

Office use Only
Application Number

Date

Norton Grange Residents' Association

Request for changes to Building Form BC1

Request for Consent Form

This form should be used to obtain consent from the Directors of NGRA for alterations, additions or developments, etc. within the boundary of a residents' property as required by the Covenants and Regulations. Please see your Land Registry Transfer documents for details of those alterations, which require consent or contact one of the Directors. *(This includes consent for extensions, conservatories, garden sheds, greenhouses, windows, solar panels, flag poles and satellite dishes etc)*

Consent cannot be given before the Directors have had the opportunity to consider all relevant papers, plans and views of neighbours, this consultation generally takes up to four weeks. The committee convenes monthly so you are advised to complete the required paperwork in good time.

NGRA Ltd will generally only consider your application after Stratford District Council has either granted Planning Permission or indicated in writing that the proposed works is considered to be Permitted Development. Therefore please enclose copies of correspondence to/from SDC.

NO WORK MAY COMMENCE UNTIL WRITTEN CONSENT HAS BEEN OBTAINED

Proposed work at:

Name _____

Address _____

Details of Work to be undertaken

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1. The following **must be** submitted with your application:-
- i) Plans: Please attach copies of your plans. These should show the location of the proposed work on your plot of land and its proximity to neighbours property. If it is not possible to scale them then dimensions to boundaries **must** be provided.
 - ii) Please also provide elevations detailing full dimensions of structures shown, both existing and planned. Please ensure that it is easy to identify what is the proposed work and what is currently in place.

2. Do you require Planning Permission Yes / No

If the answer the above is **Yes** please give details of correspondence or outcome of discussions.

3. Proposed Date of Commencement: _____

4. Estimated Time of Completion: _____

5. Name and Address and contact telephone number of Builders:

6. Please list the names and addresses of all residents who might be affected by the proposed work. (NGRA may also contact additional neighbours should the Board feel it is appropriate.)

_____	_____
_____	_____
_____	_____
_____	_____

7. Where will you be storing building equipment / resources/ builders vehicles?
(These may not be stored on the road /NGRA public places)

8. Please identify any specific access required for delivery vehicles.

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If there are any particular features of the proposed work, which needs to be drawn to the Directors' attention, please provide details.

Form Completed by: _____

Date: _____

Please note: Objection by a neighbour does not mean that the Directors will reject the proposed work.

Consent will not be unreasonably withheld.

In all cases the test of reasonableness will apply.