

Consent for Alterations, Extension of Demolition or Part Demolition of a Listed Building

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)
 - Plans to a scale of not less than 1:20 to show all new doors, windows, shop fronts, panelling, fire places, plaster moulding and other decorative details
 - 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 Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990. Where Ownership Certificates B, C or D have been completed, notice(s) as required by Regulation 6 of the Planning (Listed Building and Conservation Areas) Regulations 1990 must be given and/or published in accordance with this Regulation.
- **Agricultural Holdings Certificate**
- **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

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. Photographs of any parts of the building to be part or fully demolished

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)
- **Listed building appraisal** (Listed building appraisal justifying the proposal)
- **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)
- **Structural survey** (As required by the Council, please seek advice before submitting your application)