

# **Application for Full Planning Permission and Conservation Area Consent (CAC)**

## ***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)

### **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 and by Regulation 6 (Listed Building and Conservation Areas) Regulations 1990.

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 Regulations and by Regulation 6 (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Article and this Regulation.

### **Design and access statement**

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
- World Heritage Site

## **The appropriate fee**

### ***Richmond Council's Requirements:***

#### **Plans:**

1. Block plan of the site (e.g. at a scale of 1:500)
2. Existing and proposed elevations (e.g. at a scale of 1:100)
3. Existing and proposed floor plans (e.g. at a scale of 1:100)
4. Existing and proposed site sections and finished floor and site levels (e.g. at a scale of 1:100)
5. 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)
6. Plans and photographs of any parts of the building to be part or fully demolished (part demolition may not require CAC-see LPA advice)

All plans and drawings to indicate; key dimensions (in metric) e.g. width, height and length; and to recognised metric scale

#### **Supporting planning statement**

As required by the Council, please seek advice before submitting your application)  
See SPG on Housing Sites and Design at:

- [www.richmond.gov.uk/spd\\_small\\_and\\_medium\\_housing\\_sites.pdf](http://www.richmond.gov.uk/spd_small_and_medium_housing_sites.pdf)
- [www.richmond.gov.uk/design\\_quality\\_supplementary\\_planning\\_document](http://www.richmond.gov.uk/design_quality_supplementary_planning_document)

#### **Transport assessment**

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:

- [www.richmond.gov.uk/planning\\_information\\_design\\_guidance\\_leaflets.htm](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](http://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>

## **Listed building or conservation area appraisal**

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](http://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](http://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](http://www.cartoplus.co.uk/richmond/text/00cont.htm) )

## **Biodiversity/Protected Species Report**

Required for major developments (10 or more residential units, 1,000 sq metres non-residential floorspace) 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](http://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](http://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 nonresidential floor space)

**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