



# ST. GEORGE'S HILL

RESIDENTS' ASSOCIATION

## SGHRA Planning Guidelines Revised April 2015

THIS IS A CLARIFICATION OF THE FORMER PLANNING GUIDELINES ISSUED ON 17<sup>TH</sup> JANUARY 2006 AND MAY BE FURTHER REVISED FROM TIME TO TIME.

### Revisions:

Page 10	Basements – 3.13.4 lightwells	April 1 <sup>st</sup> 2013
Page 13	Development Process – 4.1 Application (Application Form)	April 1 <sup>st</sup> 2013
Page 24	Revised Finance Charges (Road Fund, Spoil Removal)	April 1 <sup>st</sup> 2013
Page 27	Traffic Management – contractor parking / waiting / legal	April 1 <sup>st</sup> 2013
Page 33/34	Computation of Basement Space – 4.2.c lightwells	April 1 <sup>st</sup> 2013
Page 38	Hydrology Survey Guide - addition	April 1 <sup>st</sup> 2013
Page 39	Planning Application Form - addition	April 1 <sup>st</sup> 2013
Page 26-29	Traffic Management Guidelines – entry times	April 1 <sup>st</sup> 2014
Page 5 & 12	CCTV & External lighting - Clarification	April 1 <sup>st</sup> 2015
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## **1 INTRODUCTION**

### **1.1 Role of SGHRA**

1.1.1 St George's Hill Residents' Association Limited exists to represent the interests of the Residents on the Estate, to maintain the roads, lighting and other amenity services (other than public utility services), to deal with applications for consent to develop or extend any property on the Estate, to manage the Estate generally, and to apply the Covenants affecting individual properties.

1.1.2 The Association exists, and manages its affairs and discharges its duties, in the name of, on behalf of, and for the benefit of the Residents and the Estate.

### **1.2 Purpose of Planning Guidelines**

1.2.1 The purpose of these planning guidelines is to define and document:

- The usage of property on the Estate,
- The development of sites and properties on the Estate,
- The application process covering development activities,
- The measures to ensure compliance with the development process,
- The financial charges payable for development,
- The process of compliance.

1.2.2 These Planning Guidelines have been prepared following consultation with Residents. They are also effective under the Covenants. Accordingly, each application for development and/or extension work shall take account of their terms.

1.2.3 Each application will be considered in its own circumstances and will be treated on its own merits, and in the interests of the Estate as a whole.

1.2.4 Where appropriate the Association will take into account the views and opinions of those Residents in the immediate neighbourhood of the relevant property.

1.2.5 These Guidelines are not an exhaustive list of the obligations of Residents. To that end reference must be made to the Covenants applicable to the relevant property, which may prevent subdivision (even where the plot is or more than two acres or 0.8094 hectares) or the carrying on of certain businesses from the property.

### **1.3 Intent of these Planning Guidelines**

1.3.1 The Former Planning Guidelines were issued on 17<sup>th</sup> January 2006 ("Former Planning Guidelines"). Since that time the Association has been obliged to make a number of decisions based on an interpretation of that version.

1.3.2 This current version is consistent with the principles set out in the Former Planning Guidelines but clarifies areas of the Former Planning Guidelines and hence improves the consistency of decision making of current and future boards.

### **1.4 Interpretation of Guidelines**

While the intention is to make these Planning Guidelines as clear as possible they are still subject to interpretation when applied to specific cases and situations. In this regard Applicants must use them with care. Where appropriate Applicants should seek the interpretation of the Association which shall be the final arbitrator in this regard.

## **2 USAGE OF PROPERTY**

### **2.1 Right of Enjoyment and Use**

2.1.1 Residents have the right to enjoy the privacy and the uninterrupted benefits of their property. In doing so Residents should respect the privacy and rights of their neighbours and the rights of the Association relating to the land owned by neighbours and the Association respectively.

### **2.2 CCTV & External Lighting**

2.2.1 The use of CCTV and external lighting shall generally be permitted provided that:

- (a) No camera shall be trained in a way that overlooks any neighbour's property or the land of the Association, save where necessary to view the access drive to the property;
- (b) No external lighting shall be sited in a way that direct light falls outside the property, save where necessary to illuminate the access drive to the property;
- (c) Any external lighting shall not intrude over the property of any neighbour. A neighbour includes:
  - I. land owned by SGHRA such as Estate Roads and verges
  - II. land owned by SGH Golf Club
  - III. land owned by SGH Lawn Tennis Club

## **2.3 Burning of Refuse**

- 2.3.1 In no circumstances may bonfires be lit on verges or any other land belonging to the Association.

## **2.4 Fencing and Hedging**

- 2.4.1 No wooden, close boarded, or rigid steel fences shall be erected on any part of the property, although the Association may permit such fences for a limited period while screening hedges become established. Works to boundary hedges or screening should be agreed in advance, in writing, with affected neighbours and with the Association.

## **2.5 Obstructions on Verges**

- 2.5.1 Stones, posts, other verge markings and constructions including the house name should not be placed or erected outside a property on the verges belonging to the Association.

# **3 DEVELOPMENT**

## **3.1 Background**

- 3.1.1 This section presents the guidelines governing the development of residences and sites on the Estate.
- 3.1.2 Pursuant to the Covenants, Residents are obliged to seek the Association's prior written approval before carrying out development or extension work on their properties. In all cases, both the Association and Residents are statutorily obliged to comply with the provisions of the Estate Act.
- 3.1.3 Residents are encouraged to discuss plans to undertake Development Activity at the earliest possible time. The Association will try to provide advice and guidance to facilitate compliance with the Estate Act and these Planning Guidelines and to minimise delay in the granting of Conditional Approval.
- 3.1.4 In order to avoid unnecessary costs, the Association encourages intending developers to discuss their outline proposals with the Association before any detailed design is undertaken and to seek an "in principle" indication as to whether Conditional Approval would be granted or withheld before detailed design work is undertaken. The Association will impose a charge related to the costs involved pursuant to Schedule 1 - "Schedule of Financial Charges".
- 3.1.5 Residents should apply for Conditional Approval before applying to the local planning authority for planning permission, as it may be beneficial to have the support of the Association when applying for planning permission.
- 3.1.6 In considering development proposals the Association will be guided by these Planning Guidelines rather than by historical precedent.

## **3.2 Scope of these Planning Guidelines**

3.2.1 No development, which includes the extension of existing properties or the construction of new properties is permitted without the prior written approval of the Association. The topics listed below are covered by these planning guidelines:

- Maintaining the character of the Estate,
- Siting and positioning of property,
- Allowable plot ratio,
- Building height and usage of roof space,
- Distance from boundaries,
- Treatment of balconies, wall fenestrations and porches,
- The subdivision of plots,
- Treatment of existing plots under one acre,
- Treatment of divided houses,
- Basements,
- Landscaping and site topography,
- Trees,
- Ancillary buildings,
- Changes to driveways and gates.
- CCTV Masts, Flag Poles, Aerials, Satellite Dishes, Light / Lamp Posts

3.2.2 This approval will be based upon consideration of the topics set out in this Section 3.

## **3.3 Maintaining the Character of the Estate**

3.3.1 Any proposed Development Activity shall be sited to ensure that the resulting development does not, in the reasonable opinion of the Association, detract from the character of the Estate.

3.3.2 This is an Estate of private houses for family occupation, each discrete from the others, in a predominantly tree covered setting and intended to give a continuous country lane appearance throughout the roads of the Estate.

## **3.4 Siting and Positioning**

3.4.1 The position of any building on a plot requires careful consideration. Consistent with the original Tarrant principles for the Estate, the Association will normally require any buildings to be centrally located on the plot and for the road frontage to be similar to those in the vicinity.

3.4.2 Buildings shall be screened as much as practicable from adjacent and fronting properties and shall not obtrude upon the skyline or otherwise dominate nearby properties.

- 3.4.3 The comments and concerns of neighbours on the impact of potential overlooking will be given significant weight by SGHRA when considering a proposed development. A development should look to minimise the impact of visual intrusion on neighbouring properties

### **3.5 Allowable Plot Ratio**

- 3.5.1 The ratio of Gross External Floor Area to the Plot Area, of any extended existing buildings, or entirely new buildings, on any property on the Estate shall not in aggregate exceed the Permitted Plot Ratio of 20% and the residence shall in each case be sited so as to minimise intrusion on neighbouring properties.
- 3.5.2 On existing plots which are of irregular shape the Association, at its discretion, may reduce the Plot Area used to calculate the Plot Ratio in view of the massing of the proposed building, its impact on neighbouring properties and street scene.

### **3.6 Building Height and Usage of Roof Space**

- 3.6.1 A maximum permitted building height of 11m, taken from the natural ground floor level at the front of the building to the highest point of the roof.
- 3.6.2 Buildings shall generally not exceed 2 storeys high. However it should be noted that any area within the roof space with a clear head height greater than 1.7m will count towards the Gross External Floor Area of the proposed building whether there are windows in the roof area or not.
- 3.6.3 It should be noted in addition that windows of any kind, flat velux, or dormer will only be considered if there are no reasonably based objections from neighbours on grounds of overlooking, loss of privacy or the visual bulk of the proposed development.

### **3.7 Distance from Boundaries**

- 3.7.1 In the case of developments which equal or exceed a 15% Plot Ratio, the distance from the finished building to the plot boundary shall be 6 metres.
- 3.7.2 In cases where the Plot Ratio is under 15%, the Association may, at its discretion, reduce the distance from the completed building to the plot boundary to a minimum of 3.66 metres.

### **3.8 Balconies, Wall Fenestrations and Porches**

- 3.8.1 The area of balconies and porches will count towards Gross External Floor Area.

### **3.9 Subdivision of Plots - General Principles**

- 3.9.1 No existing plot can be subdivided unless it is equal or more than two acres. Each of the plots created by the subdivision of the original plot must have a minimum area of precisely one acre. Plots should be of regular shape. Where there is evident manipulation of site boundaries to make up the plot area the Association may at its discretion reduce the Plot Area used to calculate the Plot Ratio.
- 3.9.2 The area of any driveways and roads serving more than one plot will not be considered as available development area and shall be excluded from the calculation of Plot Area.

### **3.10 Existing Plots of 0.5 to 1 Acre**

- 3.10.1 For a variety of historical reasons there are a number of existing residences on the Estate which are on a plot of under one acre.
- 3.10.2 In such cases the Association, at their discretion, will consider future development:
- a) up to the maximum Plot Ratio of 20%, or,
  - b) up to the Gross External Floor Area of an existing and completed building on the plot, whichever is the greater and, subject to all other planning considerations.

This relaxation will only be available to existing plots.

### **3.11 Existing Plots under 0.5 Acre**

- 3.11.1 There are a number of existing smaller plots on the Estate of between 0.10 and 0.50 Acres. For such existing sites the Association will permit development which is:
- a) up to the maximum Plot Ratio of 20%, or,
  - b) up to the Gross External Floor Area of an existing and completed building on the plot, whichever is the greater and in each case subject to all other planning considerations.

This is provided the proposed building does not by its positioning, visual massing detract from the character of the Estate and have a detrimental impact on neighbouring properties and the street scene.

### 3.12 Divided Houses

- 3.12.1 There are houses on the Estate which have at some time in the past been divided into two or more residences. Should one resident obtain the legal right to demolish all or part of such a house to build a detached residence(s), then the following rules will apply:
- (a) Any new detached residence must be on a Plot Area of at least one acre. All planning guidelines will apply as to any other new development.
  - (b) Any residual residence must remain on at least the same Plot Area as granted at the time when the property was divided, and must also comply with Planning Guidelines, specifically with regard to the distance from the boundary of the plot.

### 3.13 Basements

- 3.13.1 Underground space does not normally contribute to the visual bulk of the property.
- 3.13.2 For this reason a Basement Space may be excluded in whole, or in part, from the calculation of the Gross External Floor Area of the proposed development.
- 3.13.3 In situations where the side elevations of the Basement Space are partially above the current ground level, the principle of Equivalent Volume will be used to calculate the Gross External Floor Area excluded from the Plot Ratio calculation. (See Schedule 4,(4.1) - "Computation of Basement Space not contributing to GEFA").
- 3.13.4 A light-well to the floor level of the Basement Space is permitted only in front of the one façade with windows (see Schedule 4,(4.2)(c). The furthest edge of this light-well must not exceed 5 metres from the building edge at ground floor level. (See Schedule 4,(4.2)(c)
- 3.13.5 In the case where access to the Basement Space is constructed on any additional façade, the floor level of the Basement Space which is along the access area will be used as the current ground level in the Equivalent Volume calculation. This access area should not exceed 5 metres from the basement edge.
- 3.13.6 All Basement Space must be more than 6 metres from the site perimeter. All access ways must be more than 3.66 metres from the site perimeter and related Construction Works at least 2 metres from the site perimeter. Such Construction Works must have no adverse effect on any neighbouring properties.

### 3.14 Landscaping & Changes to Site Topography

3.14.1 In reviewing development proposals the Association shall pay particular attention to the proposed landscaping plan. In particular the Association wish to minimise any major changes to the topography of a site which changes the visual appearance of the Estate or impacts adversely upon neighbouring properties.

### 3.15 Trees

3.15.1 All and any works on "Estate Act Trees" (including lopping and removal) require the consent in writing of the Association, which shall not be unreasonably withheld.

3.15.2 The Association may, in granting or withholding consent or deciding any condition to be imposed, take into account the views of Residents of neighbouring properties.

3.15.3 The contractor carrying out those works shall present a copy of the consent to the Estate road traffic controllers when seeking entry to the Estate.

3.15.4 Failure to do so will result in permission to enter the Estate being refused. Any costs arising from entry being denied shall be borne by the Owner of the relevant property being developed.

*Note: Works on trees the subject of a tree preservation order will also require the approval of the local planning authority.*

3.15.5 Trees planted by Residents whether for screening purposes or otherwise shall be mature and of varieties that accord with the general varieties existing on the Estate; the planting of Leylandii trees or similar species is to be avoided, whereas birch, pine, oak and cedar are encouraged.

3.15.6 Where any new development includes the establishment of mature trees in excess of 6 metres (19.68 feet) high for screening purposes, the Resident shall agree with the Association a programme for the commencement of that screening activity before the earlier of:-

- (a) the commencement of that development, or;
- (b) the demolition of any pre-existing buildings.

### **3.16 Ancillary Buildings**

3.16.1 New build garages, swimming pools, tree houses with supporting independent structures, green houses, pavilions, pool houses and any other buildings require formal Association approval. Such structures will count towards allowable Gross External Floor Area and should be located 6 metres from the boundary and have adequate screening to mitigate noise and overlooking issues.

### **3.17 Changes to Driveways and Gates**

3.17.1 Any alteration to or repositioning of any existing driveway that crosses any Estate verge shall not be undertaken without the prior written consent of the Association.

3.17.2 Additional access points, whether vehicular or pedestrian, shall not be created without the prior written consent of the Association. In the absence of exceptional circumstances, this normally will be refused.

3.17.3 Proposed works on driveways that cross the Estate verges shall be notified to the Association in writing in advance and works shall not commence until:

- (a) adequate sight lines for road safety purposes have been provided for;
- (b) the Association has agreed any works concerning drainage or utility provision, and the removal of or damage (or risk of damage) to any trees;
- (c) the Association has been provided with details of the position of existing and proposed underground cables and pipes; and
- (d) the existing boundary lines are properly recorded and agreed with the Association and the immediate neighbours have been given a reasonable opportunity to comment on the boundary lines and the proposed works.

3.17.4 There is a maximum permitted gate height including gate pillars of 3m from natural ground level.

3.17.5 No lights or lanterns are permitted to be positioned on top of the gate pillars.

3.17.6 House name plates should, where possible be attached to the gate or gate pillars. They should not be sited on the verge without the written approval of the residents association. The verge remains the property of SGHRA.

### **3.18 CCTV Masts, Flag Poles, Aerials, Sattelite Dishes, Light / Lamp Posts**

These items will be considered as development activity and will therefore require approval by SGHRA. The visual impact of such development should be minimised. Please see 2.2.

## 4 DEVELOPMENT PROCESS

### 4.1 Application

Any person intending to carry out any Development Activity on the Estate shall, before commencing any Construction Works on site, apply to the Association in writing enclosing the required supporting documentation and the planning fee. (See Schedule 1 - "Schedule of Financial Charges" and Schedule 5 – "Planning Application Form").

### 4.2 Timing of Planning Submission

- 4.2.1 Every planning submission is considered at a Board Meeting of the Association. In order that the submission can be properly evaluated this must be submitted 28 working days prior to the date of the next board meeting. Dates of board meetings are available from the Secretariat of the Association.

### 4.3 Preconditions

- 4.3.1 The Association will only consider submissions from an Owner who has fully paid the Estate Charges due to date and any other liabilities to the Estate. All submissions must be made by the Owner personally or his agent duly authorised in writing by the Owner.

### 4.4 Supporting Documentation

- 4.4.1 Any application shall be accompanied by a covering letter signed by the Owner or his/her duly authorised agent accompanied by:
- a) Plans clearly showing the location of the site relative to adjacent properties;
  - b) The location of the proposed development on the plot and an overlay on existing buildings;
  - c) Cross sections of existing topography and the final levels proposed;
  - d) Details of the proposed residence, the Gross External Floor Area and the resulting Plot Ratio, together with the measurements and calculations showing how these were arrived at;
  - e) Where overlooking or visual bulk may be an issue, 3D projections of the new buildings from various angles, showing the appearance of those buildings from any affected adjacent plot or street together with such other information as the Association may reasonably require;
  - f) Details of the effects of the Proposed Development and the related Construction Works and how these will be mitigated or eliminated, including reduction of dust and noise and the impact on neighbouring properties;

- g) The proposed accommodation of vehicles and materials within the site, and the proposed prevention of obstruction by vehicles and material outside the site; the proposed prevention of mud and other detritus being deposited on the Association's roads; the proposed prevention of damage to and the preservation of trees and verges;
- h) Full details of proposed foul and storm water disposal, together with a hydrology study where required by the Association;
- i) Full details of proposed early planting of screening vegetation and a final landscaping plan;
- j) Where accommodation on a second floor is proposed, copies of notices to affected neighbours;
- k) A construction method statement, including arrangements for site security and a traffic management plan with particulars of heavy vehicle movements and an indication of the maximum vehicle size;
- l) Where underground or substantial ground works are to be carried out, a reasonable estimate (including full details of the calculation method) of the quantity in cubic metres of spoil or other material which is proposed to be brought to, or removed from, the site, together with a proposed programme, showing the volume movements on a weekly basis;
- m) The Association may, in its reasonable discretion, require the Applicant to cause to be carried out a full study, at the Applicant's expense, and on terms satisfactory to the Association, on the hydrology in the general area of the proposed development showing the impact of the proposed Construction Works on any surface or underground watercourses, before granting any Conditional Approval;
- n) A tree survey relating to all Estate Act Trees that might be affected by the proposed Construction Works, setting out whether or not those trees are likely to be affected by the Construction Works and what methods are intended to be adopted to preserve those trees and provide proposals for replacement tree planting where the proposed Construction Works would involve the removal of Estate Act Trees or might place any of those trees in danger.

4.4.2 A sample check list of the documentation required is set out in Schedule 2 - "Submission Checklist."

## 4.5 Conditional Approval

- 4.5.1 The Association will provide Conditional Approval in writing for the proposed development provided that it is satisfied that the development meets the terms defined in these Planning Guidelines.
- 4.5.2 In providing Conditional Approval the Association will set out the conditions which must be met prior to and during the related Construction Works.
- 4.5.3 Conditional Approval will be valid three years from the date of issue and will expire if:
- a) the required preconditions have not been met and construction works have not commenced by the end of this period; or
  - b) the works have not been completed in five years from the date of approval.
- 4.5.4 Conditional Approval will normally include the following conditions:
- a) Prior to the commencement of work on site, provision to the Association of a "Performance Bond" to the value of five times the Annual Estate Charge on the proposed new dwelling. The Association may call on this Performance Bond in the event of the liquidation of the development company or the bankruptcy of an individual developer. The Performance Bond will be released by the Association when the Final Approval Certificate is granted by the Association;
  - b) Where required by the Association, the planting of adequate screening to shield any major construction activity, before that construction activity is commenced;
  - c) Confirmation by the Applicant that all work will be carried out in accordance with the Conditional Approval and all documents will be submitted by the Applicant and that no material variation or amendment will be made without obtaining the prior written consent of the Association (which may be given subject to further or other conditions);
  - d) Free and unfettered rights of access at any reasonable time to the Association, its officers and agents to allow inspections of the site and the Construction Works for the purpose of verifying that they are in accordance with the Conditional Approval;
  - e) Agreement to a timetable for the Construction Works and an undertaking that they will be conducted in compliance with these Guidelines and that they will procure that all contractors or agents will comply with these Guidelines;

- f) Confirmation that they will use their best endeavours to procure that the Construction Works are completed expeditiously and within the agreed time period;
- g) Provision of an indemnity in favour of both the Association and the neighbouring property of Residents for the direct and indirect consequential costs of any and all damage caused to either Estate property or neighbouring properties;
- h) Payment to the Association of its reasonable costs in dealing with the Conditional Approval and reviewing and enforcing compliance with it, together with any unpaid Estate Rates, road fund contributions including any interest applicable to such unpaid amounts and any other amounts outstanding as between the Owner and the Association.

4.5.5 Any consent given by the Association for the carrying out of Construction Works may be given subject to such further or other conditions that the Association may in its reasonable discretion decide to impose in the interests of Residents and the Estate.

#### **4.6 Final Approval**

4.6.1 Once the Association is satisfied that the Construction Works have been completed in accordance with the Conditional Approval and these Guidelines, it will issue a Final Approval for the purposes of these Guidelines and, if relevant, the Estate Act.

*Note: Owners should be aware that their property may be difficult to sell without a Final Approval with respect to any Development Activity that has been undertaken by them or any predecessor in title as its absence may be evidence of a breach of the restrictive covenant affecting the property. Where an Owner is concerned that a predecessor in title may have carried out Development Activity without obtaining Final Approval or consent under any previous guidelines or policies, they should consult with the Association at the earliest opportunity.*

#### **4.7 Non Compliance**

4.7.1 Any failure to comply with the terms and conditions of the Conditional Approval, shall, unless the Association in its reasonable discretion otherwise decides, automatically revoke the Conditional Approval.

- 4.7.2 Any failure by the Applicant or any of their contractors or agents to comply with the Conditional Approval or these Planning Guidelines may, at the reasonable discretion of the Association, result in the contractor or agent in breach being denied access to the Estate;
- 4.7.3 Any Conditional Approval given by the Association shall be provisional and conditional until the Construction Works are completed and the Association has been given an opportunity to inspect the works to verify that its conditions have been complied with in all material respects.
- 4.7.4 The Compliance Process of the Association is set out in Section 7 of the Planning Guidelines.

## **5 DEVELOPMENT ACTIVITIES**

### **5.1 Licensing of Contractors**

The Owner is responsible for notifying the Association of the Contractors working on the Estate on their development and for ensuring that their Contractors are aware of the conditions governing Construction Works on their development and on the Estate to include 'notes to contractors'. The Owner shall be responsible for submitting the names of the Contractors to the Estate office to allow at least two business days' notice before entry is planned.

### **5.2 Conditions of Work**

Owners shall ensure that their contractors comply with the following conditions of work:

- 5.2.1 No contractor shall be on the Estate outside the hours of 0800 hours to 1800 hours, Monday to Friday or on public holidays at any time except in the case of an emergency to avoid risk of damage to property (for example, repairing a burst water pipe) or person, without the prior written consent of the Association;
- 5.2.2 All rubbish and surplus material shall be removed from the Estate and burning of such rubbish on site is strictly forbidden;
- 5.2.3 Any restriction to access to any Estate road or property (other than the plot under development) must be with the prior written consent of the Association, to be requested not less than two business days prior to the intended activity;
- 5.2.4 No parking on verges, or verge crossovers, whether of the plot under development or any other plot;

- 5.2.5 Any damage to verges caused by vehicles to be made good forthwith unless the agreed construction management plan otherwise permits; and
- 5.2.6 No vehicles with a gross unladen weight of 20 tonnes or more, to be allowed onto the Estate without the prior written consent of the Association, and any request to be made not less than two business days prior to the proposed arrival of the vehicle. (See Schedule 3 - "Traffic Management Guidelines").

### **5.3 Entry Tags**

- 5.3.1 Entry tags are the property of the Association, and are (upon issue) personal to the Resident and shall not be provided to contractors. Breach of this requirement may result in the relevant tag being made ineffective without repayment of any fee paid on issue.

### **5.4 Storage of Equipment & Materials**

- 5.4.1 No works shall be undertaken to install equipment or services of any kind or store or dump material of any kind outside the property boundaries and in particular on verges, which are the property of the Association.

### **5.5 Sanction by Association**

- 5.5.1 The Association may unilaterally remove any equipment, installations or materials on its property at the cost of the Owner, which shall include ancillary costs such as unblocking drains. Vehicles which persistently park on the Association's land without prior written consent may be denied access to the Estate.

## **6 FINANCIAL CHARGES**

### **6.1 Right to Charge Fees**

- 6.1.1 The Association will charge fees for the consideration of an application and the inspection of the resulting Construction Works. These fees will take into account the time taken by employees of the Association, together with office overhead, in considering the application. Where the Association outsources any part of the application review process, the Owner shall pay the charges incurred by the Association in doing so.
- 6.1.2 These fees may change from time to time, due to changes in the cost structure of the Association. The current fee structure is attached in Schedule 1 - "Schedule of Financial Charges".

## **6.2 Capital Contribution for Road Use**

- 6.2.1 The Applicant shall pay a capital contribution towards road use. The cost shall take into consideration demolition of old buildings as well as construction of new buildings or other major works.
- 6.2.1 The charge is to cover the damage expected to be caused to the Estate roads and costs of providing traffic control. The amount charged will be computed based on the Gross External Floor Area of the building(s) to be demolished and the Gross External Floor Area of the proposed development as set out in Schedule 1 - "Schedule of Financial Charges".

## **6.3 Ground Works**

- 6.3.1 Where substantial ground works are to be undertaken the Association may additionally charge a fee per cubic metre of spoil or other material which is proposed to be brought to, or removed from, the site across Estate roads whether or not the trucks are required to enter or exit the Estate.
- 6.3.2 The Association may annually review the basis of calculating such charge having regard to costs and may make proposals to the Annual General Meeting of the Association, which, if passed, shall be binding on all Owners.

## **6.4 Revisions to Applications**

- 6.4.1 Where an application is revised as a result of minor changes to the proposed Development Activity, an additional charge will be levied to cover the Association costs.
- 6.4.2 A further charge may be imposed to cover reasonably incurred external costs. The Association may waive a part of this charge where the changes are the result of the requirements of the local planning authority.
- 6.4.3 Where a significantly revised scheme is submitted a full fee may be charged, as set out in Schedule 1 - "Schedule of Financial Charges".

## **6.5 Reconsideration**

- 6.5.1 Where a Conditional Approval has to be reconsidered because it has become time expired, a handling charge shall be levied, as set out in Schedule 1 - "Schedule of Financial Charges".

## **7 COMPLIANCE**

### **7.1 Principle of Compliance Process**

In order to ensure that development is undertaken in compliance with the Planning Guidelines and with the Conditions and Approvals granted by the Association, a rigorous compliance process will be implemented.

### **7.2 The Compliance Process**

7.2.1 The following compliance process shall be followed. The Association will check that:

- a) The land is indeed owned by the stated Owner and that the Applicant is duly authorised;
- b) The site boundaries, topography, and tree plan is accurate, and that all supporting documentation has been supplied;
- c) The calculation of Plot Area, Gross External Floor Area and the resultant Plot Ratio are accurate;

7.2.2 An independent technical expert will be engaged by the Association to ensure that:

- a) The buildings to be constructed are set out to plan,
- b) Construction works progress in accordance to plan,
- c) Finished works are in accordance to plan,
- d) The landscaping plan and any other conditions relating to the execution of the works are respected.

7.2.3 The cost of the third party specialist will be recovered from the Owner by way of the fees charged by the Association.

### **7.3 Result of Non Compliance**

7.3.1 Non compliance at any stage will result in the rejection of the application, or stoppage of the works until compliance has been achieved.

## **8 SPECIAL CASES**

### **8.1 Exercise of Discretion**

The Association may exercise discretion in relation to the grant of Approvals or the application of the other terms of these Guidelines. This discretion may extend to approving Development Activity which does not comply with these Guidelines in respects which the Association considers immaterial or in other cases where the Association reasonably believes it is appropriate to do so.

The Association may grant ex post facto Final Approval in cases it considers appropriate on such terms, including the payment of compensation to the Association or any other affected person, as the Association considers reasonable in all the circumstances. To the extent that the matters relevant to such discretion may affect neighbouring properties, the Association may take into account the reasonable views of Residents of those neighbouring properties.

## 9 DEFINITIONS

9.1 In this document, unless the context otherwise requires:

‘Estate Rate’ means the estate charge referred to in the Estate Act;

‘Applicant’ means any Owner (or any person acting on their behalf) applying for an Approval;

‘Approval’ means a Conditional Approval or a Final Approval;

‘Association’ means the St. George’s Hill Residents Association Limited and may include that entity acting through any of its Directors, General Manager or appointed agents;

‘Basement Space’ means;

- a) any underground room floor space the uppermost projection being not more than 300mm (0.98 feet) above natural ground level (the “Permitted Projection”) and;
- b) where a room is partly underground and partly not, the qualifying underground space of that room shall be that part of the floor space of that room which is directly below the Permitted Projection the “Qualifying Underground Space” but; floor space that would otherwise count as Qualifying Underground Space shall be excluded from Basement Space where it is contained by two or more walls that are wholly or very substantially exposed to daylight;

**Note:** *A diagram showing, for the purposes of guidance only, how this definition is intended to operate, is shown at Schedule 4,(4.2 (c) (i)).*

‘Construction Works’ means any building or related activity and includes the digging of foundations, the carrying out of earthworks that result in any material change of ground levels within the site boundaries, piling activity, internal decoration or outfitting and landscaping and planting that is in any such case preparatory to or connected with Development Activity;

‘Conditional Approval’ means the approval (whether or not the subject of particular conditions) issued to an Applicant by the Association prior to the commencement of any Development Activity;

‘Covenants’ means the restrictive covenants affecting any land on the Estate or any deed of covenant entered into by any Owner or their predecessor in title;

‘Development Activity’ means:

- a. the construction of a new house or dwelling on the Estate;

- b. the building of any extension to an existing house or dwelling on the Estate (whether attached to the original building or not);
- c. any ancillary buildings associated with the development;
- d. the refurbishment of an existing dwelling;
- e. the building of a basement to an existing dwelling on the Estate.

“Estate” means the St. George’s Hill Estate, Weybridge and includes the Estate, as that term is defined in the Estate Act;

“Estate Act” means the St George’s Hill, Weybridge, Act 1990;

“Estate Act Trees” means any tree having a diameter at a height of two feet (610 mm) from the ground of 9 inches (229 mm) or greater;

“Equivalent Volume” means the method used to calculate the area within a basement that counts towards GEFA. This methodology assists in the conversion of volume to area in order to produce the square metre equivalent for the purpose of calculating GEFA;

“Final Approval” means the final letter of Approval issued by the Association following completion of the relevant Development Activity in accordance with the conditions of the Conditional Approval granted by the Association and including the as built plans of the development duly stamped by the Association;

“Former Planning Guidelines” means the planning guidelines issued on 17<sup>th</sup> January 2006;

“Gross External Floor Area” means the total floor area of all habitable and non-habitable space wherever sited on the plot (whether the relevant building is connected to other buildings or not) and including any proposed new or extended building, based on the gross external dimensions of each building and in calculating the Gross External Floor Area, Qualifying Underground Space shall be excluded and the following shall be included:

- (a) all loft or storage space in any roof;
- (b) all open areas (such as car ports, walkways and the like) which are beneath a part of the building which is itself included;
- (c) all porches and covered patios;
- (d) the space on each floor that would be taken up in internal voids such as stair wells and atria, if a floor actually existed; and
- (e) tennis courts, swimming pools, gymnasias and the like to the extent that they are roofed over.

“Owner” means:-

- a) the owner of any residential or potentially residential land on the Estate; or
- b) the St George’s Hill Lawn Tennis Club or the St George’s Hill Golf Club, as the case may be.

“Permitted Plot Ratio” means a Plot Ratio of twenty per cent. (20%);

“Plot Area” means the area of any plot on which Development Activity has been, or is to be carried out, but excluding the area of any verges, green belt land, approach roads, land over which there is multiple access or where any land has been contrived or contorted in such a way that the area of such land is irregular in its appearance;

“Plot Ratio” means the ratio of Gross External Floor Area to Plot Area, expressed as a percentage;

“Qualifying Underground Space” means the Qualifying Underground Space which is defined within the definition of “Basement Space”;

“Resident” means the occupier of any house on the Estate, whether or not an Owner;

“Shed” means a simple non-permanent building, usually constructed of wood, with a single skin wall and no insulation or heating (this could be subjective as heating to stop damp and frost is acceptable) . A shed will not have WC facilities or double glazed windows. A shed will be used for the storage of garden equipment and tools with dimensions no greater than 4m x 3m with a height no greater than 2.1m. All other outbuildings are considered as development activities.

“Site Area” means the area of any plot as defined within the plot deeds or land registry title and verified by a recent land survey;

“Windows” means any type of window, including dormer and velux windows.

## SCHEDULE 1 - SCHEDULE OF FINANCIAL CHARGES 2015/16

To be reviewed and agreed annually at the AGM

Ref	Item	Cost	Due Date	Comment
1	Preliminary Review	Case by case	Invoiced upon review. Paid within 30 days	Preliminary opinions on planning proposals or related issues. Charges based on association time and expense incurred.
2	Review of planning application	£1000 per application	Invoiced upon consideration of the planning application. Paid within 30 days	Application for planning approval for any new building, or modifications to existing buildings or other matters covered by the planning guidelines.
3	Road fund contribution	£21.00 per M2 of demolition and building works covered by approval.	Paid prior to "Conditional Approval" of planning application issued.	Contribution to the Association reserve fund covering the maintenance of estate roads and other matters related to the development of the estate.
4	Spoil removal and export	£22.00 M3	Paid prior to "Conditional Approval" of planning application issued.	Estimate of quantities submitted with planning application. Association monitor truck movements during construction phase to validate quantities.
5	Revision of planning applications	£250 - £500	Paid prior to "Conditional Approval" of planning application issued by association.	Charges based on association time and expense incurred.
6	Reconsideration of planning application	£500	Paid prior to "Conditional Approval" of planning application issued by association.	Covers the reconsideration required due to lapse of "Conditional Approval" or other reason. Charges based on association time and expense incurred.
7	Engineering and hydrology studies	Case by case	Invoiced when undertaken and paid within 30 days	Studies undertaken by third party experts engaged by Association. Cost to be advised prior to commencement
8	Verification of site area	Case by case	Invoiced upon survey and paid within 30 days	Work undertaken by third party expert engaged by Association. All dimensions must be related to the Association key reference points.
9	Validation of setting out	Case by case	Invoiced upon survey and paid within 30 days	Work undertaken by third party expert engaged by Association. Check of set out points relative to plans submitted for approval and association reference points
10	Construction interim reviews	Case by case	Invoiced upon survey and paid within 30 days	Work undertaken by third party expert engaged by Association. Check that construction works are progressing according to Conditional Approval and required conditions
11	As Built review	Case by case	Invoiced upon survey and paid within 30 days	Work undertaken by third party expert engaged by Association. Check that the development has been completed according to Conditional Approval and required conditions and As Built Drawings are accurate

## **SCHEDULE 2 - SUBMISSION CHECKLIST**

### **1. Plot Area**

- a) Gross External Floor Areas (GEFA):
  - i. Qualifying Underground Space (QUS)
  - ii. Ground Floor Space
  - iii. First Floor Space
  - iv. Second Floor Space
  - v. Total GEFA (excluding Qualifying Underground Space)
- b) Plot Ratio
- c) Site survey plan with details of size (acres/sqm) and title numbers

### **2. Overlooking or Visual Bulk**

- a) 3D projections in relation to any affected adjoining plot
- b) Plan for early planting of screening vegetation
- c) Notices to /from neighbours where second floor space is proposed

### **3. Construction**

- a) Timetable of construction from commencement to completion
- b) Details of early planting of screening vegetation
- c) Final Landscaping plan
- d) Construction method statement to include:
  - i. Site layout
  - ii. Reduction of dust and noise and Impact on neighbouring properties
  - iii. Accommodation
  - iv. Vehicle parking
  - v. Handling of delivery vehicles
  - vi. Storage of materials
  - vii. Prevention of mud and detritus on the Estate roads
  - viii. Traffic management plan
- e) Tree protection plan
- f) Where underground or substantial ground works are to be carried out:
  - i. Estimate of materials brought to or removed from site (Cubic Metres)
  - ii. Programme of vehicle movements on a weekly basis
  - iii. Hydrology report
- g) Full details of foul and storm water disposal

### **4. Trees**

- a) Application for tree works
- b) Tree survey relating to Estate Act trees.
- c) Arboriculture report
- d) Proposal for replacement tree planting in relation to 4a

### **5. Application Form (see Schedule 5)**

### **6. Fees**

Application fee

## **SCHEDULE 3 - TRAFFIC MANAGEMENT GUIDELINES**

### **1 Introduction**

- 1.1 The Estate roads are for the most part not designed or constructed for use by heavy goods vehicles. These Traffic Management Guidelines (“TMG”) have been issued to protect the Estate roads and verges from damage by heavy or excessively large traffic, to maintain safety on Estate roads and to maintain the peace and quiet of the Estate for the benefit of residents and their families.
- 1.2 These TMG apply to vehicles that are otherwise authorised to be on the Estate because they have authority from the Owner. Other vehicles have no right of access whatsoever.
- 1.3 Where the Secretariat is required to be consulted or its consent obtained prior to access being sought, the operator of the vehicle is responsible for ensuring that this is done as early as practicable, and in any event not later than 10:00am on the immediately preceding working day, unless a longer period is specified.
- 1.4 The Association reserves the right to refuse access to any vehicle that appears not to be road legal, in a dangerous or unroadworthy condition or whose load is inadequately secured or covered.
- 1.5 The Association takes no responsibility for loss or damage suffered by any person as a result of failing to obtain access as a result of non-compliance with these Guidelines.
- 1.6 Nothing in these TMG shall override the more detailed guidelines with respect to development activities covered in the Planning Guidelines of the Association.

### **1 Detailed Guidelines:**

- 2.1 Any vehicle with a maximum weight of less than 7.5 tonnes (unladen) and a maximum length of 20ft, including protruding loads, may use any Estate road between the hours of 08:30am and 17:45pm.
- 2.2 Any vehicle with a maximum weight of 7.5 tonnes or more but not exceeding 20 tonnes (unladen) and/or an overall length (including any protruding load) greater than 20ft but not more than 39 feet will not be allowed access to the Estate outside the hours of 10:00am and 15:00pm during which time it will be escorted.
- 2.3 Any vehicle with a maximum weight of 7.5 tonnes or more but not exceeding 20 tonnes (unladen) with a length greater than 39ft (including any protruding load), will not be allowed on any Estate road except for those listed in Appendix A unless prior arrangements have been agreed with the Secretariat.

- 2.4 Any vehicle with a maximum weight greater than 20 tonnes (unladen) will not be allowed on any Estate road unless prior arrangements have been agreed with the Secretariat.
- 2.5 Where any vehicle is likely to block the road or inconvenience other road users for a period of time greater than 5 minutes, it is the responsibility of the operator of the vehicle, as well as of the contractor and Owner, to ensure that the surrounding Residents and the Association are given a minimum of 2 working days notice. The Association may impose conditions on access in such cases to minimise inconvenience to users of the Estate. For the purposes of this paragraph, a road is blocked if vehicles cannot pass at all or can only do so by driving on the verge.
- 2.6 The following apply to any vehicle that exceeds the maximum weight / length permitted on any Estate road before access can be allowed:
- 2.6.1 The operator of the vehicle as well as the contractor and the Applicant/Owner must give 7 working days notice to the Secretariat to allow for route planning and road closures as necessary;
- 2.6.2 The Secretariat may require that an escort be provided on behalf of the Association for which a fee will be payable in advance to recover directly related costs; and
- 2.6.3 Before agreeing to permit access, the Secretariat will require evidence that the use of several smaller vehicles, instead of one large vehicle, is impracticable.
- 2.7 It is the responsibility of the contractor and Owner to ensure that the roads outside any development site are cleaned at least once daily to avoid any hazard to other road users. Where this is not carried out to the satisfaction of the Secretariat, the Association will arrange for the work to be done and reimbursement will be payable by the Owner.
- 2.8 The Association reserves the right to require the contractor and Owner or Applicant to remedy any damage caused as a result of any vehicle entering the Estate at their request or with their authority. Where this is not carried out to the satisfaction of the Secretariat the Association will arrange for the work to be done and reimbursement will be payable by the Owner.
- 2.9 In the case of foreign plated vehicles the Owner and Applicant / contractor has full responsibility for any liability.
- 2.10 It is the responsibility of the contractor or Owner to ensure all contractors abide by local Highways law and do not cause a nuisance to the Residents and neighbours of the Estate by parking or waiting in the roads immediately outside of the Estate boundary in a manner that is dangerous or inconvenient. Any vehicle or driver found to be parking or waiting in such a manner may be refused entry to the Estate until further notice.

## Appendix A

Roads to which vehicles not exceeding 20 tonnes with a maximum trailer length of 39ft or greater may have direct access to:

Old Avenue  
East Road  
Cavendish Road

## Appendix B

1



Access all roads 08:30-17:45

**Up to 7.5T and up to 20ft**

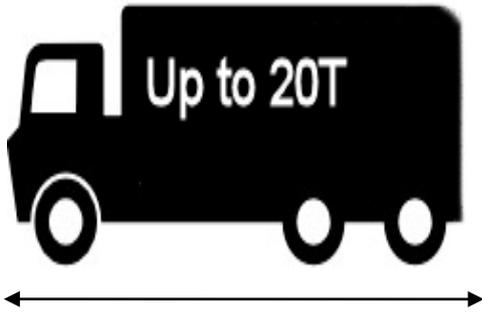
2



Access all roads (escorted) 10:00-15:00

**7.5T up to 20T but less than  
39ft**

3



**7.5T up to 20T and Over 39ft**

See Appendix A – For roads which can be Accessed 10:00-15:00. For other roads prior arrangement to be agreed with Secretariat.

4



**More than 20T**

Prior arrangement must be agreed with Secretariat.

## SCHEDULE 4 - GUIDANCE NOTES

### 1 Computation of Key Parameters

1.1 This Schedule has been produced to assist Applicants and others undertake the various computations required to comply with the planning guidelines. Where appropriate disguised examples of actual cases have been used. This annex covers:

- 1.1 Computation of Plot Area,
- 1.2 Computation of Gross External Floor Area (GEFA) including the treatment of balconies and roof space,
- 1.3 Computation of basement areas excluded from the Gross External Floor Area (GEFA),
- 1.4 Computation of Plot Ratio.

### 2 Computation of Plot Area

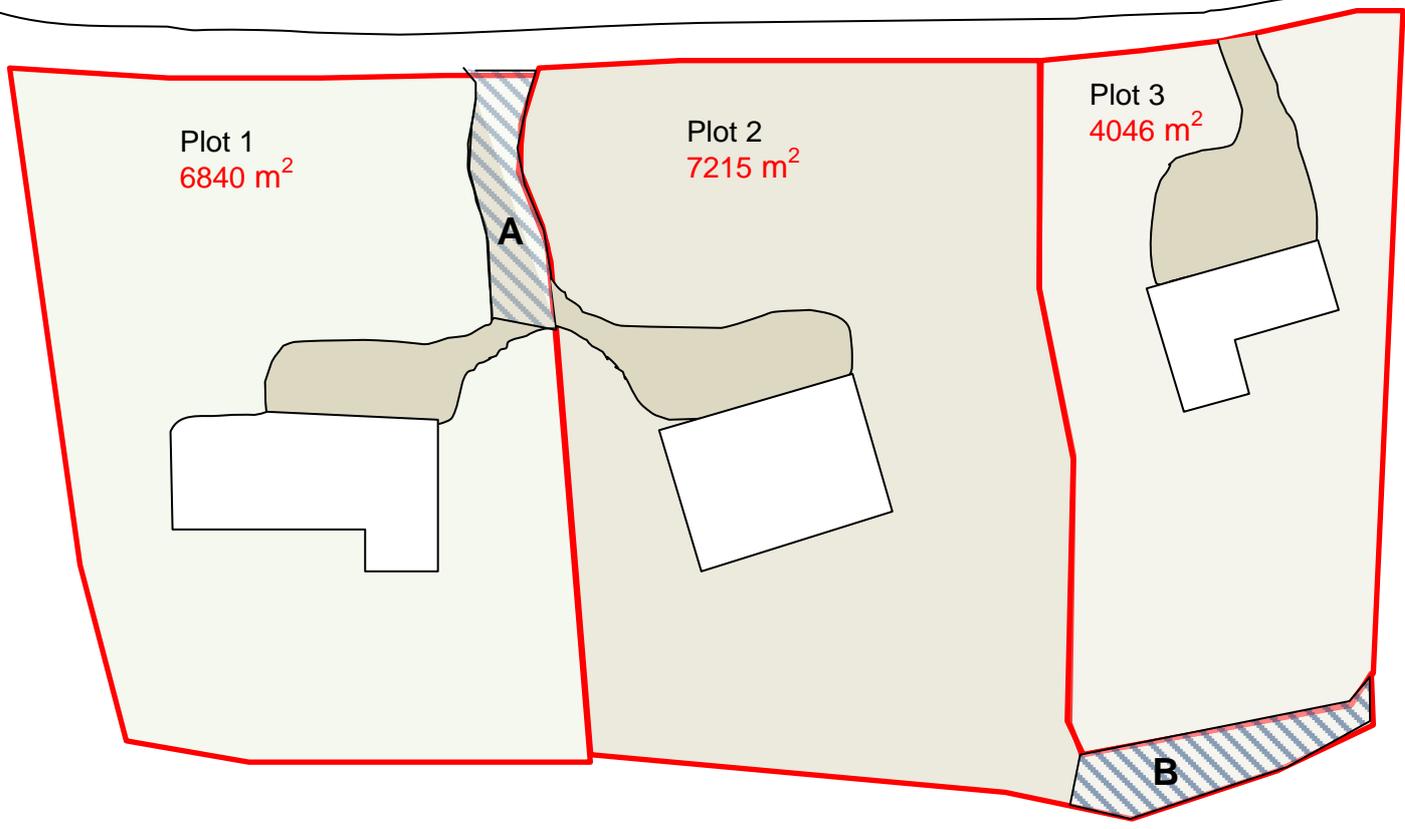
2.1 This section presents how the overall Plot Area used in the planning Plot Ratio calculation is derived.

#### 2.2 Principles

- a) The Plot Area is the area in m<sup>2</sup> of the horizontal plane of the site.
- b) The Plot Area is based on the dimensions from Title Deeds, supported where appropriate by Ordnance Survey mapping.
- c) At the discretion of the Association a physical survey of the site undertaken by a specialist Land Survey reporting to the Association may be required. This will be to the cost of the Applicant.
- d) In case of doubt or differences, the area resulting from a physical survey of the site shall be the area used in the calculation of Plot Ratio.
- e) Access roads through the plot serving other plots will be excluded from the Plot Area.
- f) Irregular Areas of the plot may, at the discretion of the Association, be discounted from Plot Area in the computation of Plot Ratio.

#### 2.3 Worked Example

The drawing overleaf shows the computation of Plot Area for an indicative site.



**Plot 1**

**Site Area = 6840m<sup>2</sup>**  
**Plot Area = 6840m<sup>2</sup> less Area A**

**Plot 2**

**Site Area = 7215m<sup>2</sup>**  
**Plot Area = 7215 m<sup>2</sup> less Area B**

**Plot 3**

**Site Area = 4046 m<sup>2</sup>**  
**Plot Area = 4046 m<sup>2</sup>**

### 3 Computation of Gross External Floor Area (GEFA)

3.1 This section presents the calculation of the Gross External Floor Area (GEFA) of a proposed development used to compute Plot Ratio. The section includes the treatment of balconies, roof space and basement space.

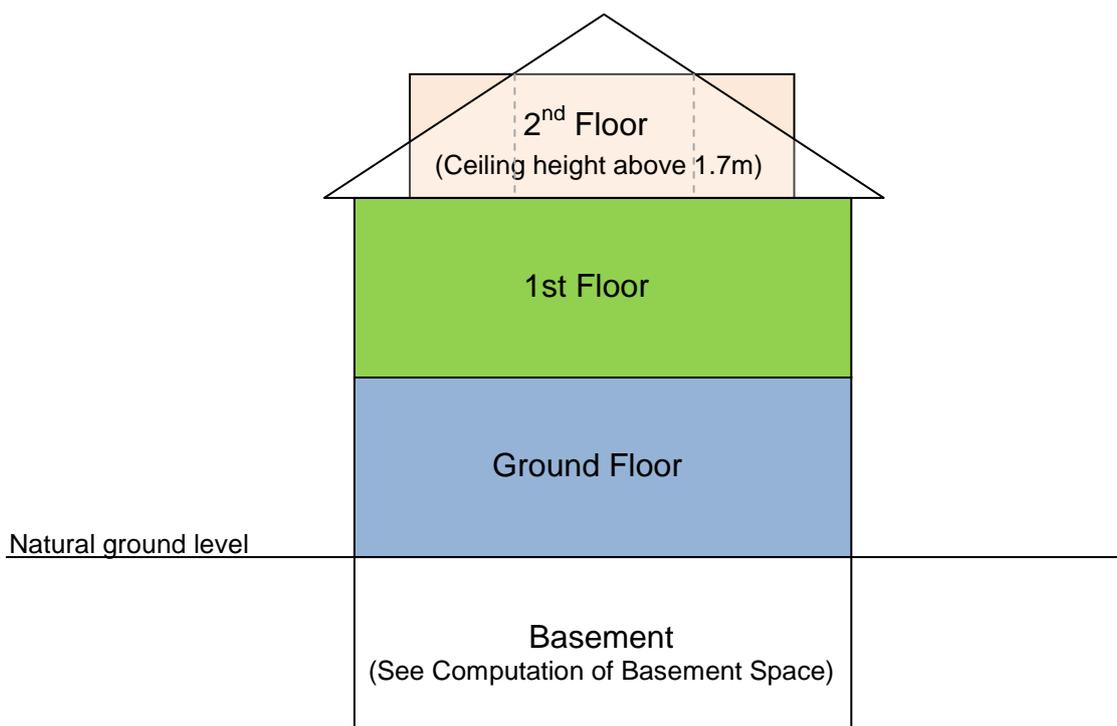
#### 3.2 Principles

- a) Main building: The Gross External Floor Area (GEFA) of the main floors of the proposed development is based on the external dimensions of the plans supporting the planning application. Any voids or atria on any floor are therefore included in the calculation.
- b) Balconies: The space below balconies which is potentially capable of being enclosed and thus contributing to the visual massing of the development is included in the calculation of GEFA.
- c) Roof space: Roof space as described in 3.6.1 of these Planning Guidelines is included in the calculation of GEFA.

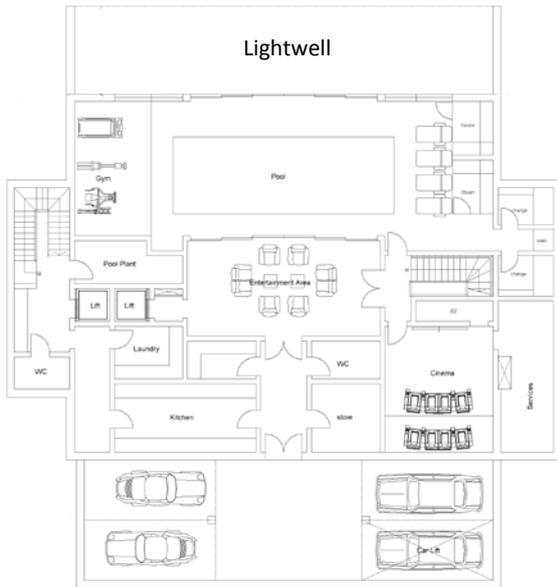
#### 3.3 Worked Example

The drawings below and overleaf shows the floor space which will be taken into account for computation of GEFA for an indicative development.

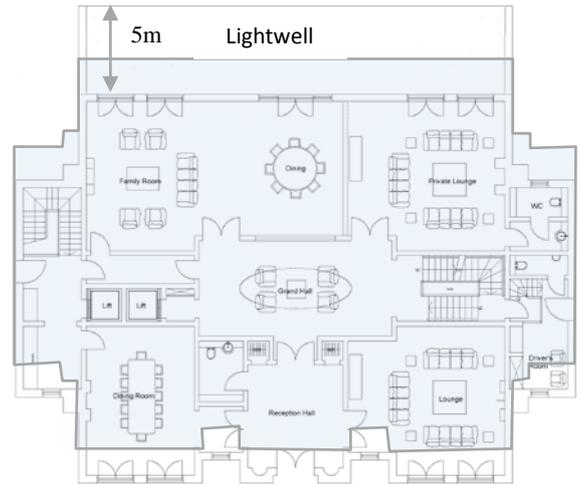
##### 3.3.1



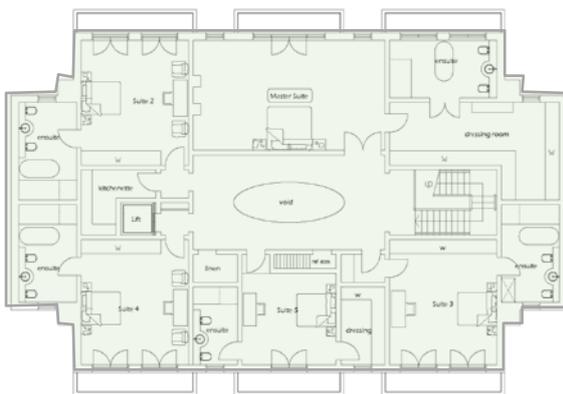
### 3.3.2 Basement



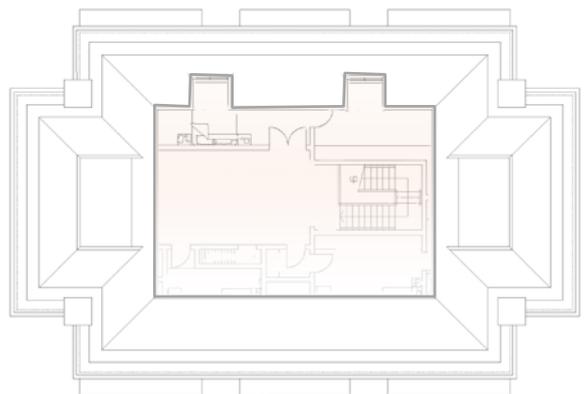
### 3.3.3 Ground Floor



### 3.3.4 First Floor



### 3.3.5 Second Floor



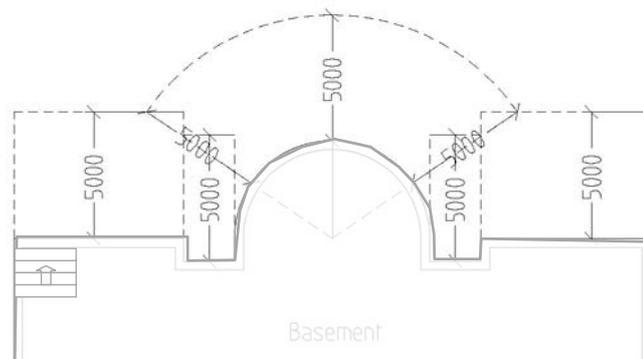
## 4 Computation of Basement Space not contributing to GEFA

4.1 Basements do not generally contribute to the visual massing of a building and so under specified conditions basement space may not count towards GEFA.

### 4.2 Principles

- a) A basement is defined as space with windows on one elevation only, generally below current site ground level.
- b) In the case of a sloping site, a part of the basement space may be above the current ground level. In such a case, the area contributing to GEFA will be calculated pro rata to the basement volume above the current natural ground level, relative to the volume below the current natural ground level.
- c) A light well along the façade with windows is allowed. The maximum depth of this light well is 5 metres from the face of the ground floor at all points, to include steps up (see 4.2.c.i below). The perimeter of the light well must be at least 6 metres from the site perimeter.

#### (i) Lightwells

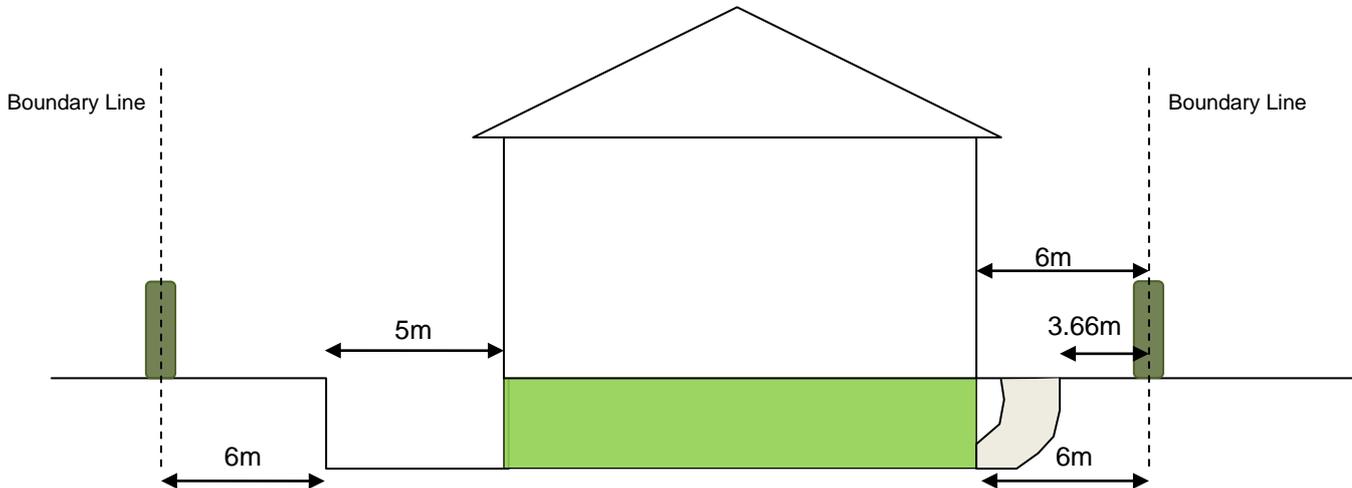


- d) The maximum Basement Space which does not count towards GEFA is equal to 1.25 times the ground floor footprint. Only 25% of this space may be outside the perimeter of the ground floor.
- e) All underground room floor space must be more than 6 metres from the site perimeter. All access ways must be more than 3.66 metres from the site perimeter and related construction works at least 2 metres from the site perimeter.
- f) All proposed basements will require a hydrology and engineering report produced to the specification of the Association by a third party expert engaged by the Association and paid for by the Applicant.

### 4.3 Worked Example

The drawing below and overleaf shows the computation of non qualifying basement space for an indicative development.

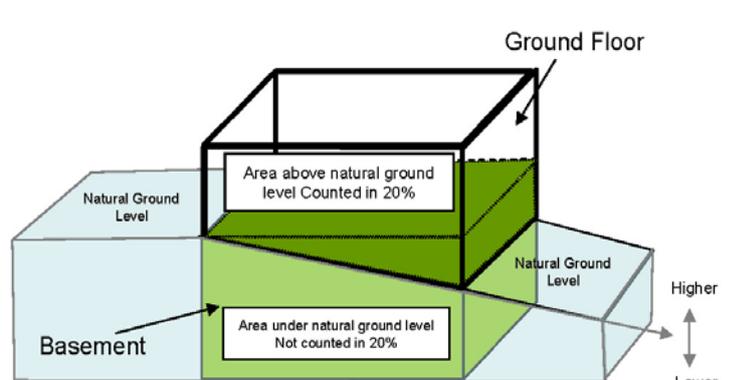
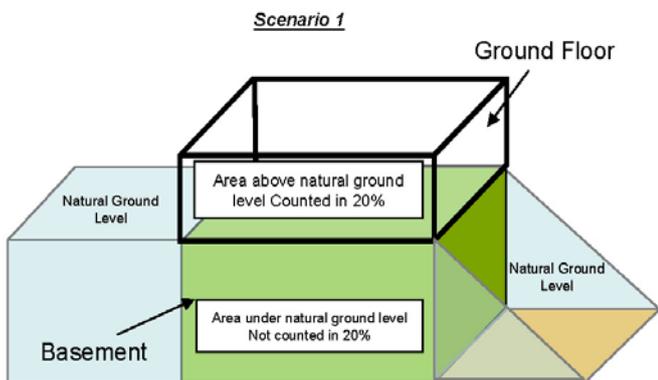
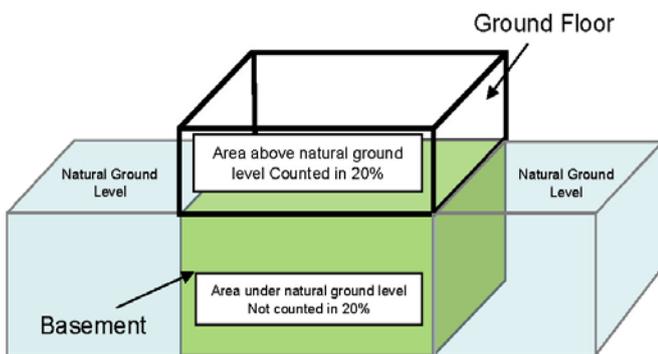
#### 4.3.1 Calculation of boundary distance in relation to basement access.



#### 4.3.2

### Basement Calculation

Basement Space - examples of Basement Space which may or may not be counted for the purpose of calculating GEFA

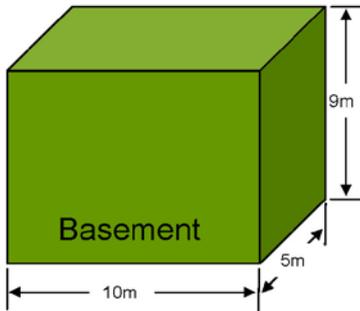


#### Three basic scenario's

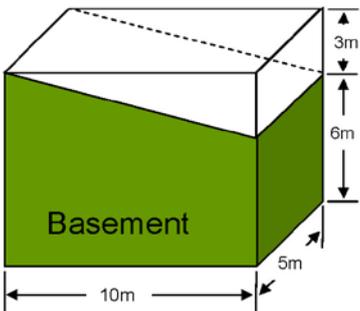
- Scenario 1 shows no part of the basement showing above natural ground level.
- Scenario 2 shows only 1 open face in the basement i.e. if there is a sunken terrace or garage on one face.
- Scenario 3 shows more than 1 face of the basement showing above natural ground level.

### 4.3.3 - Basement Calculation to convert volume to area for the purposes of calculating GEFA

#### Basement Calculation

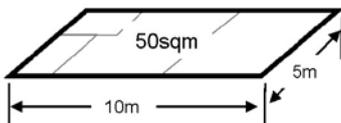


Basement Volume = 450m<sup>3</sup>



Basement Volume (countable) = 75m<sup>3</sup> (17%)

Basement Volume (non-countable) = 375m<sup>3</sup> (83%)



Basement Plan

For the purpose of the guidelines the following calculations would apply:

Countable area = 50sqm x 17% (8.5sqm)

Non-Countable area = 50sqm x 83% (41.5 sqm)

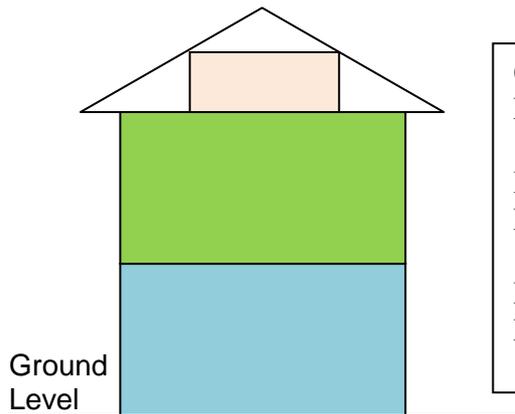
## 5 Computation of Plot Ratio

5.1 The Plot Ratios computed as the percentage of GEFA relative to Plot Area.

### 5.2 Worked Example

The drawings below show the computation of the Plot Ratio for an indicative development.

#### 5.2.1



$$\text{GEFA} = A+B+C+(\text{Underground Qualifying Space})$$

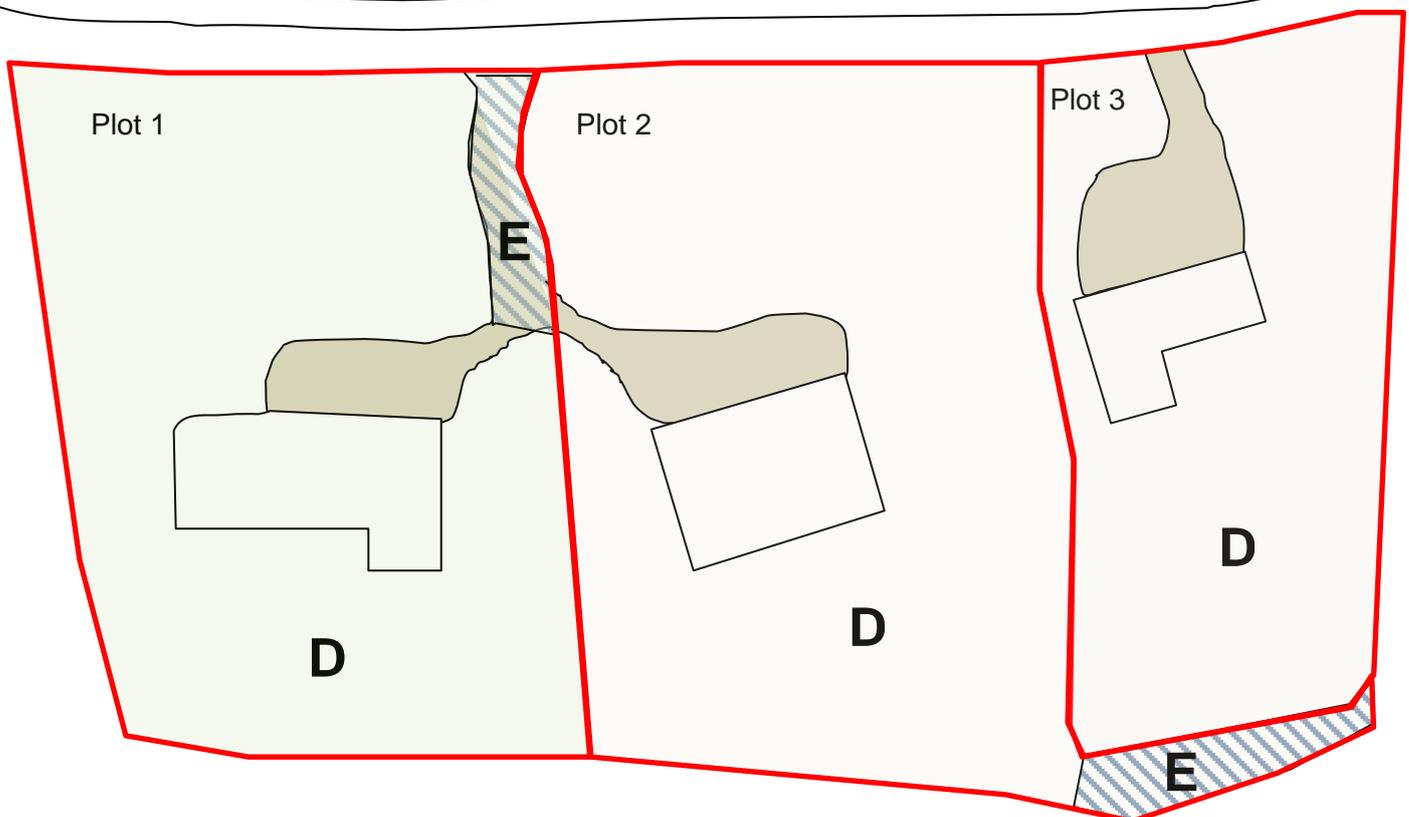
Example:  $126+350+350+85= 911\text{m}^2$

$$\text{PLOT AREA} = D-E$$

Example:  $5206-600=4606\text{m}^2$

$$\text{PLOT RATIO} = (\text{GEFA} \times 100) / \text{PLOT AREA} = \%$$

Example:  $911/4606 = 19.77\%$



E = irregular area of plot to be discounted from Plot Area

## 6 Hydrology Survey Guide

St George's Hill Residents' Association will appoint a consultant to raise questions in regard to possible impacts on the surrounding properties. It is for the developer's agents to acknowledge any questions raised, demonstrate that they have understood the concerns, and provide assurance that the possible impacts have been considered and appropriate measures have been put in place to ensure that there are no adverse impacts on the neighbouring properties. The scope of any additional assessment, the liability for the assessment and the design of any mitigation measures remains with the design team who are the developer's agents.

Some points that need to be considered:

1. Is there any risk that ground water flow is in the direction of the building or the neighbouring property? If so, what measures are proposed in order to verify ground water flow direction and monitor changes in the ground water flow regime during and after construction?
2. Given that soakaways are unlikely to work, what is the intended means of surface water disposal? Has there been any below-ground investigation to prove the means of disposal for surface water for the previous building?
3. What influence will the proposed basement structure have on the ground water flow? Is there any risk that natural ground water flows will be diverted thereby changing the existing ground water regime for the building on the adjacent property, possible consequences on these structures and what will be done to mitigate these risks?
4. Could there be any seasonal variation which could exasperate any of the possible influences? If so, what measures are proposed for ongoing monitoring of the ground water levels?
5. Is there any risk that the proposed basement excavation could result in a collapse or change which could result in structural problems for the adjacent building?
6. If there is a need for pumping during construction is the contractor prepared for the deployment of techniques to address possible large influxes of ground water?. How will these risks be managed, how will the possible influences such as settlement be monitored, and what controls will be in place in order to protect neighbouring properties and structures?
7. Excavation of the basement could result in heave. What influence could this have on the adjacent buildings and what measures (if required) will be put in place to protect them from any associated risks?
8. Is there any risk that the proposed building could alter the ground water flow (or any other influencing factor such as surface load) and result in slope stability issues for the neighbouring properties? If so, what further investigations are proposed in order to better understand this risk and to monitor slope stability during and after the proposed works?



**2 Gross External Floor Area (GEFA)**

Building 1	Qualifying Underground Space (QUS)	<input type="text"/>	sqm
	Ground Floor Space	<input type="text"/>	sqm
	First FloorSpace	<input type="text"/>	sqm
	Second Floor Space	<input type="text"/>	sqm
Building 2	Qualifying Underground Space (QUS)	<input type="text"/>	sqm
	Ground Floor Space	<input type="text"/>	sqm
	First FloorSpace	<input type="text"/>	sqm
	Second Floor Space	<input type="text"/>	sqm
Building 3	Qualifying Underground Space (QUS)	<input type="text"/>	sqm
	Ground Floor Space	<input type="text"/>	sqm
	First FloorSpace	<input type="text"/>	sqm
	Second Floor Space	<input type="text"/>	sqm
Building 4	Qualifying Underground Space (QUS)	<input type="text"/>	sqm
	Ground Floor Space	<input type="text"/>	sqm
	First FloorSpace	<input type="text"/>	sqm
	Second Floor Space	<input type="text"/>	sqm
Total GEFA (excluding QUS)		<input type="text"/>	sqm
Total Qualifying Underground Space (QUS)		<input type="text"/>	sqm
Any other area to be included in GEFA		<input type="text"/>	

**3 Other Dimensions**

Building 1	Ridge height from ground level	<input type="text"/>	m
	Nearest Boundary distance	<input type="text"/>	m
Building 2	Ridge height from ground level	<input type="text"/>	m
	Nearest Boundary distance	<input type="text"/>	m
Building 3	Ridge height from ground level	<input type="text"/>	m
	Nearest Boundary distance	<input type="text"/>	m
Building 4	Ridge height from ground level	<input type="text"/>	m
	Nearest Boundary distance	<input type="text"/>	m

**4 Overlooking or Visual Bulk**

3D projections in relation to any affected adjoining plot  Yes  No

If No, reason

Plan for early planting of screening vegetation  Yes  No

If No, reason

Notices to / from neighbours where second floor space is proposed  Yes  No

If No, reason

**5 Construction**

Proposed Start of Construction

dd/mm/yyyy

Expected Completion

mm/yyyy

Pre-start screening plan  Yes  No

If No, reason

Final Landscaping plan  Yes  No

If No, reason

Details of land form changes (i.e. building up or reducing height)  Yes  No

If No, reason

Construction method statement to include:  Yes  No

Site Layout

Yes  No

Accommodation

Yes  No

Vehicle Parking

Yes  No

Handling of deliveries

Yes  No

Storage of Materials

Yes  No

Prevention of mud & detritus on estate roads

Yes  No

Traffic management plan

Yes  No

Where underground or substantial ground works are to be carried out

Estimate of materials brought to or removed from site  m3

Programme of vehicle movements  Yes  No

Hydrology Report  Yes  No

If No, reason

**6 Trees**

Application for tree works  Yes  No

Tree protection plan  Yes  No

Plan number

Tree survey plan relating to Estate Act trees\*  Yes  No

Plan number

Proposal for replacement tree planting where required  Yes  No

Plan number

Arboricultural report  Yes  No

**7 Application Fees\*\***

Full Application

£

**8 Acknowledgement**

I have read and agree to abide by the current edition of the St Georges Hill Planning Guidelines

I/We agree to ensure any contractors appointed by us will abide by the current edition of the St Georges Hill Planning Guidelines and notes to contractors

Signature

Print

The Owner

Signature

Print

Development Representative (Architect/Builder)

Date  dd/mm/yyyy

Date  dd/mm/yyyy

<b>Nett Annual Value</b>					<i>For Office use only</i>
Total sqft (excluding ancilliary)		sqft @28p/£		Total £	
<u>Ancilliary</u>	Swimming Pool	sqm	Garages	sqm Total Ancilliary £	
	Rate £		Rate £	<b>Total NAV £</b>	

\* The St Georges Hill Estate Act 1990 \*\* Application fee subject to change please check before submitting the application