

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

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 PRYER  
Address 40 HOLMES RD TWICKENHAM  
Postcode TW1 4RE Contact Tel No (020) 77613400 E-mail



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

Name ENGLISHANS LTD  
Address 30 LAWRENCE ROAD HAMPTON MIDD  
Postcode TW12 2RZ Contact Tel No 0208 255 0595 E-mail enquiries@englishans.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 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"

A LOFT CONVERSION,

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

5C List drawing numbers

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 the you show adjoining buildings accurately on plans and elevations.

**6 Additional information** \* *ALL MATERIALS TO MATCH EXISTING*

**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 }  
 Roofs }  
 Fences, walls or boundary enclosures } \* Height of boundary enclosure \* }  
 Windows - eg. Timber, aluminium } Other }

**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  Yes  No (Tick appropriate)

Alter an existing vehicular access to highway  Yes  No (Tick appropriate)

Construct a new pedestrian access  Yes  No (Tick appropriate)

Alter an existing pedestrian access (If YES, show on the detailed plan)  Yes  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: \_\_\_\_\_

**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. If the application involves an agricultural tenancy, use the final part of the certificate. 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 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:

(AGRICULTURAL TENANT N/A)

None of the land to which the application relates constitutes or forms part of an agricultural holding. I have given the requisite notice to all persons other than the applicant who, 21 days before the date of the accompanying application, were tenants of an agricultural holding on all or part of the land to which this application relates, that is:

Name and address of tenant:

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	Englistous Ltd	ON BEHALF OF	MR & MRS PRYER
DATE	18-5-2007		

**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?