

2 September 2019

Our ref: 5557381

Thank you for your request received on 7 August 2019, for the following information:

**We are interested in joining the council and buying the property listed at 68 Addison Way NW11 6QS. I am inquiring on whether there is any survey or structural data - blueprints on the property available to the public, as it is quite an old property.**

**Any and all help would be appreciated.**

We have processed this request under the Environmental Information Regulations 2004.

## **Response**

I can confirm that London Borough of Barnet holds the information you requested. However, we consider that the following exceptions apply to some of the information requested.

***We are interested in joining the council and buying the property listed at 68 Addison Way NW11 6QS. I am inquiring on whether there is any survey or structural data - blueprints on the property available to the public, as it is quite an old property.***

## **Refusal Notice**

### **R13 (Personal information)**

We consider that regulation 13 (Personal information) applies to the information requested. Therefore, we have decided to withhold the information.

[Part 1 of Schedule 19](#) of the Data Protection Act 2018 amends the personal data exception Regulation 13 of the Environmental Information Regulations 2004. These are consequential amendments designed to ensure that the correct provisions of the GDPR and the new Act are referenced instead of the now repealed DPA 1998. They will not fundamentally impact when personal data can, and cannot, be disclosed in response to an EIR request.

We consider the information is subject to Regulation 13 because to release it would be a breach of the Data Protection Act 2018.

Personal Information is governed by the Data Protection legislation and is defined as any information relating to an identified or identifiable natural person ('data subject'). It adds that: an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location number, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

The withheld information is exempt because disclosure would contravene the first data protection principle which requires that personal data is processed fairly and lawfully. Disclosure of the requested information would breach this principle and in particular the requirement of fairness.

### **Advice and Assistance**

Building Control records are private and are therefore not available on our website.

In order to perform a full search our records / provide copies of **Drawings, Completion Letter (pre 1992), Completion Certificates and / or Decision notice** the following is required;

- A **signed letter** from the **owner** of the property **or** a letter on headed paper from **solicitor's** requesting for us to do a search / provide documents. If the signed letter is from the owner then it needs to state in the body of the letter that they own the property. As long as it has a unique signature, supplying us an electronic copy of the signed letter is fine.
- A **non-refundable** fee of **£78.00 (per property)**, this includes the search and a copy of **one** document **any subsequent documents will incur a further fee**; payments can be made by cheque or credit card. Cheques should be made payable to "London Borough of Barnet", alternatively you can call us on 020-8359-4500 (option 1) to make a card payment once signed letter is received.

Once we received this payment we will process your request which can take up to **10** working days.

**Only once the signed request and fee have been received will the search commence.**

Please be aware of the following as the search fee is **non-refundable**;

Building Control Records go back to the 1900's but by law we have to keep them for 6 years; therefore there is no guarantee on finding the required information.

If you're not the owner of the property but wish to view any records held then you will need to provide written consent from the owner of the property or a signed letter (on headed paper) from a firm of solicitors in order to view any plans/ drawings that are available.

If you've viewed any documents that are available and require copies (if the copyright of these documents is held by a third party) then while we are able to provide you copies you should be aware that when received these documents are still protected by copyright.

Please note that when providing copies of documents that copying/scanning fees may apply.

Unfortunately, it is not possible for us to go through the documents found by a search and to provide a list of contents.

Search results will detail the general details of applications and will state if we have documents/plans relating to those applications available for inspection. It is not possible to provide a contents list of the individual documents that make up a specific case file (or files).

Where we do hold documents/plans relating to an application that is of interest we do not interpret these documents or make judgements about whether they answer specific questions etc. We simply make available for inspection what we have.

Where we do hold documents, we make no guarantees about the quality or completeness of these documents.

Where we do hold documents we present them “as is”. This can mean that on occasion that are not organised in the most user friendly manner.

Any information interpreted from the documents is interpreted at your own risk. We present them for inspection without comment.

Planning and Building Control are separate processes. The search you are engaging is a search of the council’s Building Control records only.

Planning Records can be searched on the Barnet Website (<https://publicaccess.barnet.gov.uk/online-applications/>). Planning records are not considered private in the way Building Control records are. Every planning Decision Notice issued by the London Borough of Barnet should be available on the Barnet Website free of charge. Planning applications from 2006 – Present should have their cases documents (plans etc.) online. If you want to view the case documents relating to a Planning Application that predates 2006 the hard copy file can be requested from the Planning Archive for a fee. If you know the reference number of the file you require, Planning File Requests can be made by e-mailing [planning.enquiry@barnet.gov.uk](mailto:planning.enquiry@barnet.gov.uk).

Barnet’s Building Control Department can sometimes have records relating to a property dating back to the early 1900s. However Barnet’s Planning Department only holds Planning Records from 1965 (when the borough was incorporated) to the present. If you’re interested in Planning Records predating 1965 then there is possibility (but not a guarantee) that these may be held by the London Metropolitan Archive as they do hold some information about Planning Permissions issued by predecessor Local Authorities ( <http://www.aim25.ac.uk/cats/118/12830.htm>).

If you require assistance searching a site’s Planning History please e-mail [planning.enquiry@barnet.gov.uk](mailto:planning.enquiry@barnet.gov.uk) or call 0208 359 3000 to speak to a Duty Planner.

When viewing plans the following is required;

- Proof of identity- passport, driving license or business card
- Please note that our appointment times are between Tuesday or Thursday 9.30am – 1pm and 2:30pm – 4:30pm or Monday-Friday 2pm – 4.30pm. Appointments are subject to availability and must be booked in advance.

Please be aware that the 10 working day period mentioned above applies to the sending of the search results only. It does not guarantee that you will receive an appointment to view files within 10 working days of your query becoming live.

## **Further information**

If you are interested in the data that the council holds you may wish to visit Open Barnet, the council's data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access. <http://open.barnet.gov.uk/>

## **Advice and Assistance : Direct Marketing**

If you are a company that intends to use the names and contact details of council officers (or other officers) provided in this response for direct marketing, you need to be registered with the Information Commissioner to process personal data for this purpose. You must also check that the individual (whom you wish to contact for direct marketing purposes) is not registered with one of the Preference Services to prevent Direct Marketing. If they are you must adhere to this preference.

You must also ensure you comply with the Privacy Electronic and Communications Regulations (PECR). For more information follow this Link [www.ico.org.uk](http://www.ico.org.uk)

**For the avoidance of doubt the provision of council (and other) officer names and contact details under FOI does not give consent to receive direct marketing via any media and expressly does not constitute a 'soft opt-in' under PECR.**

## **Your rights**

If you are unhappy with the way your request for information has been handled, you can request a review within the next 40 working days by writing to the Information Management Team at: [foi@barnet.gov.uk](mailto:foi@barnet.gov.uk). Or by post to Information Management Team (FOI) London Borough of Barnet, 2 Bristol Avenue, Colindale, NW9 4EW

If, having exhausted our review procedure, you remain dissatisfied with the handling of your request or complaint, you will have a right to appeal to the Information Commissioner at: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF (telephone: 0303 123 1113; website [www.ico.org.uk](http://www.ico.org.uk)). There is no charge for making an appeal.