

Application for Full Planning Permission and Consent to Display an Advertisement

National Requirements:

Completed form

(1 original + 3 copies to be supplied unless the application is submitted electronically)

A plan which identifies the land to which the application relates drawn to an identified scale and showing the direction of North

(1 original + 3 copies to be supplied unless the application is submitted electronically)

A copy of other plans and drawings or information necessary to describe the subject of the application

(1 original + 3 copies to be supplied unless the application is submitted electronically) including:

- Block plan of the site (e.g. at a scale of 1:100 or 1:200) showing any site boundaries
- Existing and proposed elevations (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed floor plans (e.g. at a scale of 1:50 or 1:100)
- Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:50 or 1:100)
- Roof plans (e.g. at a scale of 1:50 or 1:100)
- Advertisement drawing(s) (e.g. at a scale of 1:50 or 1:100) (showing advertisement size, siting, materials and colour(s) to be used, height above ground, extent of projection and details of the method and colour(s) of illumination (if applicable))

The completed Ownership Certificate

(A, B, C or D - as applicable) as required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995. Where Ownership Certificates B, C or D have been completed, notice(s) as required by Article 6 of the Town and Country Planning (General Development Procedure) Order 1995 must be given and/or published in accordance with this Article.

Agricultural Holdings Certificate

As required by Article 7 of the Town and Country Planning (General Development Procedure) Order 1995

Design and access statement

Must accompany applications for both outline and full planning permission unless they relate to one of the following:

- A material change of use of land and buildings, (unless it also involves operational development);
- Engineering or mining operations;
- Householder developments.

- However, statements are required for householder applications where any part of a dwelling house or its curtilage falls within one of the following designated areas:
- Site of special scientific interest
- Conservation area
- Area of outstanding natural beauty
- World Heritage Site

The appropriate fee

Richmond Council's Requirements:

Plans:

1. Site survey plan (e.g. at a scale of 1:200 showing existing and proposed features e.g. roads, parking areas, footpaths, landscaping, walls, fences, trees, buildings and other structures)
2. Street elevation accurately showing adjoining buildings where relevant. All plans and drawings to indicate; key dimensions (in metric) e.g. width, height and length; and to a recognised metric scale

Supporting planning statement

As required by the Council, please seek advice before submitting your application)
For further information go to:

- www.richmond.gov.uk/spd_small_and_medium_housing_sites.pdf
- www.richmond.gov.uk/design_quality_supplementary_planning_document

Supporting planning statement

As required by the Council, please seek advice before submitting your application

Travel plan

As required by the Council, please seek advice before submitting your application

Planning Obligations

See Planning Obligations Strategy on our Web site:

- http://www.richmond.gov.uk/planning_information_design_guidance_leaflets.htm and
- www.richmond.gov.uk/view_member_decisions.htm?mgl=ieDecisionDetails.asp&ID=1068

This is not necessarily comprehensive and as each case may result in other issues arising e.g. provision of a river side path

Flood Risk Assessment and Sequential Testing Information

Applications in Environment Agency Flood Risk Zone 1 [1hectare and above], 2 and 3 relating to major developments and minor developments including basements and/or ground floor extensions/new floorspace).

See Environment Agency

<http://www.environment-agency.gov.uk/research/planning/33098.aspx>

Flood risk assessment

Appraisal required for applications in or adjoining a conservation area and/or a Listed Building

Retail assessment plan

As required by the Council where new retail floor space is provided, please seek advice before submitting your application

Affordable housing statement

Required for applications providing 10 or more residential units) (see our Web site for SPG at: www.richmond.gov.uk/spg_affordhousing.pdf)

Sustainability and Energy statement

As required by the Council for 1 dwelling and above, or 100 square metres of non-residential floorspace) (See Sustainability Construction Checklist SPD on our Web site: www.richmond.gov.uk/spd_cover_for_sus_con.pdf)

Landscaping

As required by the Council, please seek advice before submitting your application

Tree survey/Arboricultural statement

Applications involving building works within canopy spreads of any tree including off site and street trees (BS5837:2005 methodology must be used)

Archaeological report

If in Archaeological Priority Zone 1 (See Map 8 in the UDP on our Web Site: www.cartoplus.co.uk/richmond/text/00cont.htm)

Biodiversity/Protected Species Report

Required for major developments (10 or more residential units, 1,000 square metres non-residential floor space) and those on or adjoining Sites of Special Scientific Interest and Other Sites of Nature Importance. (See our Web site for locations: www.cartoplus.co.uk/richmond/richmond.htm)

Noise impact assessment

As required by the Council in line with the guidance set out in PPG24, please seek advice before submitting your application

Sound insulation requirements

As required by the Council, please seek advice before submitting your application

Ventilation/extraction details

Required for applications which include commercial extraction flues

Details of any lighting scheme, including a light pollution assessment

As required by the Council, please seek advice before submitting your application)

Photographs/photo montages

Site waste management plan

See our Web site regarding refuse and recycling at www.richmond.gov.uk/spg_recycling_for_new_developments_with_communal_facilities.pdf

Land contamination

Required for contaminated sites, sites previously used for industrial purposes and major developments (10 or more residential units, 1,000 square metres non-residential floor space)

www.richmond.gov.uk/spg_supplementary_planning_guidance3_contaminated_land.pdf

Environmental impact assessment

As required by the Council, please seek advice before submitting your application

Parking and Access Details

Statement of community involvement

As required by the Council, please seek advice before submitting your application

Flood risk assessment

Details of any lighting scheme including a light pollution assessment

Required for illuminated advertisements/signs