

Requirements for Householder Planning Applications and Conservation Area Consent (CAC)

National Requirements:

Completed application 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. 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

Appropriate Fee

Richmond Council's Local 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. Plans and photographs of any parts of the building to be part or fully demolished (part demolition may not require CAC-please check with Local Planning Authority)

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

Optional at applicant's discretion. See SPG on our website at:
www.richmond.gov.uk/spghouseextensions.pdf

Flood risk assessment

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 www.environment-agency.gov.uk/research/planning/33098.aspx.

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)

Photographs

Showing proposal in context with neighbour properties

Archaeological report

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

Conservation Area appraisal

Justifying demolition