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**LYNDEN GATE RESIDENTS LTD**

**GUIDE TO PLANNING APPLICATIONS**

**Introduction**

The legal covenants to the property deeds at Lynden Gate protect all residents from improper development of the houses by requiring that any alterations or additions to the buildings receive prior approval from Lynden Gate Residents Ltd.

Lynden Gate Residents Ltd has absolute discretion over the approval of planning applications. To help provide consistency the residents have agreed a set of guidelines for development on the estate, which is available on the website. The Board of Directors is responsible for the approval of planning applications.

The Board strives to ensure that the Planning guidelines are adhered to and that all works on the estate do not put properties at undue risk of structural damage or fire risk. Whilst the Board does not take the role of structural surveyor to assess risks and monitor the works – the planning process does ask owners to consult with Wandsworth Building Control who will advise and check that current building and fire regulations are being adhered to. Wandsworth Council will also be able to confirm whether Council planning permissions is also required or not.

There is a simple application process, explained below. Many applications are approved quickly and easily. Naturally some planning applications can be contentious, so the earlier that you consult with your neighbours the easier it is to help ensure that your plans conform with the guidelines and will be acceptable to other residents. Please do contact the Board of Directors informally as soon as you start to consider any alterations and the Board will be happy to assist you through the process.

**Guidelines**

The general guidelines are set out here [www.lyndengate.co.uk/community/planning.html](http://www.lyndengate.co.uk/community/planning.html)

and the Board will use these as a benchmark for all applications. The Board has discretion

depending on the specific nature of each application.

**Wandsworth Council**

Planning permission may also be required from Wandsworth Council. Their information is here [www.wandsworth.gov.uk/info/100006/planning\_and\_building\_control](http://www.wandsworth.gov.uk/info/100006/planning_and_building_control)

Planning permission from the council is not sufficient by itself, you will also need approval from Lynden Gate.

**Application Process**

This is the information you need to send us when you apply to Lynden Gate for planning permission.

**Information Required**

* Your name
* Your house number Beaufort/Seaton Close
* Today’s date
* A description of the proposed works, in as much detail as available
* Drawings of the works (preferably professional/technical plans with precise specifications, or commercial brochures/documents)
* Specification or samples of the materials to be used (eg colour, design)
* Reference number of any planning application to Wandsworth Council

In order to make the planning application process easier, and more consistent, we have developed a simple planning application form.

However if you would prefer to use your own documentation please do so but ensure you detail the information above in your application.

We may, after initial consideration of this information, ask you for further details.

From our experience of managing numerous planning applications over the years we have pulled together a brief checklist of issues to be considered when conducting works. You may well find it helpful to download this and tick off the areas you have covered.

In order to ensure that we follow a well managed process when processing planning applications we have looked at the various roles i.e. Planning director, Estate Manager, Applicant. For each of these roles we have identified the actions and responsibilities of each in assuring that the process runs smoothly and efficiently. You may well find it useful to review this document.

All the above documents can be downloaded from the [planning section](https://www.lyndengate.co.uk/community/planning.html) of the Lynden Gate website.

**Consulting Neighbours**

It is neighbourly to discuss your intentions with those of your neighbours who may be most directly affected, on either side or opposite your house. You will appreciate that neighbours can hold differing opinions on the desirability of proposed works. It is not wise to seek to avoid a disagreement by withholding information. The earlier in the planning that the Board can understand whether or not neighbours agree with your plans the easier it is for us to help resolve any issues.

Please include in your application details of which neighbours you have informed of your proposals and what you understand their views to be. (this has been incorporated into one of the fields in the standard application form mentioned previously)

**Application Fee**

The covenants require a fee of £30 for each application, payable to Lynden Gate Residents Ltd. Please either include a cheque with your application or make payment online.

**Inspection**

An inspection of the works may be required.

**Approval**

Approval or refusal of the works will be in writing.

Prepared by:

Date: