

Use this form only if you want to alter or extend your home, garage, outbuildings or other buildings for domestic purposes within the boundaries of the property, Article 4 applications (Removal of Permitted Development Rights), access, aerials, masts, satellite dishes and businesses to be run from home.

FOUR COPIES OF THIS FORM ARE REQUIRED. PLEASE ANSWER ALL THE QUESTIONS IN BLOCK CAPITALS. If you require assistance preparing the application, please call the PLANNING SUPPORT CENTRE (TEL: 020 8891 7300 OR e-mail envprotection@richmond.gov.uk)

**1 Your name and address**

Name **MR. SIMON DUFFY Esq** **06/1473/HOT**  
Address **34 RICHMOND HILL, RICHMOND SURREY**  
Postcode **TW10 6RX** Contact Tel No **—** E-mail **—**

**1A The name and address of any person acting for you**

Name **MR. D. O'HARA ENGLISHANS LTD**  
Address **30 LAWRENCE RD HAMPTON MIDD**  
Postcode **TW12 2RJ** Contact Tel No **0208 255 0595** E-mail **enquiries@englisha.co.uk**

**2 Are you the owner of the premises/land?**  Yes  No (Tick appropriate)

**3 State the address or location of the proposed work**

Address or location **SAME AS 1 ABOVE.**

FOUR COPIES of an accurate location plan are required. The plan should show the application site in relation to the surrounding roads and buildings, with the garden boundaries of the site in RED and adjoining land within the applicants' ownership/control in BLUE. It is preferable that an Ordnance Survey based plan at a metric scale of 1:2500 or 1:1250 be provided. Copies are available from the Council for a fee.

**4 Details of the proposed development**

Construction of new building(s)/works  Retain an unauthorised building /business   
Alterations/extension to building(s)  Construction of a new access to a highway   
Business to be run from home  Alteration of an existing access to a highway   
Aerial, mast or satellite dish  Article 4 application   
Other (please specify)

**5 Describe the proposed work stating number of storeys or floor involved and position in relation to existing dwelling e.g. "single storey extension to rear of a semi-detached property" or "first floor bedroom extension above a garage"**

**REPLACEMENT OF REAR CONSERVATORY, SINGLE STOREY REAR DOUBLE GARAGE, CORNER INFIL TO 1ST FLOOR BATHROOM, REFURBISH ROOF & DORMER CASEMENT WINDOW**

**5B Is the property a flat?**  Yes  No (Tick appropriate) If YES, how many flats in block?

**5C List drawing numbers in full**

**2613/01, 2613/EPS, 2613/IPS, 2613/10 to 13 inc.**

**FOUR COPIES** of the plans showing the proposed work are required. The plans must be drawn to 1:50 or 1:100 metric scale, and show details of the following:-

- existing and proposed layout of all floors affected by the proposal.
- existing and proposed elevations of the property (that is, what the property looks like from the outside now, and what it is proposed the property will look like afterwards). You should also show designs of windows and doors.
- The position of the boundaries with neighbouring properties.
- You are recommended to supply photographs which may speed up consideration of the application.
- It would be helpful if you show adjoining buildings accurately on plans and elevations.

**6 Additional information**

**6A What materials will be used in the external finishes of new buildings, building extensions or boundary enclosures? e.g Brick / Render, Tile / Slate etc**

Walls **RECYCLED LONDON YELLOW STOCK BRICKS**      Roofs **RECYCLED NATURAL SLATE WITH CONSERVATION AREA ROOFUG**  
 Fences, walls or boundary enclosures      Height of boundary enclosure  
 ( " " )      **CONSERVATORY WALL 3228mm**  
 Windows - eg. Timber, aluminium      Other **FROM GROUND TO TOP OF THE PARPET WALLS, BOTH SIDE**  
**TIMBER CASEMENT WINDOWS**

**6B Do you intend to demolish any walls or buildings? (If YES, show on the detailed plan)**       Yes       No (Tick appropriate)  
**EXISTING 1ST FLOOR BATHROOM & CONSERVATORY WALLS.**

**6C Are there any trees on the site? (If YES, show on the detailed plan)**       Yes       No (Tick appropriate)  
**Are any trees to be felled (If YES, show on the detailed plan)**       Yes       No (Tick appropriate)

**6D Do you intend to? ENCLOSE EXISTING REAR PARKING WITH DOUBLE FLAT ROOF GARAGE.**

Construct a new vehicular access to highway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Tick appropriate)
Alter an existing vehicular access to highway	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Tick appropriate)
Construct a new pedestrian access	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Tick appropriate)
Alter an existing pedestrian access (If YES, show on the detailed plan)	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No (Tick appropriate)

**6E Is there any public right of way within the application site? (If YES, show on the detailed plan)**       Yes       No (Tick appropriate)

**7 Is the application for a business to be run from home (If YES, complete below)**       Yes       No (Tick appropriate)

Use

The rooms/buildings to be used

Number of employees

Estimated daily visitors (including customers, deliveries and outworkers)

Hours to be worked

Machinery, equipment to be used (excluding telephone/computer/fax)

What signs and advertisements will be needed

N/A

A brief statement should be submitted on page four of this application detailing any additional information you may wish to bring to the attention of the Borough Council in support of the application.

Supporting statement submitted?       Yes       No (Tick appropriate)

**8 Have you submitted an application for Building Regulation Approval for this proposal? If YES, do you have a reference number?**       Yes       No (Tick appropriate)  
**REF NO:**

9 Have you checked if any other permissions are needed from the Council?

Listed Building Consent  
Conservation Area Consent

Yes  
 Yes

No (Tick appropriate)  
 No (Tick appropriate)

10 Have you applied for any other permissions from the Council.

Listed Building Consent  
Conservation Area Consent

Yes  
 Yes

No (Tick appropriate)  
 No (Tick appropriate)

Other

DECLARATIONS

D1 I wish to apply for:- (Tick appropriate)

Planning permission to carry out the development as described in the application and on the accompanying plans.

Planning permission to retain buildings or works already constructed or carried out, or a change of use of land already carried out as described in the application and the accompanying plans

D2 Certificate of ownership under Section 66 of the Town and Country Planning Act 1990

You must complete this Certificate. If you are the owner and the development does not involve encroachment onto neighbouring land or property (including footings, gutters etc) and no part of the land is an agricultural holding or has an agricultural tenant then Certificate A applies.

If you are unable to complete Certificate A, notice has to be given to other owners and any agricultural tenants and you should use Certificate B. Tick the paragraphs that apply and sign below.

CERTIFICATE A

I certify that no person other than the applicant was an owner ("owner" meaning a person having a freehold interest) of any part of the land to which the application relates at the beginning of the period 21 days before the date of this application.

None of the land to which the application relates is, or is part of, an agricultural holding.

~~CERTIFICATE B~~ NOT APPLICABLE N/A

I certify that we have given notice to everyone other than the applicant who, 21 days before the date of this application, were owners of any part of the land to which the application relates, that is:

Name and address of party:

Date of service of this notice:

D3 In the event that the application is deemed to be Permitted Development we can treat the application as an application for a Certificate of Lawfulness for existing or proposed use or development under Sections 191 or 192 of the Town and Country Planning Act. IF YOU DO NOT WISH it to be treated as such tick the box.

SIGNED *Engelstas Architects Ltd* ON BEHALF OF MR. S. DUFFY Esq.  
DATE 9-5-6

BEFORE POSTING YOUR APPLICATION TO THE COUNCIL, PLEASE USE THIS CHECK LIST

- 1 Have you completed all sections of the application form, and provided 4 copies?
- 2 Have you provided 4 copies of the site location plan? (Question 3)
- 3 Have you provided 4 copies of the detailed plan showing clearly, accurately and to metric scale the existing situation and proposed works? (Question 5)
- 4 Have you enclosed the fee? Cheques should be made out to LBRUT (London Borough of Richmond upon Thames)
- 5 Have you provided the correct Certificate of Ownership?
- 6 Have you provided photographs?

STATEMENT SUPPORTING QUESTION 7:

- LISTED BUILDING APPLICATION SUBMITTED 9/5/6
- COPY OF LETTER SENT TO COUNCIL TAX OFFICE  
IN SUPPORT/EVIDENCE OF SINGLE DWELLING.
- PHOTOGRAPHIC/SURVEY TO BUILDING INTERIOR & EXTERIOR
- FULL PRE-APPLICATION ADVICE REQUESTED & RECEIVED  
FROM: (A) AMELIA SMITH PLANNING CASE OFFICER  
(B) RICHARD BROOKES - CONSERVATION OFFICER.
- TWO FORMS OF SINGLE DWELLING EVIDENCE  
FROM: (A) COPY OF LBRUT, REPLY. RECEIVED FROM COUNCIL  
TAX, TEAM LEADER DOUG GARRETT  
(B) UTILITY BILL, FAX COPY TO FOLLOW  
DIRECT FROM MR. S. DUFFY Esq. (OWNER),  
PLEASE CONFIRM WHEN THIS HAS BEEN RECEIVED.