



Property Alteration Design Guide



Bournville
Stewardship Services
in Lawley Village

Welcome to Lawley Village, Telford



The importance of long-term stewardship cannot be underestimated, the success of Lawley Village will be measured not only in design quality terms when it is first constructed but also as to how it stands the test of time, in perpetuity.

We believe that the standards of design and quality should be maintained to retain its character and integrity. Part of the legal documentation you will have signed when you purchased your property sets out certain covenants which you have to comply with.

This means that you must seek approval from Bournville Stewardship Services before erecting any flagpole, aerial or satellite dish or erecting any building or structure that shall be visible from the exterior.

The design guide reflects the principals inherent in the design and construction of all houses, and will translate the legal documents into guidance for you on the future upkeep of your home, should you wish to consider repairs, alterations, extensions and improvements.

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Introduction

The design of all homes at Lawley will be undertaken to some of the highest standards for design, sustainability and construction now in use throughout the UK.

On completion, Lawley Village will support a sustainable community with a collection of four distinct and unique neighbourhoods, comprising Lawley Village, Lawley Bank, Newdale, and Newdale Valley, surrounding the commercial and social hub, Lawley Square.

Lawley Village reflects the simple style of traditional villages with great views over the surrounding valley; Lawley Bank has a strong emphasis on Georgian architecture and tree-lined avenues; Newdale will mix contemporary homes with a rural setting and Newdale Valley will offer a more vibrant setting.

At the heart of its commercial and social hub is Lawley Square, providing a bustling environment of shops, offices and restaurants. This will be complemented by the development of a new primary school and extensive parks.

We want Lawley Village to retain its character in years to come, and these covenants will give us the legal powers to ensure it does.

The role of the Telford and Wrekin Council

When Telford & Wrekin Council (the Council) granted the “outline planning permission” for Lawley Village, they imposed numerous conditions. Many of these conditions will be discharged by individual developers over a period of time. Some conditions have already been fully discharged and others will continue to apply in perpetuity.

Condition 32 will apply in perpetuity and means that the Local Planning Authority at the Council has withdrawn the normal exemptions, which allow home owners to carry out minor alterations and improvements to their properties without prior consent.

Condition 32 was imposed “to enable the Local Planning Authority to control the development and so safeguard the character and visual amenities of the area...”.

This is entirely consistent with the Bournville Stewardship Services management philosophy for the development.

You will therefore require full planning approval from the Council for any of the following:

- Extension to the dwelling
- Free standing building within the curtilage of the dwelling
- Addition or alteration to the roof
- Erection of a porch
- Satellite antennae
- Fences, gates & walls
- Any windows or dormer windows

You should not assume that consent from the Council will be forthcoming, and you should therefore make separate enquiries with the Council before making any alterations. It is likely to take at least 8 weeks for the Council to deal with an application.

However, before making any formal application to the Council, it will be advisable to contact Bournville Stewardship Services first because you will also require their approval (as described overleaf).

The role of Bournville Stewardship Services

In addition to approval from the Council you will also require formal approval from Bournville Stewardship Services for any alterations affecting the external appearance of your property or garden.

The Transfer or Deed of Covenant signed at the time you purchased your property states that you are not permitted “to erect any building or structure of any kind nor carry out any structural alterations or additions to the property which may be visible from the exterior of the property without the prior consent of Bournville Stewardship Services”.



Bournville Stewardship Services have absolute discretion to grant or withhold such consent. In general terms, the houses within Lawley Village are considered not to require any modifications or enhancements.

The high design quality of the development may mean that some plots are, of such a size and/or configuration which will not allow for certain changes, such as conservatories or extensions. This Property Alteration Design Guide reflects the principles inherent in the design and construction of all homes at Lawley Village. Detailed guidance is provided on pages 10-14 of this document for residents wishing to consider repairs, alterations, extensions and improvements. This document also sets out the procedure to follow in such circumstances.

Please contact Bournville Stewardship Services to discuss your proposals before you make a formal application, and if your proposals involve an alteration not covered by this Guide, please discuss your plans with Bournville Stewardship Services before taking any further steps.

All applications received by Bournville Stewardship Services will be considered against the criteria set out in this Guide and with fairness and transparency of decision making. It will take Bournville Stewardship Services approximately 6 - 8 weeks to deal with your application from the date of its receipt. You will receive a written decision. There is an appeal procedure. If Bournville Stewardship Services approves and authorises your proposals, you should also ensure that you obtain any formal planning approval from the Borough of Telford & Wrekin (as described above).

You may also need other statutory consents or approvals, such as Building Regulation Approval, and the agreement of your mortgage lender.

How to apply to Bournville Stewardship Services

Remember that all alterations affecting the external appearance of your property require consent from Bournville Stewardship Services.

Before submitting your application, please contact Bournville Stewardship Services to discuss your proposals.

You should also discuss your proposals with the Local Planning Authority at the Borough of Telford & Wrekin. You will be responsible for obtaining any planning approval from the Local Planning Authority and Building Regulation Consent that may be necessary.

You should discuss your proposals with your neighbours and agree with them any working arrangements that may affect them. In certain circumstances you may need to serve a Party Wall Act Notice on your neighbours.

Alterations and extensions can permanently alter the appearance and character of a property, as well as, to a greater or lesser extent, impact on the surrounding area and neighbouring residents. It is therefore, important to explore ways to provide additional space without needlessly resorting to options that could harm the individual house or neighbourhood.

Your home has been designed to comply with the Eco Homes criteria, and may therefore already be capable of easy internal adaptation to cater for changing needs.

To retain the integrity of Lawley Village, Bournville Stewardship Services will offer informal guidance about extensions to help you determine whether any alterations are necessary. If you proceed with an application for alterations it may be advisable to employ an architect or other suitably qualified professional with knowledge and experience of this type of work.

Bournville Stewardship Services will consider each application having regard for the Basic Guidelines described on page 6 and the more detailed Guidance on pages 10-14 of this document.



Basic Guidelines

Your building operations may affect the appearance of your property and the surrounding area for many years. Therefore you should consider what effect your proposals will have on your neighbours' homes and other properties in the area, as well as your own property. Consider whether they enhance or detract from the environment enjoyed by yourself and/or your neighbours.

Any extension should be designed to respect the original character and qualities of the house and plot.

Any extension should be subordinate to the original building so that it does not dominate in size or position.

Any extension should preserve or enhance the overall appearance of the property.

Any extension should be sympathetic to the amenities of neighbours, avoiding overlooking or overshadowing adjacent properties.

The building materials (i.e. facing bricks and tiles etc.,) you use must match those at your property.

Building up to a boundary can result in future maintenance problems. Therefore no construction nor alteration work (i.e. rainwater goods, foundations or roof overhangs etc.,) should encroach on any adjoining property.

Access from front to back gardens should be retained where it exists.

Consult your neighbours about any proposals that may affect them.

You should ensure that extensions to your property comply with the 45 degree rule (see page 7).

If single storey extensions are to be close to the boundary of your property. Bournville Stewardship Services will expect to receive confirmation from the immediate neighbours that they have no objection.

Two or three storey extensions should be designed to provide at least 1 metre between the proposed extension and the boundary, and at least 2 metres between the proposed extension and your neighbours' property (see illustration below).

Extensions should not be built forward of the main building line of the property.



REMEMBER - It is your legal duty to obtain Bournville Stewardship Services' approval before carrying out any work. Failure to do so may render you liable to legal action from Bournville Stewardship Services and make it difficult to sell your home.



The 45 Degree Rule

The 45 degree Rule will be applied by Bournville Stewardship Services in assessing all applications for relevant extensions.

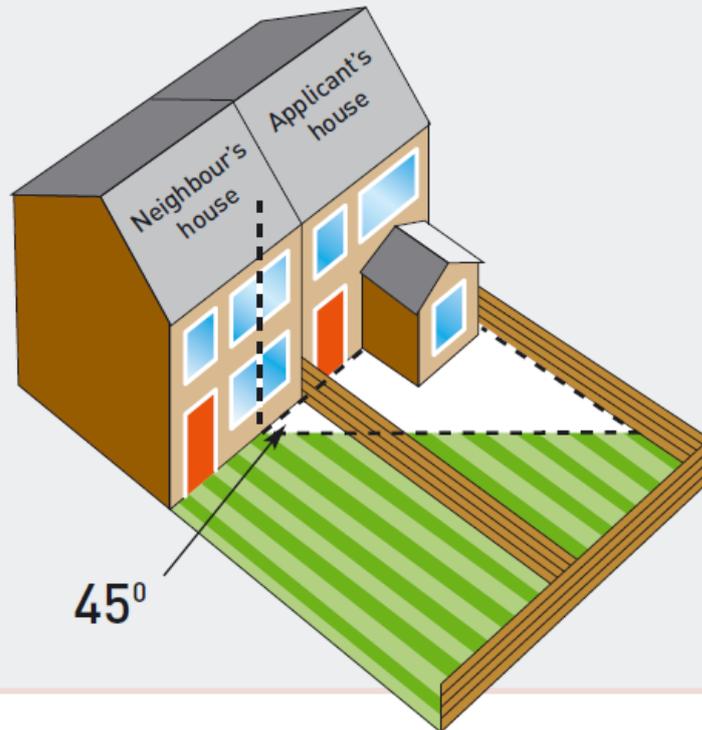
The illustration shows how it will be applied.

The 45 degree Rule is used to determine whether extensions might affect the outlook or daylight to nearby properties. It aims to provide a fair balance between the wishes of those who live next door; by ensuring that new building work does not cross an imaginary 45 degree line drawn from the nearest window of adjacent residential accommodation.

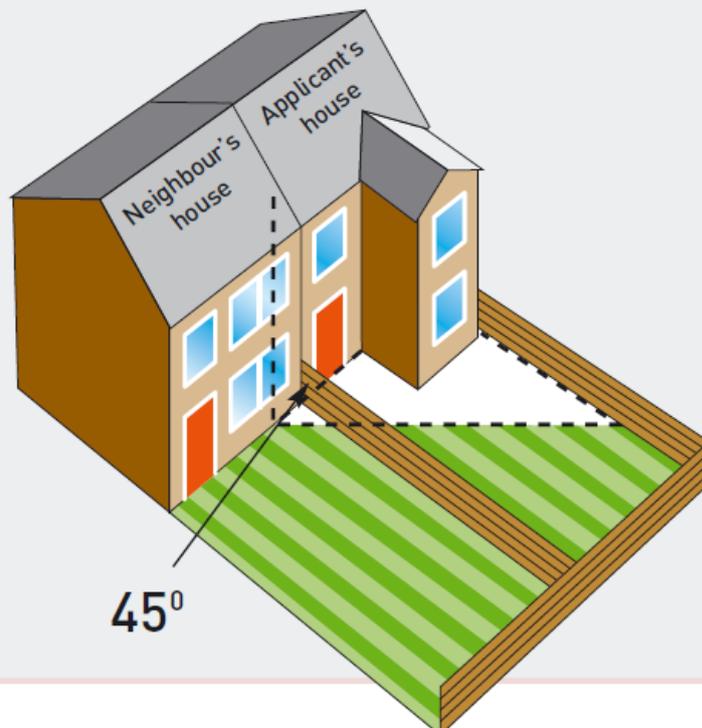
Such windows must be the main source of light to a “habitable room” (i.e. living rooms, bedrooms, kitchens and conservatories but not bathrooms, utility rooms, halls, landings or garages).

The implications of the Code can be influenced by various site conditions such as relative positions of existing properties and differences in ground levels, which may improve or worsen the situation.

Code applied from mid-point of neighbour's window for single-storey extension



Code applied from quarter-point of neighbour's window for two-storey extension





Information to be supplied with an application

When you are ready to submit your application, complete the Application Form available on request from the Bournville Stewardship Services office. Return it to Bournville Stewardship Services together with relevant plans, drawings and/or photos to show the details of your proposals.

Further information and a downloadable copy of the form is available on our website www.bvtlawleyvillage.org.uk.

Extension or other built structure

When applying for consent to undertake an extension or other built structure you should submit the following plans:

Location Plan showing the property, adjoining properties and roads, with a red line drawn around the site. The scale should be 1/1250 or 1/2500 and show the direction of North.

Site Plan at a scale of 1/500 or 1/200 showing the proposals in relation to boundaries and other buildings within the site. The plan should show positions of all buildings and highways on land adjoining the application site. If another building or structure (i.e. Neighbouring property) is situated near to part of the site where an extension is proposed, please show the position of windows in the building which are nearest to the proposed extension to demonstrate compliance with the 45 degree rule.

Elevational Drawings at a scale of 1/100 or 1/50 to show the existing property and all sides of the proposals. These drawings should show as fully as possible the proposed building materials, their type, colour and make. Where a proposed elevation adjoins another building, in a semi-detached or terraced situation, then an adequate part of the adjoining elevation(s) should be shown on the drawing. Window patterns, roof slopes, ground and floor levels, means of foul and storm water disposal should also be shown.

Floor Plans at a scale of 1/100 or 1/50 showing the existing and proposed floor plans of each storey of the building.

Photographs are always helpful to illustrate your proposals.

Minor Alterations

If your proposals involve more **minor alterations** to the property you should supply the following:

Photographs or drawings of the existing situation. Drawings, details and illustrations of the proposed alterations, details of materials to be used.



Processing Applications

Processing Applications

When your application is received by Bournville Stewardship Services it will be checked to make sure that:

- The application form has been completed.
- All relevant plans, drawing etc. have been attached.

Receipt of your application will be acknowledged, so that you know it is being dealt with. If there is anything missing from the application or clarification is required you may be asked to supply further information.

The process of considering your application involves:

- Checking the proposals to ensure that they comply with the guidelines in this Property Alterations Design Guide.
- Considering the proposals in the context of the existing property, neighbouring properties and your part of Lawley Village.
- It may be necessary to contact you or your agent (if any) to discuss the proposals.
- It may be necessary to make arrangement to visit your property.

Your application will be recorded on a Register which will be available for inspection at Bournville Stewardship Services' office, and also supplied to any Residents Groups at Lawley Village.

Bournville Stewardship Services operates a consultation policy. This means that we will write to immediate neighbours to notify them of your application and give them the opportunity to comment if they wish to do so. The consultation policy allows neighbours up to 4 weeks to comment.

At the time you make your application, you should consider discussing your proposals with your neighbours. If you wish, you could provide a letter from them (or ask them to send a letter separately) to confirm that they are aware of your proposals, and stating their views. A decision will not be issued until your proposals have been fully considered, which may involve a visit to your property and requests for amendments to the proposals.

You should not undertake any work until you have obtained all necessary consents. You should therefore allow sufficient time for your application to be processed. You should also ensure that your agent (if any) and contractors (such as builders, window replacement contractors and/or manufacturers and/or installers) understand the procedure which you need to follow so that you are not obliged to enter into a contract with them before all the necessary consents have been obtained.

In most cases you will receive a decision within 6-8 weeks from the date of the letter acknowledging receipt of your application. This period takes into account the 4 week consultation period, and time needed to consider the application. If your application is approved you will receive a letter of consent outlining any conditions which apply.

What you can do if you do not get consent

If your proposals do not comply with this Design Guidance, it is unlikely that you will obtain consent from Bournville Stewardship Services. You may therefore wish to revise your proposals before you submit them, to avoid unnecessary and abortive expense.

However if you submit an application which does not receive consent, you have the right to appeal to the Lawley Village Management Committee. The Committee will then review your original application, the information you have supplied in your appeal and any other material factors before reaching a decision. You will be notified of its decisions in writing. Its decision will be final.



Property Alteration Guidance

Single Storey Extensions

Dwellings at Lawley Village have been designed to maximise space and to provide high quality accommodation to cater for a wide variety of family needs.

Any proposal for a single storey extension will require careful consideration before consent is given.

Compliance with the 45 degree rule will be required. This is explained on page 7, please check with Bournville Stewardship Services if you require clarification before submitting your proposals.

Extensions will not be permitted on the elevation of a dwelling abutting a roadside or other area of the public domain.

Extensions should match the design of the existing property in style, materials & proportions; be subordinate to the main property and be in keeping with the part of the Village where your home is located.

Conservatories

As it may not be possible to add a conservatory to some of the homes in the Village you are strongly recommended to check with Bournville Stewardship Services before making any arrangements to add a conservatory to your home.

If you are permitted to add a conservatory, you will be expected to use materials which match original joinery materials at your property.

Two-Storey Extensions

Dwellings at Lawley Village have been designed to maximise space and to provide high quality accommodation to cater for a wide variety of family needs.

Any proposal for a two-storey extension will require careful consideration before consent is given. There should be a gap of at least one metre between a two storey extension and the boundary with a neighbouring property.

Compliance with the 45 degree rule will be required. This is explained on page 7, but please check with Bournville Stewardship Services if you require clarification before submitting your proposals.

Extensions will not be permitted on the elevation of a dwelling abutting a roadside or other area of the public domain. Extensions should match the design of the existing property in style, materials & proportions; be subordinate to the main property and be in keeping with the part of the Village where your home is located.

Loft Conversion & Dormer Windows

Many dwellings are designed to make full use of the roof space. Further alterations to the roof space will therefore not be permitted.

Where dwellings are designed as two-storey dwellings without habitable rooms in the roof space, this is a conscious design decision to create an interesting streetscape with a variety of roof style and heights. The addition of extra design will not be permitted.

Limited use of roof lights may be acceptable to provide natural light to the roof space, so long as the space is not converted to living accommodation.

Porches/Canopies

Changes to the original design features of front doors, such as canopies over front doors, or open porches will not be permitted. Additional porches (i.e. to replace canopies) will not be permitted.



Property Alteration Guidance

Garages - Conversion to Living Space/Extra Garage

Many garages are not physically attached to the dwellings. Therefore any form of conversion to living space or other change will not be permitted.

Extra garages will not be permitted.

Living Accommodation over Archways

No alterations or additions will be permitted to existing living accommodation over archways.

No new living accommodation (or additional space) to form an archway over an access way to areas at the rear of dwellings will be permitted.

Windows

The style of windows has been designed as an integral part of the dwelling. Alterations to the style etc. will therefore not be permitted.

When redecorating, or, in the event of replacement, the original glazing bar style, opening light configuration, materials, colour, style and dimensions must be retained.

Replacement will not be permitted unless items become damaged.

Replacement will then only be permitted on a strictly like for the basis.



Doors (front, rear and garage)

The style of doors has been designed as an integral part of the dwelling. Alterations to the style etc. will therefore not be permitted.

When redecorating, or, in the event of replacement, the original style, colour and material must be retained.

Replacement will not be permitted unless items become damaged. Replacement will then only be permitted on a strictly like for like basis.

Nameplates and house numbers only will be permitted in a style and size which is noticeable to allow identification, but which is not detrimental to the appearance of the property.

TV Aerials/Satellite Dishes, Radio Ham aerials

As a communal TV system serves phases 1A and 1B of the Village, individual aerials and satellite dishes will not normally be permitted in these phases.

Properties on all other phases require prior consent from Bournville Stewardship Services for any dish, which would only be permitted in a discrete location.

Aerial arrays and antennae will not be permitted.



Property Alteration Guidance

Burglar Alarm Boxes

Your property may have been provided with a burglar alarm when it was built. If this is the case there should be no need to add another. If it needs replacing it should be replaced on a strictly like for like basis.

Positions under the eaves or close to a corner of the building are usually most appropriate.

Please check with Bournville Stewardship Services before making any external applications to your burglar alarm system, or before adding a system.

External Lighting, other External Equipment

Standard locations will be identified to allow a suitable position, that is not detrimental to the appearance of the property.

External lighting (for illumination and/or security purposes) should be carefully positioned so that it does not intrude on neighbouring the property. Although its purpose is to illuminate, it should not be obstructive.

Careful consideration should be given to the methods of operations, so that it does not cause unnecessary light pollution nor disturbance at unsociable hours.

External heating (for recreational purposes) should be carefully positioned and be as unobtrusive as possible so that it does not intrude on neighbouring property.

Flagpoles

The transfer document signed when you purchased your home prohibits the erection of flagpoles without consent. They should therefore be avoided.

Gutter, Downpipes, Soffits & Bargeboards

Replacement will not be permitted unless items become damaged.

Replacement will then only be permitted on a strictly like for like basis.

When redecorating or in the event of replacement the original colour, shape, style etc. must be retained.

Driveways, Courtyards, Car Parking Spaces in front of Garages, Hardstandings and Pathways

Details of material to be used for the purpose of repaired and reinstatement are available from Bournville Stewardship Services. Existing private courtyards must be retained for the purpose intended.

Extra hardstanding will not be permitted. Additional pathways will not be permitted.

Caravans, Boats, Trailers & Lorries etc.

The transfer document signed when you purchased your home states that no lorry, caravan, boat or trailer should be allowed to remain on the property.

Arrangements to store these items elsewhere must therefore be made.

Caravans will only be permitted at the property to load and unload but must not be parked overnight there.

Only vehicles (such as private motor cars and light motor vans) that could be parked inside a garage will be permitted.



Property Alteration Guidance

Trees & Hedges

The retention of existing hedgerows and trees, and introduction of additional trees and shrubs is an important part of the overall development of Lawley Village.

Existing hedges and trees must be retained (or if dead or dangerous should be replaced with the same species or an alternative species approved by Bournville Stewardship Services). Independent advice will need to be provided if a tree is considered to be dangerous or dying. The position of hedges forming boundaries must not be altered. Hedges should normally be retained at a height of no more than 2 metres.

Walls, Fences & Railings

The location of walls, fences and railings should not be altered. (All repairs must be undertaken using materials to match those existing).

Any planted areas contained within your legal boundary, but outside boundary fences, walls or railings should be maintained to a high standard. The planting should be retained or replaced, if it should die or become diseased, with species approved by Bournville Stewardship Services.

Sheds/Garden Storage & Greenhouses

Any proposal for a greenhouse or timber shed (in addition to any existing shed) should be submitted to Bournville Stewardship Services for separate consideration.

Gardens

Soakways may have been created in the gardens of some properties. Planting, hard surfaces and other features which could impede their operation should therefore be avoided.

The transfer document signed when you purchased your home prohibits any pond or other water feature without Bournville Stewardship Services consent. They should therefore be avoided.

Swimming pools will not be permitted.

Front Gardens

Where front gardens have been designed with an open plan frontage (i.e. without enclosing boundary treatments such as walls, hedges, fences etc.) this characteristic must be retained.

Hedges, fences etc. will not be permitted in such cases.

Where front gardens are enclosed with some kind of boundary treatment, the type of enclosure should be retained without alteration.

If boundary features become damaged, replacement will then only be permitted on a like for like basis using matching materials, design and achieving the same heights.

Rear Gardens

Rear gardens should be retained for the purpose, mainly soft landscaped with only patio, decking or similar as hard surfaces. The creation of large areas of hardstanding for the purpose of parking a vehicle will not be permitted.

No additional dwellings will be permitted.



Property Alteration Guidance

Miscellaneous

Where building structures (such as garage walls) form part of a boundary to the garden of dwelling, the erection of additional structures to form extra living accommodation or links to the main house will not be permitted.

Additional gates into walls or fences where not installed at the time of construction will not be permitted.

Render will not be permitted if it does not form part of the original design of the property.

In general, alterations which upset the design and symmetry of dwellings or which alter the original character will not be permitted. Unnecessary and inappropriate embellishments must be avoided.

Working from Home

The transfer provides that the property should be used as single private dwelling.

Other business uses operating from your property may be considered, with each individual proposal considered on its merit.

Contact your local office to discuss your intentions, but please give thought to the following points if you intend to use your home for purposes other than a single private dwelling.

Any business likely to have a detrimental effect on the appearance and amenity of the dwelling and its surrounding will not be permitted.

Any business likely to incur significant vehicle movements to and from the property such as car repairs, delivery businesses etc., will not be permitted.

Energy Saving Devices

Bournville Stewardship Services actively encourages the installation of energy saving devices such as Solar Panels. However, in order to maintain the appearance and character of the estate, devices should be installed on an unobtrusive position and approval for installation should always be subject to the location of the device.

Solar Panels (Electricity and Water Heating Panels)

Solar Panels will not normally be permitted on a prominent elevation visible from the public highway. They should be located at the rear of the property or other unobtrusive location where possible.



Wind Turbine

For wind turbines to work at maximum efficiency, they are likely to be positioned well above the roofline. The detrimental appearance of wind turbines in such locations means that consent for this type of installation is unlikely to be approved.

In all cases, it is advised that residents assess the merits and cost implications when considering the installation of energy saving devices before committing to a contractual agreement. An application must always be made to Bournville Stewardship Services before any work begins and before any financial commitment is made.

For more information please call:

01952 898524



BVT Lawley Village



Bournville
Stewardship Services
in Lawley Village

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Cherry Tree House
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