**Process owners:**

**Director Responsible for Planning**

**Estate Manager**

This document is a working document which is there to help the parties involved in the Lynden Gate Planning process. It exists to help make the process run smoothly and make sure that issues that need to be raised and dealt with are, and that actions that need to be undertaken are.

It should be read as a complement to the Lynden Gate Planning Guidelines and Covenants and should there be any perceived conflict between this document and the Planning Guidelines and Covenants the Planning Guidelines and Covenants shall always take precedence.

A Lynden Gate Planning Application is needed for any works, other than general repairs and maintenance, which cause a change to the external appearance of the existing properties or involve the erection of a new construction on the estate. In addition, any internal structural works which require compliance with building and fire regulations should also be passed through the Lynden Gate Planning process.

Responsibilities

The Board:

* To review planning guidelines at least once per calendar year (Planning Application focal point to table on agenda). Ideally at the first Board meeting after the AGM to discuss any relevant points raised during the AGM.
* To review the Planning Application Form, and Checklist of Considerations for planning applicants, alongside the guidelines.
* To review each planning application as tabled by Director Responsible for Planning. Director Responsible for Planning to raise issues and give opinion prior to Board review. Board discussion and review may take place via email or face to face at a Board meeting. For planning applications where issues have been raised a face to face meeting is preferred.
* To request an inspection of Works carried out, if circumstances indicate that this is appropriate, to assure itself that they have been carried out in line with the Planning Permission granted.

Estate Manager (Gatehouse Team):

* To advise any owner known to be considering works which impact on the estate i.e. which affect the exterior of the building, could impact the structural integrity of buildings on the estate, or could impact on health and safety of residents (taken to mean breach current building regulations) – that they should be advised to consult with neighbours affected, Wandsworth Building control (to check their plans are in line with current building regulations), and the Board.
* To explain to owners how to download the planning guidelines, Briefing letter, Checklist of Considerations, and Planning Application from the Lynden Gate website and/or provide hard/soft copies of the same.
* To inform any owner looking to carry out works which impact on the exterior of the building (other than general maintenance and repair) that Board Planning permission is required, and to point the owner in the direction of the Board Planning Application focal point
* To send an email acknowledgement of receipt of planning application to the property owner (and the person who submitted the application if different)
* To send an email notification to the Lynden Gate database of Residents/Owners that a Planning Application has been received and that a copy can be requested from the Gatehouse
* To keep electronic copies of all planning applications received and authorisations granted in the appropriate Planning Applications One Drive folder in the [lyndengate.co.uk](http://lyndengate.co.uk/) drive (Gatehouse to scan/photograph any paper applications received)
* To receive £30 Planning application fees and pass on to Lynden Gate accountants.
* To update the Lynden Gate website with any revisions to Planning guidelines, Briefing letter, Planning Application form, and Checklist of Considerations (for planning applicants)

Director Responsible for Planning:

* To author and update the Planning Guidelines, Briefing letter, Planning Application Form, and Checklist of Considerations in consultation with the Board.
* Be first reviewer of any proposed planning applications
* To engage with owners to ensure that applications meet Lynden Gate planning guidelines
* To engage with owners to advise that best practice is to consult with affected neighbours prior to submitting a planning application, and to liaise with Wandsworth Building control to ensure building regulations are followed
* To engage with owners to ensure they submit a formal planning application together with an administration fee payment of £30 to the Gatehouse
* To bring in other Board members when issues arise as appropriate
* To report back the outcome of Planning Applications to the respective owner(s)
* To liaise with owners/tenants to undertake inspections of Works should this be required
* To facilitate Board review of Planning guidelines at least annually – and to suggest amendments as appropriate
* To own the text of the Lynden Gate Planning Guidelines, The briefing letter, The Check-list of Considerations, and the Planning Application form and pass this to the Estate Manager when any amendments are made, and agreed by the Board.

Planning Applicant

* To download a copy of the Lynden Gate Planning guidelines, The briefing letter, the Checklist of Considerations, and the Planning Application from the Lynden Gate website
* To commission detailed drawing of the proposed works and structural drawings by a suitably qualified structural engineer for works impacting the structure of buildings
* To provide pictures and samples of the structures to be built, doors/windows to be installed
* To provide details of the materials and colours of the elements of the works facing the estate eg doors, windows, exterior walls.
* To contact Wandsworth Planning to ascertain whether Council Planning Permission is required for the works or not
* To contact Wandsworth Building Control to ascertain what needs to be done to ensure that the works comply with current building and fire regulations
* To consult with all impacted neighbours to identify and issues or concerns and create an action plan to address them
* To complete the Lynden Gate Planning Application form (this is available as an electronic word file from the gatehouse)
* To submit a completed Planning Application form to the Gatehouse together with a £30 planning application administration fee
* To receive back Planning Permission notification, or Planning refusal notification from the Director with Responsibility for Planning
* Retain evidence that the works done meet the specifications of the planning permission granted, and retain all approvals from Wandsworth Planning , Wandsworth Building control, and Lynden Gate Residents ltd Planning
* Make the Works available to inspection by designated Board representatives given reasonable notice

Version 7th Feb 2019