

Scheme of Management

Building work consent application form



If you wish to undertake works to your property and require consent from Calthorpe Estates under the Scheme of Management, please complete this form and send to our agents, Mainstay, along with your payment.

Send for the attention of the Calthorpe Estates Team, either by email to buildingcommunities@mainstaygroup.co.uk, or by post to Mainstay Residential, Whittington Hall, Whittington Road, Whittington, Worcester WR5 2ZX. Please include, where relevant, all the appropriate documents as highlighted on page 24 of the Residents' Handbook.

Applicant to complete

Full name _____ Title (Mr/Mrs/Ms/Dr/Prof/Other) _____

Property address (including postcode) _____

What works do you wish to undertake _____

Is an application fee applicable? If yes, has payment been made by cheque or BAC's (please tick as appropriate) Amount £ _____

What documents have you supplied with the application (please tick on checklist below, as appropriate)

Buiding work proposed	Existing elevations*	Existing floor plans*	Proposed floor plans*	Proposed elevations*	Design and access statement	Arboreal report	Copies of any statutory consents applicable
Two storey side or rear extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First floor extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single storey extensions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Conservatories or Orangeries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loft conversions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Porches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outhouses and any outbuildings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Railings and gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal structural alterations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Always required
- Required if the proposed works impact on any trees
- Required if property is in the Conservation Area
- Copies to be provided once obtained
- * Elevations and plans must be supplied to scale

Any other comments _____

Signed _____ Name _____ Date _____

Internal

Date received _____ Processed by _____ Ref No. _____

Plans received All Missing _____

Payment Notified resident of fee - Yes Date _____ Payment received by cheque BACS Amount £ _____ Date _____

Notes _____