the building is listed, new basement development or extension to existing basement accommodation will require listed building consent, even if planning permission is not required. The acceptability of a basement extension to a listed building will be assessed on a case by case basis, taking into account the individual features of the building, its special interest and its structural integrity. Applicants should contact the Council's Conservation and Urban Design team at the earliest opportunity to discuss the proposal (see Appendix 1).
- 21 When considering applications for basement extensions within conservation areas, or where they adjoin listed buildings, the Council will need to be satisfied that effective measures will be taken during demolition and construction works to ensure that damage is not caused to the building and any buildings it directly adjoins. Poor demolition and constructions methods can put its neighbours at risk and so can have untold effects on the character and appearance of heritage buildings and a conservation area.

- 22 The Council will require the submission of a management plan for demolition and / or construction where basement works are proposed in conservation areas or adjacent to a listed building. The Council may also require this in other areas depending on the scale of the development and/or ground conditions of the particular area, etc. Details of the requirements of a demolition / construction management plan can be found in Camden's Planning Guidance, section 11 (available on the Council website at www.camden.gov.uk/planning)

Light wells

- 23 The building stock in Camden is quite varied throughout the Borough. Some areas contain basement developments that include front light wells in part or all of the front garden. Other areas do not have any basements or light wells that are visible from the street. The presence or absence of light wells helps define and reinforce the prevailing character of a neighbourhood. The creation of new light wells can harm the relationship between the building and the street, can harm the appearance of the building and the streetscape, and may result in the loss of garden or other amenity space.
- 24 Where basements and visible light wells are not part of the prevailing character of a street, new light wells will only be acceptable if they appear as discreet interventions that do not harm the architectural character of the building or result in harm to the character or appearance of the surrounding area. In situations where light wells are not part of the established street character, the characteristics of the front garden will help to determine the suitability of light wells.
- 25 In plots where the depth of a front garden is quite long, basement light wells are more easily concealed by landscaping and boundary treatments, and a substantial garden area can be retained providing a visual buffer from the street. In these situations new light wells that are sensitively designed to maintain the integrity of the existing building may be acceptable, subject to other design requirements.
- 26 In plots where the front garden is quite shallow, a light well is likely to consume much, or all of the garden area. This will be unacceptable in streets where light wells are not part of the established character and where the front gardens have an important role in the local townscape.
- 27 Light wells that meet the above criteria will only be acceptable if the changes do not result in the loss of more than 50% of the garden area.
- 28 A light well to the side or rear of a property is often the most appropriate way to provide a means of gaining light into a new or extended basement development, and can often provide a link to the rear garden. Light wells to the side or rear of a property should be set away from the boundary to a neighbouring property and should not result in the loss of more than 50% of the garden or amenity area.

Basement walls, windows and doors

- 29 The development of a basement and the introduction of light wells will result in an area of exposed basement wall or masonry and will usually mean new window or door openings. Any exposed area of basement development to the side or rear of a building, provided that it does not front a highway, will be assessed against the guidance for extensions and alterations contained in Section 19 of Camden's Planning Guidance, available at <http://www.camden.gov.uk/ccm/navigation/environment/planning-and-built-environment/our-plans-and-policies/supplementary-planning-guidance/>. In general, this expects that any exposed area of basement be subordinate to the building being extended; respect for the original design and proportions of the building, including its architectural period and style; and the retention of a reasonable sized garden (minimum of 50%). The width of any visible basement wall should not dominate the original building and should not project the full width of the building being extended.
- 30 In number, form, scale and pane size, basement windows should relate to the façade above. They should normally be aligned to the openings above and be of a size that is clearly subordinate to the higher level openings so as not to compete with the character and balance of the original building. On the street elevation, and on certain rear elevations where there is a distinguishable pattern to the fenestration, the width and height of windows should be no greater than those above.

Railings, grilles and other light well treatment

- 31 There will generally be a requirement for light wells to be secured by either a railing (1100mm high) or a grille. In gardens that front a street, railings can often cause a cluttered appearance to the front of the property and often compete with the appearance of the front boundary wall, or obscure front windows. This is particularly the case in shallow gardens. Where front light wells are proposed, they should be secured by a grille which sits flush with the natural ground level, rather than railings. Railings will be considered acceptable where they form part of the established street scene, or would not cause harm to the appearance of the building.
- 32 The lowering of the natural ground level to the rear of the property should be minimised as much as is practicable. It is recommended that the rear garden should be graded rather than secured by railings.
- 33 Where a basement extension under part of the front or rear garden is considered acceptable, the inclusion of skylights designed within the landscaping of a garden will not usually be acceptable, as illumination and light spill from a skylight can harm the appearance of a garden setting.

Accommodation standards and amenity for future occupiers

- 34 All rooms within a basement should be able to function for the purpose of which they are intended. They should have an adequate size, shape, door arrangement, height, insulation from noise and vibration, and access to natural lighting and ventilation.

- 35 Camden's Planning Guidance (Section 40 – Residential development standards) requires all habitable rooms within basement accommodation to have a minimum headroom of 2.3 metres. The exception to this will be existing basements which may have a head room of 2.1 metres.
- 36 To ensure that adequate natural light is provided to habitable rooms, walls or structures should not obstruct windows by being closer than 3 metres. Where this is not achievable it is advised that the glazed area should total not less than 10% of the floor area of the room. Glazing permitted within this calculation is that which is above the point from where a line can be drawn upwards at a vertical angle of 30 degrees with the horizontal to pass the top of the obstruction.
- 37 Forecourt parking can also restrict light to basements, and consideration should be given to any further obstruction from vehicles parked on the forecourt that may present a barrier to light serving basement windows.
- 38 To ensure that adequate ventilation is provided it is advised that half the minimum glazed area (minimum 5% of floor area) should be openable, with the top of the opening at least 1.75m above the floor level. Alternative ventilation is needed where this minimum ventilation area is not provided, or if the use requires more provision. However, passive ventilation should be achieved where possible and mechanically assisted ventilation should be silent in operation.

Means of escape

- 39 Basements should be provided with either a door or suitably sized window allowing access to a place of safety that provides access to the external ground level, or with a protected escape route within the building leading to a final exit at ground level. Stairs, ladders, gates in any railings around a light well that are required for means of escape should be designed to be as discreet as possible and should have regard to the character of the building and surrounding area.

Amenity for neighbours

Impacts to neighbours from demolition and construction

- 40 Some of the worst problems affecting amenity are experienced during the demolition and construction phases of a development, and particularly so for basement development. Although this is temporary, it tends to create noise, vibration, dust, air and light pollution, and last lengthy periods of time.
- 41 Full care and consideration should be given to neighbouring properties, as the works can be particularly intrusive to immediate neighbours. All construction and demolition processes are expected to be in accordance with the Considerate Constructors Scheme standards. Construction and demolition processes are also expected to conform to the Demolition Protocol (see the Council website www.camden.gov.uk).

- 42 The Council requires construction management plans to accompany all planning applications for basement development, and these should include provisions for phasing, sequential development, management of waste, noise and access during construction. In considering these applications, the Council will refuse permission for such plans which do not minimise the harmful impacts of construction on the building(s) and on local amenities.

Impacts to neighbours from light pollution

- 43 Where light wells or skylights are proposed and these have a direct interface with an adjoining neighbouring property, there is the potential for light spill from internal illumination. Light from internal sources should not cause light spill or disturbance to neighbouring properties.

PROTECTING THE BUILT AND NATURAL ENVIRONMENT

Structural stability

- 44 The Council will expect all basement development applications to provide evidence that the structural stability of adjoining or adjacent buildings is not put at risk. In order to validate your application the Council will usually require a report prepared in a specific form by a structural engineering firm that is fully accredited by the main professional institute(s) (see para 61) and therefore whose advice we would accept as independent. As a regulatory authority the Council cannot require or recommend that the report is prepared by a specific firm.

Ground water

- 45 Basement development may affect groundwater flows, and even though the displaced water will find a new course around the area of obstruction this may have other consequences for nearby buildings, trees, etc. Emerging evidence shows that even where there are a number of consecutively constructed basement developments, the groundwater flows will find a new path. Given the nature of the ground in many higher parts of the borough, basement development may have the potential to cause harm through the diversion of ground water. The Council may therefore require a Hydrology Report to be submitted with proposals. This report should be prepared by a structural engineering or hydrology firm that is fully accredited by the main professional institute(s) and therefore whose advice we would accept as independent.

Sites of archaeological importance

- 46 There are parts of the borough in which there is considerable likelihood that archaeological remains will be found, and these are listed in Appendix 2 – Archaeological Priority Areas. However, there have also been individual finds in other parts of the Borough, and no location can be completely ruled out. The Council will consult with and be guided by English Heritage on the archaeological implications of development proposals especially within the archaeological priority areas and for sites of archaeological potential. Further guidance of requirements for development within the archaeological priority

area and for sites of archaeological potential can be found in the accompanying text to Policy B8 in the UDP, which available to view on the Council website at www.camden.gov.uk.

Landscape and biodiversity

- 47 Proposals for basement development that take up the whole front and / or rear garden of a property are very unlikely to be acceptable. Sufficient margins should be left between the site boundaries and any basement construction to enable natural processes to occur and for vegetation to grow naturally, and usually wide enough sustain the growth and mature development of the characteristic tree species of the area. The Council will seek to ensure that gardens maintain their biodiversity function for flora and fauna and that they are capable of continuing to contribute to the landscape character of an area so that this can be preserved and enhanced.
- 48 The basement development should provide an appropriate proportion of planted material to mitigate the reduction in the natural storm water infiltration capacity of the site and / or the loss of biodiversity caused by the development. This will usually take the place of a green roof or detention pond on the top of the underground structure. It will be expected that a minimum of 0.5 metres of soil be provided above basement development that extends beyond the footprint of the building, to enable garden planting. The use of sustainable urban drainage systems (SUDS) are sought in all basement developments that extend beyond the profile of the original building. For basement development that consumes more than 50% of the garden space, and is considered otherwise to be acceptable, the use of SUDS will be required to mitigate any harm to the water environment. (For further guidance on SUDS, see Section 51 of the CPG, at www.camden.gov.uk/planning).

Trees

- 49 When designing underground structures, trees on or adjacent to the site must be given full consideration, including street trees and the required root protection zones of these trees (further information on the protection of existing trees is included in paragraph 23.4 to 23.10 of the CPG). Where there are trees on or adjacent to the site, including any street trees, an arboricultural report will be required with the submission of a planning application. This should set out the measures to be adopted during construction works to protect any trees on or adjoining the site, and the justification for removing any trees. Further guidance is provided in BS5837:2005 'A guide for trees in relation to construction', or by contacting the Council's Tree Officer on 020 7974 2534.

Areas of flood risk

- 50 While nowhere in the borough is identified by the Environment Agency as being flood prone, there are still parts that are identified as being subject to localised flooding from surface water which cannot be discharged within the drainage/sewer network.

- 51 Historical research shows that the topography of Hampstead and the nature of the summer thunderstorms make high rainfall levels and flooding events a recurring feature in Camden. Notable floods occurred in 1975 and 2002, and data collected afterwards show areas of the borough that are more susceptible to surface water flooding.
- 52 The Council is also currently undertaking a Strategic Flood Risk Assessment and preliminary evidence suggests that areas of West Hampstead, Cricklewood and South Hampstead are at a higher risk of surface water floods. The specific streets are attached at Appendix 3 and are broken down into 'primary areas' (those that have been affected by both major floods in 1975 and 2002) and 'secondary areas' (those that have been affected by one of the major floods).
- 53 Planning Policy Statement 25 'Development and Flood Risk' (PPS25) notes that landowners are responsible for safeguarding their land and other property against natural hazards such as flooding, and allows for Local Planning Authorities to request a Flood Risk Assessment (FRA) to be carried out in areas of identified flood risk in order to ensure that all new development in flood risk areas is appropriately flood resilient and resistant, including safe access and escape routes and any residual risk can be safely managed. Accordingly, all applications within streets identified as either 'primary' or 'secondary' locations in Appendix 3 will be required to submit a FRA with any application for a basement extension in line with the criteria set out in PPS25 (which can be seen at:
www.communities.gov.uk/documents/planningandbuilding/pdf/planningpolicystatement25

Sustainable construction

- 54 UDP policies expect developments to be sustainable by making efficient use of resources and state that the Council will consider the quality and appropriateness of materials used, and energy and resources conserved through the use of recycled and renewable building materials, especially on-site re-use and recycling of construction waste, provided that the impact from noise, dust and transport are minimised.
- 55 CPG also provides general guidance on sustainable construction issues (sections 11 – Construction and waste, 17 - Energy and on-site renewables, and, 27 – Materials and resources). As part of an application for a basement development, applicants will be required to describe within their Design and Access Statement how the development has considered materials, resources and energy. This statement should explain the opportunities for sustainable materials selection and sourcing that have been considered and applied in the proposal, and the reasons for the sourcing choices that are made. The statement should also detail which existing materials on the site are to be re-used as part of the development or made available for re-use elsewhere, and the measures to improve the energy efficiency of the development.
- 56 Any proposals for basement development will be required to adopt sustainable design and construction measures and applicants will therefore be required to show that the entire dwelling following basement development meets Level 4 of

the Code for Sustainable Homes or BREEAM 'very good' or 'excellent' ratings. Section 44 of the CPG sets out guidelines for Sustainable Design and Construction and provides guidelines for the administration requirements of what level of BREEAM assessment is required at different stage of an application. A copy of the CPG can be viewed on the Council website at www.camden.gov.uk/planning. Further information on reaching Code Level 4 of the Code for Sustainable Homes can be found from www.communities.gov.uk/thecode. Further information on various renewable energy technologies to help achieve this rating is available from www.london.gov.uk/mayor/environment/energy/london_renew.jsp.

BUILDING CONTROL REQUIREMENTS

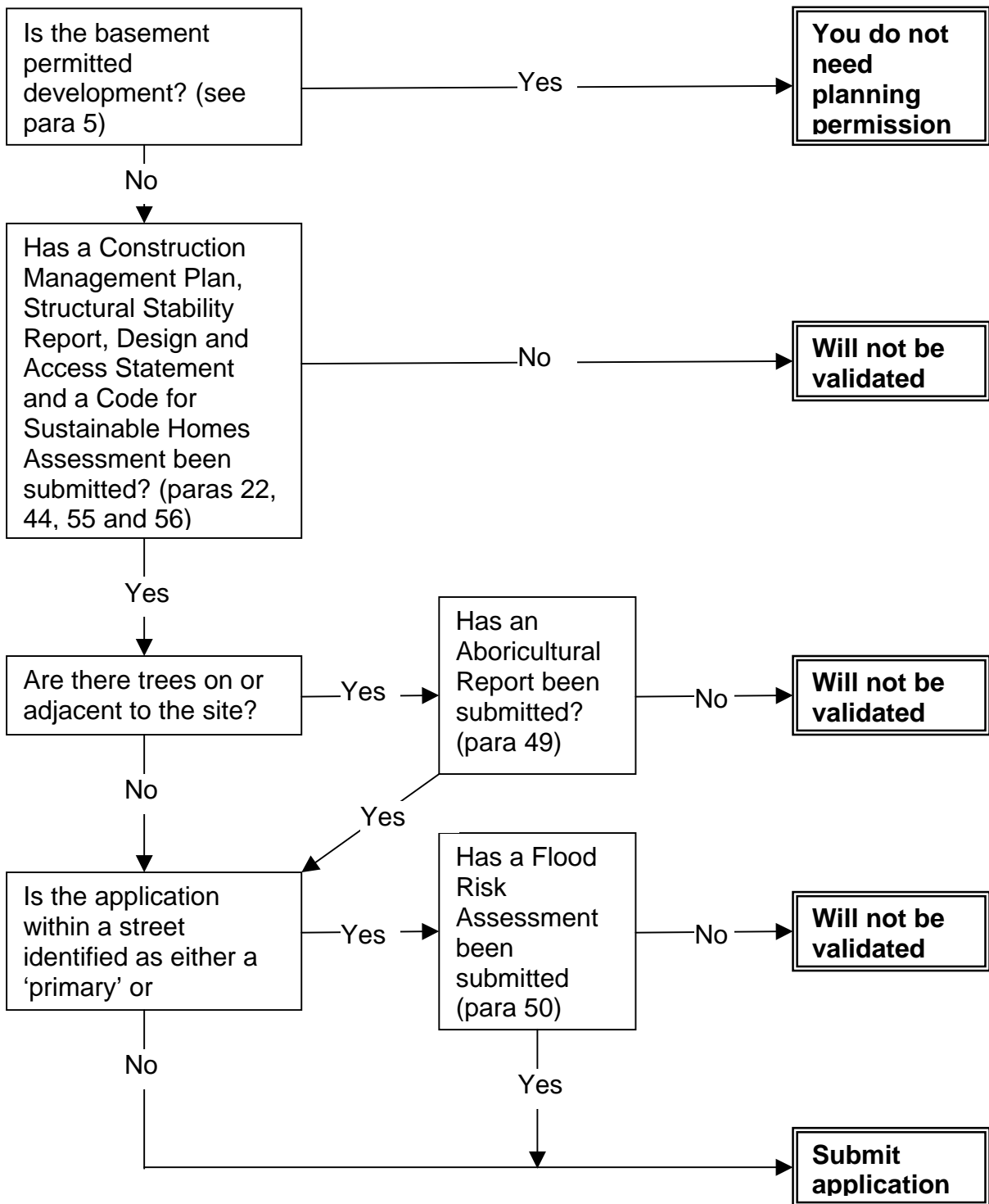
- 57 A building regulation application is required when converting an existing basement to habitable use, excavating a new basement or extending an existing basement. Due to the nature of the work, in which different problems can arise, it is advised that the "deposit of plans route" is adopted to obtain building regulation approval.
- 58 As part of the application it will be necessary to submit a structural engineers report including a full site investigation.
- 59 The principle requirements include the following:
- | | |
|--------|--------------------------------------------------------------|
| Part A | Structure |
| Part B | Fire Safety |
| Part C | Site preparation and resistance to contaminants and moisture |
| Part E | Resistance to passage of sound |
| Part F | Ventilation |
| Part H | Drainage |
| Part J | Combustion appliances |
| Part K | Protection from falling collision and impact |
| Part L | Conservation of fuel and power |
| Part M | Access and use of building |
| Part P | Electrical safety |
- 60 The above are available to be viewed on the Communities website www.communities.gov.uk. Additional guidance can be obtained from the Approved Document: Basements for Dwellings 2nd edition 2004 (superseded but provides the framework for satisfying the building regulations).
- 61 All basement development applications should be accompanied by a Structural Stability Report prepared by a structural engineering or hydrology firm. These firms should be "approved" by the following main professional bodies:

Institution of Civil Engineers, <http://www.ice.org.uk/>

Institution of Structural Engineers, <http://www.istructe.org/>

Royal Institute of Chartered Surveyors, <http://www.rics.org/>

PLANNING SUBMISSION REQUIREMENTS CHART



SUMMARY OF INFORMATION REQUIRED TO BE SUBMITTED WITH BASEMENT APPLICATIONS

REQUIRED FOR PLANNING PERMISSION

The following information will be required with applications for basement development:

- **Construction Management Plan (see paragraph 22)**
Where basement works are proposed in conservation areas or adjacent to a listed building, the Council will require the submission of a management plan for demolition and / or construction. The Council may also require this in other areas depending on the scale of the development / ground conditions of the particular area, etc.
- **Structural Stability Report (see paragraph 44)**
The Council requires basement applications to be supported by a Structural Stability report, prepared by an "approved" structural engineering firm or hydrology expert.
- **Design and Access Statement (see paragraph 55)**
Applicants will be required to describe within their Design and Access Statement how the development has considered materials, resources and energy. This statement should provide an explanation of the opportunities for sustainable materials selection and sourcing that have been considered in the proposal, and the reasons for the sourcing choices that are made.
- **Code for Sustainable Homes Assessment (see paragraph 56)**
Any proposals for basement development will be required to adopt sustainable design and construction measures and applicants will therefore be required to show that the entire dwelling following basement development meets Level 4 of the Code for Sustainable Homes or BREEAM 'very good' or 'excellent' ratings.

LIKELY TO BE REQUIRED FOR PLANNING PERMISSION

The following information may be required with applications for basement development, depending on circumstances:

- **Arboricultural Report (see paragraph 49)**
Where there are trees on or adjacent to the site, including any street trees, an arboricultural report will be required with the submission of a planning application. This should provide a statement in relation to the measures to be adopted during construction works to protect any trees on or adjoining the site and justification for any trees to be felled.
- **Flood Risk Assessment (see paragraph 50)**
All applications within streets identified as either 'primary' or 'secondary' locations in Appendix 3 will be required to submit a Flood Risk Assessment with any application for a basement extension.

The Building Control requirements are set out in paragraphs 57-61 above.

APPENDIX 1 – CONTACTS

Please use the following contact details to find out more about the process and requirements for constructing a basement development:

DUTY PLANNING SERVICE

Able to provide an on-demand service on all planning matters including pre-application and design advice, appeals and enforcement issues, display of advertisements and policy guidance.

Telephone: 020 7974 5613 (general planning information)
020 7974 1911 (technical planning advice)

CONSERVATION AND URBAN DESIGN TEAM

Able to provide advice on listed buildings, conservation areas, urban design, landscape planning and trees on private land within conservation areas.

Telephone: 020 7974 2534

COUNCIL'S TREE OFFICER

Able to provide advice on trees on private land, Tree Preservation Orders and other enquiries relating to trees on private land in Camden.

Telephone: 020 7974 5616

BUILDING CONTROL SERVICE

Able to advise on all building work, both public and private sector, to ensure that it meets the requirements of the Building Regulations, which include structural and fire safety, thermal and sound insulation, drainage, and access and facilities for disabled people and also deals with reports of dangerous structures.

Telephone: 020-7974 6941

COUNCIL'S HIGHWAY MANAGEMENT TEAM

Able to issue licenses for skips, building materials, scaffolding hoardings and temporary crossovers.

Telephone: 020 7974 6956

ENVIRONMENTAL HEALTH SERVICE

Able to provide advice on a range of activities including: investigating complaints and giving advice about domestic and commercial noise, pollution issues including dust from building sites, industrial air pollution and contaminated land, licensing Houses in Multiple Occupation and dealing with complaints from tenants in the private sector.

Telephone: 020 7974 2090

APPENDIX 2 – ARCHAEOLOGICAL PRIORITY AREAS

Number	Archaeological Priory Area
1	Hampstead Heath
2	London Suburbs
3	St Pancras
4	Kentish Town
5	Battle Bridge
6	Hampstead
7	South End
8	West End
9	Kilburn
10	Belsize
11	Highgate
12	Bagnigge Wells
13	Canalside Industry

The Archaeological Priority Areas are shown on the Proposals Map within the London Borough of Camden Replacement Unitary Development Plan 2006

APPENDIX 3 – LOCATIONS OF SURFACE WATER FLOOD RISK

Primary locations

Arkwright Road	Belsize Lane
Belsize Road	Canfield Gardens
Cannon Hill	Dennington Park Road
Fairhazel Gardens	Goldhurst Terrace
Greencroft Gardens	Hillfield Road
Holmdale Road	Kelly Street
Lancaster Grove	Mill Lane
Pandora Road	Parkhill Road
Platt's Lane	Primrose Hill Road
Sumatra Road	Willow Road

Secondary locations

Abbey Road (75)	Aberdare Gardens (75)
Achilles Road (02)	Adamson Road (02)
Agamemnon Road (02)	Ajax Road (02)
Aldred Road (02)	Avenue Road (02)
Belsize Park Gardens (75)	Boundary Road (75)
Broadhurst Gardens (75)	Broomsleigh Street (75)
Bullburrow, Abbey Road Estate (75)	Caversham Road (02)
Chalcot Gardens (75)	Chesterford Gardens (02)
Cotleigh Road (75)	Edis Street (75)
Egbert Street (75)	Fairfax Road (02)
Fellows Road (75)	Ferncroft Gardens (75)
Finchley Road (02)	Fleet Road (02)
Fordwych Road (75)	Frognaal Gardens (75)
Gaisford Street (02)	Glenhurst Avenue (02)
Gloucester Avenue (75)	Gospel Oak Estate (75)
Hampstead Lane (75)	Harben Road (02)
Harley Road (75)	Wendling, Haverstock Road (02)
Hawley Road (75)	Heath Street (75)
Hemstal Road (75)	Highgate Road (75)
Ingestre Road (02)	Inglewood Road (02)
Jeffreys Street (02)	Kentish Town Road (75)
Kidderpore Gardens (75)	Kilburn High Road (75)
Kilburn Priory (75)	Kingdon Road (02)
Kingsgate Road (75)	Lady Margaret Road (02)
Lambolle Road (75)	Lancaster Drive (02)
Langland Gardens (75)	Lowfield Road (75)
Lyncroft Gardens (02)	Lyndhurst Gardens (75)
Mansfield Road (75)	Maygrove Road (75)
Menelik Road (02)	Messina Avenue (75)
Nassington Road (02)	Oak Village (75)
Ornan Road (02)	Park End (75)

Parliament Hill (02)	Prince of Wales Road (02)
Princess Road (75)	Priory Road (02)
Priory Terrace (75)	South End Road (02)
South Hill Park (02)	South Hill Park Gardens (02)
Swains Lane (75)	Tanza Road (02)
Templewood Avenue (02)	Templewood Gardens (02)
West End Lane (02)	Westbere Road (02)
Winchester Road (75)	Windmill Hill (75)
Woodchurch Road (02)	Woodsome Road (75)
York Rise (75)	

Source – ‘Floods in Camden’, Flood Scrutiny Panel 2003

Appendix 4: Current permitted development rights

Current permitted development rights

Schedule 2 Part 1 Class A of the General Permitted Development Order 1995 (as amended in 2008)(GPDO) provides 'permitted development rights' for certain types of extensions, including certain basement extensions, unless the proposed basement:

Within Conservation Areas:

- extends beyond the side elevation walls of the original dwelling house;
- extends beyond the front wall of the principal elevation of the original dwellings house if it fronts a highway;
- extends beyond the rear wall of the original dwelling house by more than 4 metres in the case of the detached house or 3 metres in the case of any other dwellings house (single storey basement extension only);
- extends beyond the rear wall of the original dwelling house (basements greater than 1 storey);

Outside Conservation Areas:

- extends beyond the front or side elevations of the original dwelling house where these elevations front a highway;
- extends beyond the rear wall of the original dwelling house by more than 4 metres in the case of the detached house or 3 metres in the case of any other dwelling house (single storey basement extension only);
- extends beyond the side elevation of the original dwelling house by more than half the width of the original dwelling house (single storey basement extension only);
- extends beyond the rear wall of the original dwelling house by more than 3 metres or within 7 metres of the rear boundary (basements greater than 1 storey);
- extends beyond the side elevation walls of the original dwelling house (basements greater than 1 storey).

Appendix 5: Recent government proposals to extend basement extension rights

Recommended Class G (basement extensions)(HPDO)

1. Basements not to extend further than the existing footprint of the dwellinghouse, or any extension which is constructed under Class A rights
2. The maximum depth of basements and basement lightwells to be 3m
3. Lightwells to be a minimum of 1m from property boundaries and to project a maximum of 2m from the wall of the dwellinghouse
4. Lightwells to have maximum 50 per cent ground coverage (including extensions and outbuildings) of the private garden area
5. Basement extensions on the principal elevation of a dwellinghouse or on a side elevation facing a highway to have materials and window styles to match the existing dwellinghouse
6. Lightwells on the principal elevation of a dwellinghouse or on a side elevation facing a highway to be set back a minimum of 2m from the highway
7. Lightwells on the principal elevation of a dwellinghouse or on a side elevation facing a highway, and which are closer than 5m to the highway, to measure no more than 3m in length and 1m from front to back, and to be no closer than 2m to another lightwell
8. Lightwells on the principal elevation of a dwellinghouse or on a side elevation facing a highway, and which are closer than 5m to the highway, to have balustrades no more than 1.1m high
 - In conservation areas, all lightwells on principal elevations or on elevations facing a highway should require planning permission
 - In Flood Risk Zones 2 and 3 on Environment Agency Flood Maps, and 'critical drainage areas' in Strategic Flood Risk Assessments, all basement extensions should require planning permission.

Appendix 6: Relevant UDP planning policies

S1:	Seeks to ensure that all development is sustainable
S2:	Seeks to ensure that development promotes high quality of life for all, contributes to sustainable land use and does not harm local amenity.
S3:	Seeks to ensure that development adequately considers resources, energy, waste and minerals, minimises their impacts, and protects the environment and people from hazards.
S7:	Seeks to protect and enhance the Borough's historic environment and ensure that all development is designed to the highest standard and protects and enhances its surroundings.
S8:	Seeks to protect and enhance the Borough's open space and conserve and enhance the Borough's biodiversity.
SD1:	Requires development to foster sustainable communities; promote the regeneration of areas; to meet the highest standards of access and inclusion; and, incorporate design, layout and access measures which address personal safety.
SD4:	Requires development that makes full use of the potential of a site.
SD6:	Protects amenity of occupiers and neighbours.
SD7A:	Protects amenity from light pollution.
SD8B:	Seeks to minimise the impact on local amenity from the demolition and construction phases of development.
SD9B:	Seeks to protect the water environment, water quality or drainage systems and prevent or mitigate flooding.
SD9C:	Seeks to conserve energy and resources
SD10B:	Seeks to ensure development on sites of contaminated land have identified and proposed remedial measures to prevent contamination.
SD10C:	Seeks to ensure development in locations of geological instability can overcome potential instability.
SD12A:	Requires development to make adequate provision for the sorting and storage of waste materials.
B1:	Seeks development that is designed to a high standard.
B3:	Requires development to enhance the architectural character of the existing building, and established character of the surrounding area.
B6:	Seeks to preserve or enhance the character of, and not cause harm to the setting of listed buildings.
B7:	Seeks to preserve or enhance the special character or appearance of a conservation area.
B8:	Seeks to preserve remains of archaeological importance.
N5:	Seeks development that conserves or enhances biodiversity.
N7:	Requires development to protect species and their habitats.
N8:	Seeks to protect trees within the Borough.