



Environmental Protection
Customer Services

**Householder
Application (TPH)**

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

Environmental Protection
Customer Services

17 SEP 2004

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 business' 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 ADMINISTRATION SECTION (TEL: 020 8891 7348 OR e-mail envprotection@richmond.gov.uk

1 Your name and address

Name **MR & MRS ANN KOYCHEV**
Address **62^A SYDNEY RD ST. MARGARET'S**
Postcode **TW1 1JR** Contact Tel No **889 5118** E-mail

04/2924/HOT

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

Name **ENGLISHAUS LTD**
Address **30 LAWRENCE RD HAMPTON MIDDY**
Postcode **TW12 2RJ** Contact Tel No **8255 0595** E-mail **enquiries@englishau.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"

Loft Conversion to First Floor Flat

5B Is the property a flat? Yes No (Tick appropriate) **How many flats in block? 2**

✓ **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.

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 *Brick*

Roofs *Slate to match existing*

Fences, walls or boundary enclosures

Height of boundary enclosure *1800*

Windows - eg. Timber, aluminium *UPVC* Other

6B Do you intend to demolish any walls or buildings? (If YES, show on the detailed plan)

Yes

No (Tick appropriate)

internal only

(see plans)

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 How will surface water be disposed of?

To existing surface water sewer

To soakaway

Other (please specify)

How will foul sewage be disposed of?

To existing foul sewer

To septic tank

Other (please specify)

6E 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

Yes

No (Tick appropriate)

(If YES, show on the detailed plan)

6F 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 and applied for them?

Listed Building Consent

Yes

No (Tick appropriate)

Conservation Area Consent

Yes

No (Tick appropriate)

Fax: LBRUT Admin: Gavin McCreadie.

1 of 1

Address: 62 A SYDNEY RD

ST. MARGARET'S, TWICKENHAM

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

04/2924/HOT

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 off the certificate. Tick the paragraphs that apply and sign below.

CERTIFICATE A

I certify that no person other than the applicant was an 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.

Name of the land to which the application relates is, or is part of, an agricultural holding

CERTIFICATE B (APPLICABLE)

09 SEP 2004

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: MR, A MUNDAY, KNIES LODGE 28 CHURCH ST, EPSOM, SURREY, KT17 4QB

Date of service of this notice:

10/9/4

AGRICULTURAL TENANT

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 I/we hereby agree that this application may be treated 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

SIGNED Englishaus Ltd ON BEHALF OF Mr & Mrs Hayden

DATE 8/9/4 Amendment Faxed 10/9/4

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 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?

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