

# Guidance Notes 2017

For licence applications required by the covenants



## Introduction.

When Homesteads Ltd. developed **Chelsfield Park**, they ensured that a rural and sylvan character would be preserved by the incorporation of restrictive covenants into the deeds of each plot. These were assigned to the Residents Association in 1984.

A licencing committee was formed in 1988, which drafted guidance notes for licence applications, to provide a practical interpretation of the design, environmental and social components of the covenants. They were first printed and distributed in 1988 and were revised in 1998, 2003 and 2006.

Residents wishing to extend, alter or rebuild their property are invited to submit their proposals to the Association for approval under the covenants, which is confirmed, where appropriate, by the issue of a licence.

When properties are sold, mortgaged or re-mortgaged, confirmation that the property is compliant with the covenants will be necessary. A licence is then essential if alterations have been made or a replacement dwelling built. It is not a general policy to issue licences retrospectively other than in exceptional circumstances, and never when the criteria have not been satisfied. Negotiation, where appropriate, can be protracted, costly and delay the exchange of contracts.

The notes that follow provide all the information necessary to make a licence application, but further advice is available from the secretary, **Philip Horton** on **01689 852886**.

## To make a licence application you must provide:

- A fully completed application form.
- Two sets of drawings showing:
  - A site plan
  - Existing and new plans & elevations.
  - Site levels, falls & a ridge height.
  - Dimensions to boundaries.
  - A street scene and Design & Access Statement ( for new developments)
  - A specification for external finishes.
  - Trees & hedges proposed to be removed.
  - Parking arrangements.
- A cheque made payable to
- **The Chelsfield Park Residents Association Ltd.**
- See application form for costs.

## How we appraise your application.

The licencing committee consider applications with reference to these criteria:

### Design & Spatial Standards.

- The one house per plot covenant.
- The 30ft. (9.125m.) front building line covenant.
- The separation from the boundary of 1 metre per storey.

Note that this relates to level plots with 20.1m. frontages and adjacent properties on a straight building line. For other instances, some adjustment may be appropriate

- The 4m. Maximum rear building line extension beyond that of adjacent properties.

Proposals that exceed this criteria will be judged on their individual merits

- Containment within existing boundaries.
- Harmony of an extension with the original building.
- The appearance of new buildings.
- Over development of the site.
- Dominance over the adjacent property.
- Potential for subdivision of the property.
- Potential for severance from the main building.

Chelsfield Park has a wide range of architectural styles. The Association does not seek to limit or restrict style except where the proposal is inconsistent with the general standard of the estate

### Environmental Standards.

- Removal or displacement of soil.
- Adequate off street parking.
- Visual impact from the highway.
- Removal or damage to trees or hedges\*

\* Please liaise with our Tree Warden, Ann Gleeson on 01689 857650

### Social standards.

- Neighbours' amenity.
- Neighbours' privacy.
- Nuisance from use of facilities:
- Noise, smells, pollution etc.