

### **Solar Together – Planning Portal Cover Letter – Domestic**

This form should be completed and submitted with your Certificate of Lawful Development, Planning Permission or Listed Building Consent application on the Planning Portal website.

Please delete all **red** text before submitting this form and complete as thoroughly as possible, completing all available fields.

#### **Personal and Property Information**

Name:	
Address:	
Is your property in a Conservation Area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, which Conservation Area?	
<p>You can find out whether or not your property is in a Conservation Area, or is a listed building, by searching for your property on the <a href="#">Camden's Conservation Area Map</a></p>	
Is your property subject to an Article 4 Direction?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide some further information:	
<p>If the answer is 'Yes' then you will need to check whether you still have permitted development rights. Please read through the <a href="#">Article 4 direction</a> related to your property. Article 4 areas which remove permitted development rights for roof alterations: Belsize CA, Hampstead CA, Swiss Cottage CA, Froggnal Way (specific properties).</p> <p>If your property lies in any of the above CAs, then Planning Permission would be required for the installation of solar panels.</p>	
Is your property a Listed Building?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<p>If the answer is 'Yes' then you will require Planning Permission and Listed Building Consent to complete the works.</p>	
If yes, please provide some further information:	
<p>Further information can be found on the <a href="#">Historic England website</a></p> <p>In support of a Listed Building Consent application you will need to provide a <a href="#">Heritage Statement (required for listed buildings only)</a></p>	

The Heritage statement should be proportionate to the proposed development and focused on the impact on the roof slope where panels are proposed, demonstrate that works are reversible, fixing and loading considered, all routes and electrics have to consider harm to historic fabric.

I am applying for (mark as appropriate):

Lawful Development Certificate

Planning Permission

Listed Building Consent

### Permitted Development Requirements

Please note is applicable to the installation, alteration or replacement of microgeneration solar PV or solar thermal equipment on –

- a) A dwelling house or a block of flats\*; or
- b) A building situated within the curtilage of a dwelling house, a block of flats or outbuildings.

*\*This does not apply to individual flats.*

Please respond to each of the queries below to confirm if the proposed installation will be permitted development.

N.B. you still have permitted development rights in a Conservation Area

Permitted Development Requirements – all of these requirements must be met for the installation to be considered permitted development under Class A, Part 14, GPDO 2015.	Does your proposed installation meet this requirement?
Panels should not be installed above the highest part of the roof (excluding the chimney) and should project no more than 200mm from the roof slope or wall surface.	Yes <input type="checkbox"/> No <input type="checkbox"/>
The panels must not be installed on a building that is within the grounds of a listed building or on a site designated as a scheduled monument.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If your property is in a conservation area, or in a World Heritage Site, panels must not be fitted to a <b>wall</b> which fronts a highway.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Equipment on a building should be sited, so far as is practicable, to minimise the effect on the external appearance of the building and the amenity of the area.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Please describe the location of your panels and justify why they will be sited in that position:	
<p style="color: red;">Please provide information on the following:</p> <ul style="list-style-type: none"> <li>- Which roof slope the panels will be located on</li> <li>- Where the roof is in relation to the highway</li> <li>- If the panels will be visible from the highway or any adjacent properties</li> </ul>	

<p style="color: red;">- Are there any alternative places the panels could be placed?</p> <p>Please see example submission below:</p> <p style="color: red;"><i>The proposed roof for the installation of solar panels is on the south-facing slope which fronts the highway. The panels will be sited as such that they are visible from the highway and from adjacent properties. There are no possible alternative locations where the panels could be placed as the north-facing slope on the back of my property is not suitable for solar panels. It is therefore not practicable to reduce the visual impact of the proposed installation by siting the panels in an alternate location.</i></p>	
<p>Please provide a description of where the cables will run, including the description of the material/colour of the cable ducts:</p> <p style="color: red;">This information will have been provided by the Contractor within your personal recommendation – if you cannot find this please contact the Contractor.</p>	
<p>Please confirm that when equipment is no longer needed it will be removed as soon as reasonably practicable</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>

### Additional Requirements

Please confirm by ticking each box below that you have provided the required information with your submission.

Required Documents	Provided?
Drawing of the existing roof layout – without the proposed installation	<input type="checkbox"/>
Drawings of the proposed roof layout – including solar panels	<input type="checkbox"/>
Existing and proposed sections of the building showing the height of the panels above the roof surface	<input type="checkbox"/>
<a href="#">Heritage Statement</a> – required for listed buildings only	<input type="checkbox"/>

More information on the required drawings is provided on the [Camden website](#).