**Guidance: Making changes to your home.**

**Introduction:**

All leaseholders (Tenants) have signed leases which restrict or prohibit certain activities.

1.0 There is a covenant which requires leaseholders to obtain consent from the Management Company (NEMC) and the Freeholder/Landlord (Wallace Estates Ltd) through their Managing Agents (Simarc):

*Not to erect any additional building shed greenhouse or other structure or make any additions to or extensions or enlargements of or alterations to or affecting the external appearance of the Premises or the House or to remove any of the Landlord’s fixtures and fittings without having received the prior written consent of the Management Company and the Landlord to the drawings and specification relating to the extension enlargements or alterations and then only to carry out the works authorised in accordance with the approved drawings and specifications.*

1.1 The *Landlord’s fixtures and fittings* include **all** **elements of the property** **as built**. In the case of apartments, it is essential to consult your lease regarding the extent of your property under the terms of the lease – see the section defining the Premises. There are differences in the leases of new-build houses and houses which form part of a block and you should consult the definition of your House/Premises in your lease.

1.2 Work carried out without the necessary consents may affect insurance cover.

1.3 If work is carried out for which formal approval has not been obtained, this will create problems should you wish to sell your property.

**Parties Involved in the decision making process:**

* Nether Edge Management Company (NEMC) comprises Leaseholders from the Estate who form the NEMC Board.
* Simarc act on behalf of the Freeholders; Wallace Estates Limited.
* The Sheffield City Council Planning Department enforce the Article 4 Direction, Listed Buildings Consents and Conservation Area Consents.

**Background Information relating to the Sheffield City Council Restrictions and Planning Approvals:**

The Development falls within the Nether Edge Conservation Area; valued for its special architectural and historic character. The aim of designating the conservation area is to ensure the area’s character and appearance is preserved and enhanced and that any development is sympathetically designed.

To prevent minor changes to properties (windows/doors/walls/gardens) which have a damaging effect on the area’s character and appearance, Sheffield City Council introduced an Article 4 Direction.

The Article 4 Direction extends planning controls to include works which that did not previously require planning permission to ensure that any changes are of good quality and sensitive to local character.

The Article 4 Direction covers works to alter/erect/remove: Chimneys, Windows, Doors, Doorways, Stonework, Brickwork, External Timbers, Rendering, Extensions, Roofs, Porches, Gates, Fences and Walls. Along with the provision of: a building, a swimming pool or a hard surface within the curtilage of a dwelling house – including the maintenance, improvement or alteration of any such item. Finally it covers: the painting (or if already painted, the change of colour) of a dwelling house or building or enclosure within the curtilage of a dwelling house (excluding windows, doors and rainwater goods for maintenance purposes).

Both the Kingswood Block and Muxlow Block are Listed Buildings therefore any works would require Listed Building Consent from Sheffield City Council.

**What permissions will be required from each party?**

|  |  |
| --- | --- |
| **Permission Requested For:** | **Permission Required From:** |
| **NEMC** | **Simarc**  | **Sheffield CC Planning Department** |
| A skip to be placed on communal grounds |   |  |  |
| The erection of a Satellite Dish |  |  |  |
| The erection of a Garden Shed/Greenhouse |  |  |  |
| The erection of a Washing Line |  |  |  |
| To plant a tree/shrub |  |  |  |
| Internal Alterations (Structural Changes to room layouts/removal of walls/new bathrooms or kitchens etc.) |  |  |  |
| External Alterations (Windows/Doors/Porches/Fences/Gates etc.)  |  |  |  |
| To carry out a profession/trade/manufacture or business from your property |  |  |  |
| To park a lorry/van/vehicle at the premises or in a parking space or elsewhere on the site exceeding 1.5 tonnes. |  |  |  |
| To keep an unroadworthy and/or untaxed vehicle on the Site for any period of time |  |  |  |

**What order should you submit the permissions?**

Where permissions are required from Sheffield City Council, please retain these permissions before requesting permission from NEMC.

Where permissions are required from NEMC, Simarc and Sheffield City Council firstly obtain permissions from Sheffield City Council, then NEMC, then Simarc. Simarc will require written consents from both NEMC and Sheffield City Council before the authorisation of any works.

If you have any doubts at any time, do not hesitate to contact NEMC or The Estates Office for advice first.

**What needs to be included in applications that are submitted to NEMC?**

|  |  |  |  |
| --- | --- | --- | --- |
|  | An NEMC Application Form | Annotated Sketches/Photographs | Architectural Drawings |
| A skip to be placed on communal grounds |  |  |  |
| The erection of a Satellite Dish |  |  |  |
| The erection of a Garden Shed/Greenhouse |  |  |  |
| The erection of a Washing Line |  |  |  |
| To plant a tree/shrub |  |  |  |
| Internal Alterations (Structural Changes to room layouts etc.) |  |  |  |
| External Alterations (Windows/Doors etc.)  |  |  |  |
| To carry out a profession/trade/manufacture or business from your property |  |  |  |
| To park a lorry/van/vehicle at the premises or in a parking space or elsewhere on the site exceeding 1.5 tonnes. |  |  |  |
| To keep an unroadworthy and/or untaxed vehicle on the Site for any period of time |  |  |  |

**Are there any costs involved?**

NEMC: Nil.

Simarc: £300.

Sheffield City Council: Nil for any items covered under Article 4 Direction. £180 for any other items.

**What are the timeframes involved?**

NEMC: 7-21 days. Applications will be discussed at Board Meetings, which are usually held the second Tuesday of each month.

Simarc: 7-21 days.

Sheffield City Council: Usually anything up to 28 days.