

Development Management, Council Offices, Welwyn Garden City, Herts, AL8 6AE  
Telephone: Welwyn Garden (01707) 357000

## **APPLICATION FOR ESTATE MANAGEMENT CONSENT NOTES FOR E.M.1.**

Much of the attractive environment of the District results from the careful planning and control over buildings and their settings. This control, which is in addition to planning permission, covers fairly detailed changes including alterations to houses, erection of garden sheds and fences and removal of hedges, etc. Proposals, which could be detrimental to amenity or values in your neighbourhood are subject to control by the Council.

Use this form;

**IF \*** Your property is, or was originally, leased from or was bought from the Council or the Development Corporation Commission for the New Towns.

**OR\*** You live in a freehold property in Welwyn Garden City, then it is likely that covenants on your deeds require that you must get the Council's consent for changes and if it lies within the Welwyn Garden City Estate Management Scheme area

If your property lies outside the Estate Management Scheme area you may still require consent under Conveyance or Leasehold conditions. These applications are dealt with by the councils Estates Department and for further guidance please contact them on 01707 357000. If you are in any doubt, check your deeds, the area of the Scheme (online at [www.welhat.gov.uk](http://www.welhat.gov.uk)) or contact the Planning Department, who will be happy to help.

Please note that, unlike planning permission, only the owner or lessee can submit the application rather than a prospective purchaser or neighbour.

\*It is the Council's policy to notify neighbours of proposals which may affect them. As part of this we publish the application on the councils website. Please let us know if you need any clarification.

### **TO SUBMIT YOUR APPLICATION YOU WILL NEED:-**

- One completed application form
- Ordnance Survey plan at a legible scale (1:1250/1:2500) with the site outlined in red.
- Block plan at a legible scale showing existing/proposed buildings, fences, boundaries, hard surfacing, trees etc.
- Existing and Proposed Plans & Elevations at a legible scale (1:50 or 1:100) in accordance with our validation checklist
- Supporting justification for the proposal
- Retrospective applications will require a fee

### **REMEMBER**

- You may also need Planning Permission
- You may also need Building Regulation Approval

[www.welhat.gov.uk](http://www.welhat.gov.uk)

**WELWYN  
HATFIELD**  
BOROUGH COUNCIL



**E.M.1.**

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Telephone: Welwyn Garden (01707) 357000  
Email: [planning@welhat.gov.uk](mailto:planning@welhat.gov.uk)

PLANNING  
DEPARTMENT

28 MAR 2017

RECEIVED

**Application by owner/lessee for approval under Welwyn Garden City  
Estate Management Scheme**  
The Management Scheme\*  
Leasehold Conditions\*

**a) Applicant (Owner or Lessee)**

Name: KHOO TECK SIAN

Address: 35 SHERRARDS PARK  
ROAD, WELWYN GARDEN  
CITY

Postcode: AL8 7JY

Telephone no: [REDACTED]

Mobile no: [REDACTED]

Email: [REDACTED]

**b) Agent (if any)**

Name: .....

Address: .....

Postcode: .....

Telephone no: .....

Mobile no: .....

Email: .....

c) Site Address (if different from a): .....

d) Description of Proposal: Driveway extension

e) Have the works already been carried out or started? YES/NO

f) Has assistance or prior advice been sought from the Council regarding this application, if yes, please give details:-

Officer: Emily Stainer

Date: 28/3/17

g) The site is: Freehold or Leasehold (please circle which is applicable)  
If Leasehold enter the date of the Lease: [REDACTED]

**APPLICANTS/AGENT SIGNATURE**

DATE: 28/3/17

Please note that the information provided on this application form and in supporting documents may be published on our website. If you require any further clarification, please contact our planning department.