

ESTATE MANAGEMENT CONSENT APPLICATION

- A extensions
- B alterations to external appearance
- C new buildings
- D hard surfacing
- E soft landscaping

Only **ONE COPY** of documents and plans need to be submitted. Please do not have any 'confidential' information embedded, such as signature, personal telephone numbers or email addresses etc.

Application requirement and glossary page number	Policy driver	Development types and threshold	Submitted OR short statement enclosed why not required?
Completed form		All development types	
Site plan (refer to glossary for information required)	EM3	All development types.	
Location Plan (refer to glossary for information required)	EM3	D and E (for E submit existing and proposed plans)	
Appropriate fee	£242	Required when work has been commenced or completed	
Existing elevations (e.g. at a scale of 1:50 or 1:100)		A, B ?? C (if existing buildings proposed for demolition)	
Proposed elevations (e.g. at a scale of 1:50 or 1:100)	EM1, EM2	A, B and C	
Existing floor plans (e.g. at a scale of 1:50 or 1:100)		A and C	
Proposed floor plans (e.g. at a scale of 1:50 or 1:100)	EM1, EM2	A and C	
Proposed Roof plans (e.g. at a scale of 1:50 or 1:100)	EM1, EM2	Required for A, B and C where the proposal directly affects the roof – e.g. solar panels, dormer window, rooflights etc.	

Please refer to 'Welwyn Garden City Estate Management Scheme', 7 October 2008 booklet for full details.