

Development Control
Environmental Protection and Customer Services
London Borough of Richmond upon Thames
Civic Centre, 44 York Street, Twickenham TW1 3BZ

FOR OFFICE USE ONLY

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. & MRS. A. HOLLINGSWORTH**

Address **C/O AGENT**

Postcode

Contact Tel No

E-mail

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

Name **ANGUS LEYBOURNE & CO.**

Address **2ND FLOOR SUITE, MARTHAS BUILDING, PRINCE CONSORT ROAD, HEBBURN, TYNE & WEAR**

Postcode

Contact Tel No **0191 425 6001**

E-mail **DESIGN@ANGUSLEYBOURNE.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 **25 WENSLEYDALE ROAD, HAMPTON, LONDON, TW12**

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	<input type="checkbox"/>	Retain an unauthorised building /business	<input type="checkbox"/>
Alterations/extension to building(s)	<input checked="" type="checkbox"/>	Construction of a new access to a highway	<input type="checkbox"/>
Business to be run from home	<input type="checkbox"/>	Alteration of an existing access to a highway	<input type="checkbox"/>
Aerial, mast or satellite dish	<input type="checkbox"/>	Article 4 application	<input type="checkbox"/>
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"

**1 1/2 STOREY EXTENSION TO REAR OF DETACHED 1 1/2 STOREY PROPERTY
& COMPLETE REPLACEMENT OF ROOF COVERING**

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

5C List drawing numbers in full

1369/001, 002, 004B & 005B, & 006

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 FACE BRICKWORK	Roofs PLAIN TILES AS EXISTING
RENDER	Height of boundary enclosure
Fences, walls or boundary enclosures N/A.	Other
Windows - eg. Timber, aluminium TIMBER - STYLE TO MATCH EX.	

6B Do you intend to demolish any walls or buildings? (If YES, show on the detailed plan) Yes No (Tick appropriate)

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?

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

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:**

NOT APPLICABLE

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

Listed Building Consent Yes No (Tick appropriate)
Conservation Area Consent Yes No (Tick appropriate)

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

Listed Building Consent Yes No (Tick appropriate)
Conservation Area Consent Yes 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

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 *M. M. [Signature]* ON BEHALF OF **ANGUS LEYBOURSE & Co**
DATE *17/06/06*

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) **£135.00.**
- 5 Have you provided the correct Certificate of Ownership?
- 6 Have you provided photographs?

STATEMENT SUPPORTING QUESTION 7:

Certificates under Section 66 of this Act

Notes for Applicants

1. Section 66 of the Town and Country Planning Act 1990 provides that where an application for planning permission is made, the applicant shall certify, in the appropriate form, that the requirements of Section 66 (notice of application for planning permission) have been satisfied. This is designed to ensure that owners of land, and agricultural tenants, are given notice of applications relating to their land. It is the duty of applicants to give the necessary notice and to provide the appropriate certificates. Copies of these, so far as they relate to applications for planning permission, are attached. You should therefore read the paragraphs below which summarise the material provisions of the section and send in the appropriate certificate, when completed, with your application.
2. For these purposes "owner" means a person entitled to the freehold or a lease the unexpired term of which at the relevant time is not less than seven years. "Agricultural holding" has the same meaning as in the Agricultural Holdings Act 1986, viz "the aggregate of the agricultural land comprised in a contract of tenancy, not being a contract under which the said land is let to the tenant during his continuance in any office, appointment or employment held under the landlord."
3. If you are the owner (as defined above) of *all* the land to which the application relates you should complete Certificate A.
4. If you are not the owner (as defined above) of all the land to which the application relates you should take one of the following three courses:-
 - a) If you know the names and addresses of all the occupiers and owners of the land to which the application relates you should give them notice in the prescribed form and complete Certificate B.
 - b) If you know the names and addresses of some of the occupiers and owners of the land to which the application relates but not all of them, you should give notice in the prescribed form to those whose names and addresses you know and take all steps reasonable open to you to ascertain the names and addresses of the others. You must also give notice of the application in a local newspaper in the prescribed form. The newspaper notice should be published not earlier than the day 21 days before the date of the application. You should then Complete Certificate C.
 - c) If you do not know the names and addresses of any of the occupiers and owners of the land to which the application relates you should take all steps reasonably open to you to ascertain them and also give notice of application in a local newspaper, in the prescribed form. This notice should be published not earlier than the day 21 days before the date of the application. You should then complete Certificate D.
5. Any person who knowingly or recklessly issues a certificate which contains any statement which is false or misleading in a material particular is liable on conviction to a fine not exceeding level 3 on the standard scale of fines.
6. The "prescribed forms of notice" referred to in paragraph 4 of these notes are set out in the Town and Country Planning (General Development Procedure) Order 1995.

NOTE: Complete and sign appropriate certificate, and delete remainder

CERTIFICATE A

I CERTIFY that:

1. On the day 21 days before the date of the accompanying application nobody except the applicant was the owner of any part of the land to which the application relates.
2. None of the land to which the application relates is, or is part of, an agricultural holding.

or*

- ~~2. [I have] [The applicant has] given the requisite notice to every person other than [my] [him] [her] self who, on the day 21 days before the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:~~

Tenant's Name

Address at which notice
was served

Date on which notice
was served

Signed

M. Shikha

[On behalf of ANGUS LEYBOURNE & Co.]

Date

17/06/2006

* Delete which of (2) is not relevant

CERTIFICATE B

I CERTIFY that:

1. [I have] [The applicant has] given the requisite notice to every one else who, on the day 21 days before the date of the accompanying application, was the owner of any part of the land to which the application relates, as listed below.

Owner's Name

Address at which notice
was served

Date on which notice
was served

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

or

2. [I have] [The applicant has] given the requisite notice to every person other than [my] [him] [her] self who, on the day 21 days before the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Owner's Name

Address at which notice
was served

Date on which notice
was served

NOT APPLICABLE

Signed _____

[On behalf of _____]

Date _____

* Delete which of (2) is not relevant

CERTIFICATE C

I CERTIFY that:

1. (i) [I] [The applicant] cannot issue a certificate A or B in respect of the accompanying application.
- (ii) [I have] [The applicant has] given the requisite notice to the persons specified below, being persons who 21 days before the date of the application were owners of any part of the land to which the application relates.

Owner's Name	Address at which notice was served	Date on which notice was served
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- (iii) [I have] [The applicant has] taken all responsible steps open to [me] [him] [her] to find out the names and addresses of the other owners of the land, or a part of it, but [have] [has] been unable to do so. These steps were as follows:-

- (iv) Notice of the application, as attached to this Certificate, has been published in the _____ (name of newspaper) on _____ (date of publication not earlier than 21 days before date of application)

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

or

2. [I have] [The applicant has] given the requisite notice to every person other than [my] [him] [her] self who, on the day 21 days before the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's Name	Address at which notice was served	Date on which notice was served
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NOT AVAILABLE

Signed _____

[On behalf of _____]

Date _____

* Delete which of (2) is not relevant

CERTIFICATE D

I CERTIFY that:

1. (i) [I] [The applicant] cannot issue a certificate A in respect of the accompanying application.
- (ii) [I] [The applicant] [have] [has] taken all reasonable steps open to [me] [him] [her] to find out the names and addresses of everyone else who, on the day 21 days before the date of the application, was the owner of any part of the land to which the application relates, but [have] [has] been unable to do so. These steps were as follows:-

Notice of the application, as attached to this Certificate, has been published

in the _____ (name of newspaper)

on _____ (date of publication not earlier than 21 days before date of application)

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

or

2. [I have] [The applicant has] given the requisite notice to every person other than [my] [him] [her] self who, on the day 21 days before the date of the application, was a tenant of an agricultural holding on all or part of the land to which the application relates, as follows:

Tenant's Name

Address at which notice
was served

Date on which notice
was served

NOT APPLICABLE

Signed _____

[On behalf of _____]

Date _____

* Delete which of (2) is not relevant