



Property Change Request Guidance

If you intend to make any changes to the *external* aspect of your property you should advise the Trustees of your proposal by completing the appropriate Property Change Request Form.

ALL communications regarding Property changes must be emailed to property@delamerepark.co.uk

Emails direct to trustees cannot be considered in the approvals process.

Form 1 - Minor alterations and general maintenance

Form 2 - Structures without foundations and Landscaping works

Form 3 - Works requiring Building Regulations or Planning Approval

Form 4 - Work to trees with TPO's or protected hedgerows

Once a form is received and all the expected information is attached a copy of your Change request will be emailed to all Delamere Park residents and displayed on the notice board in the Clubhouse. Plot Owners will have 14 days from that date to submit any comments or objections to the Trustees in writing or by email.

It is possible that the Trustees may request additional information before they formally consider your request and in some cases the consultation period may need to be extended to allow plot owners to consider the additional information.

You will receive a Trustee decision in writing only after all of the following conditions have been met:

- The consultation period has concluded
- All requested documentation in relation to the proposal has been submitted to the Trustees
- Cheshire West and Chester have given their decision regarding Building Regulations and/or Planning Approval, or supplied a document stating that approval is not required for the proposed work (Relevant to Form 3)
- Cheshire West and Chester have given their decision on works to be carried out (Relevant to Form 4)
- The Trustees have had the opportunity to discuss all aspects of the application together (usually at next Trustee meeting)

Therefore, in order to help Property Change Requests to proceed quickly please ensure that you provide all required documentation in a timely manner.

A list of decisions (both approved and declined) will be emailed to residents after each approval meeting

The following list, **while not exhaustive** is based on the most common requests

Form 1:

- Colour scheme changes of any of the following: cladding, gutters, drainpipes, soffits, roof tiles, window frames, doors or any other external rendering.
- Replacement of identical like for like same colour structure (eg replacing roof tiles) does not strictly need permission BUT the Trustees very strongly recommend that Form 1 is completed as this will dramatically reduce future problems. Often when works are started there are complaints and queries from other residents and the time spent dealing with these can cause significant delays and extra costs to plot owners.
- Installation of UPVC window frames or doors.
- Changes to or erection of new Canopies
- Solar Panels
- Water Heating Panels



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Form 2:

- Front garden (usually the open plan area of the property)
 - Any changes to paths/driveways
 - Any planting of bushes/trees (hedges or fences will not usually be allowed)
 - Construction of rockeries/fixed planters etc
- Rear Garden (the garden area enclosed by a fence/hedge)
 - Any low-level changes to paths or decking etc are acceptable and do not require permission BUT:
 - Erection of any structure over 2m in height. Anything less than 2m is unlikely to be visible above the fence/hedge. This includes but is not limited to
 - Summer houses/sheds/garden offices etc
 - Greenhouses or Glass Houses
 - Pergolas or archways
 - Replacement of exact like for like, same colour fencing is acceptable and does not require approval BUT
 - Any changes to the fence design/colour/line/position require approval. Particularly:
 - Style of fence/hedge
 - Addition of new fence/hedge or other boundary marker
 - Removal of existing fence/hedge or other boundary marker
 - Creation of secondary access points to properties via rear gardens
 - Position of the hedge. Note: enclosing any of the open plan area of the property is unlikely to be acceptable as it would breach clause 10 of the second schedule of the Covenants
 - Installation of Satellite Dishes greater than 60cm on house walls
 - Installation of large Radio Aerials

Form 3:

“Permitted Development Rights” are suspended for all properties on the Park presumably as part of the original covenant arrangements. This means that all modifications to the building require CWAC planning approval. Many also require Building Regulations approval. Examples include but are not limited to:

- Extensions
- Addition of Conservatory or Orangery.
- Conversion of garage spaces to other purposes
- Erection of a new garage
- Structural changes that change the character of a property, however subtle
- Erection of Porches
- Roof Line changes
- Roof Dormer additions
- Large Velux Window additions
- Installation of woodburning stoves and/or Chimneys

For all of the above changes you will need to contact Cheshire West and Chester Planning Department to obtain either full planning permission or a document stating that planning permission is not required.



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Form 4:

- Removal of Trees with TPO's (see link below)
- Canopy reduction on trees with TPO's
- Removal or replacement of protected hedgerows
- Changes (either removal or planting) to trees in the front or open plan part of a property require approval. **This should be applied for on Form 2 above**
- It is not usually necessary to apply for permission to change trees within the enclosed rear garden of your property unless it is subject to a TPO or is in a protected area (see link below). Trees which you have planted yourself inside your enclosed garden could not be considered part of the landscaping scheme of the Park and as such are not covered by clause 10. However, there are a few older trees on the Park which form part of the history of the Park and are visible on photographs from the days of the army camp or Delamere Manor etc. These heritage trees do form part of the Landscaping scheme of the Park and any work on them does fall under the remit of Clause 10 and requires prior approval.

Please Note:

All 'Approved' property changes must be carried out in accordance with any stipulations given by the Trustees in the decision letter. All works must be completed within 3 years of the 'Approved' date. If for any reason you are unable to progress with your planned work within this timeframe, you will be required to re-apply for property change approval.

We are also now recording once a change has been completed. It would make the office staff's jobs much easier if you could report the completion to the office. If there were any conditions attached to the approval, these can then be verified and the work signed off as completed.

Some properties on our development are Leasehold and are subject to additional covenants. The Trustees will be happy to help with advice on this where appropriate.

CWAC TPO information can be found by searching for "CWAC TPO" on google and click on [Find out if a tree is protected by a Tree Preservation Order](#)

Please be aware that we are nowadays regularly asked by purchaser's solicitors to provide details of any prior property change approvals. Any changes made to a property without appropriate approvals are likely to have a significant impact on your ability to sell your property.