

## 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<br>(refer to glossary for information required)     | EM3           | All development types.   |   |
| Location Plan<br>(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<br>(e.g. at a scale of 1:50 or 1:100)     |               | A, B<br>?? C (if existing buildings proposed for demolition)   |   |
| Proposed elevations<br>(e.g. at a scale of 1:50 or 1:100)     | EM1, EM2      | A, B and C   |   |
| Existing floor plans<br>(e.g. at a scale of 1:50 or 1:100)    |               | A and C  |   |
| Proposed floor plans<br>(e.g. at a scale of 1:50 or 1:100)    | EM1, EM2      | A and C  |   |
| Proposed Roof plans<br>(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.