

## GUIDANCE FOR THE MAINTENANCE AND ALTERATION OF PROPERTIES

### OBJECTIVES

The Formosa Board ('the Board') aims to achieve a look and feel for the area that is in keeping with the original Victorian style but that recognises modern lifestyle needs and the opportunities presented by modern building techniques. In general, simple solutions will be preferred to over-ornate ones, and proposals that align with existing building lines and styles will be preferred over those that stand out as significantly different from existing structures.

### RENT CHARGE DEED

When buying your property, you will have signed up to adhere to the rules governing properties around the Formosa Garden ('the Garden') as set out in the Rent Charge Deed. These include important requirements to be observed in relation to the external maintenance of your property, and the constraints you must observe when making external alterations. Note that if work is carried out without permission, the Board, acting on behalf of the Formosa Amenity Company, can force it to be undone. The Board has also approved rules and guidance to help those considering maintaining or altering their property.

All Freeholders must comply with the rules set out in the Rent Charge Deed. The key provisions of the Rent Charge Deed in relation to alterations can be summarised as follows:

- All buildings surrounding the Formosa Garden, plus the shops on Formosa Street, the Prince Alfred pub and the Colonnade Hotel are within the scope of these provisions
- These provisions apply to both the street-side and Garden-side of these buildings
- No alterations to the external appearance of buildings (including colour scheme) can be made without prior written consent from the Amenity Company
- No new buildings or structures (including aeriels) can be made without prior written consent from the Amenity Company
- All external features including paintwork, brickwork, piping, stonework etc. must be maintained in good order in colours to be determined by the Amenity Company
- No signs to be erected without prior written consent from the Amenity Company

### RULES AND GUIDANCE

The rules and guidance relating to alterations to properties around the Formosa Garden are set out below. Mandatory requirements are set out as 'musts' and guidance is set out as 'shoulds', although proposals that stray far from the guidance are unlikely to be approved.

#### GENERAL

1. Any external alteration of any kind must have prior permission from the Board. Applications should be submitted in accordance with the application process set out elsewhere on the web site. 'Alterations' include any proposals to make changes that require planning permission as well as minor changes that do not require planning permission. Even if a householder has planning permission from Westminster Council, no alterations may be undertaken without the explicit written permission of the Board.

#### MAINTENANCE

2. All properties must be maintained in a good state of repair, including external redecoration at least every 5 years, or at the discretion of the directors.
3. All stucco and render must be painted in Magnolia (British Standard Colour Code 08 B 15). It is not acceptable for stucco or render areas to be painted white.
4. All woodwork apart from street-facing front doors must be painted White (BS 00 E 55). Woodwork that has been painted black or magnolia in the past must be repainted in white when

properties are redecorated in the five yearly cycle. Main street-side front doors may be painted a colour of the householder's choice but this should be in keeping with the overall look and feel as mentioned above and subject to any more specific requirements for listed buildings.

5. Pipework and gutters must be painted gloss black.
6. External stairs, railings and other metalwork must be painted gloss black.
7. All existing exposed brickwork areas must remain as exposed brickwork while all existing stucco areas are to remain as stucco. Brickwork should not be painted. Brickwork that has been painted in the past must have such paint removed as part of the 5-yearly redecoration cycle.
8. Existing stucco areas must neither be reduced (removed to expose brickwork) nor extended.
9. New construction should be in keeping with existing adjacent brickwork or render/stucco.
10. Repointing of brickwork should be undertaken in a colour of mortar that matches existing pointing.

## ALTERATIONS

### General

11. The rules and guidance in this section apply equally to alterations to existing structures (including 'like for like' replacements) and extensions.
12. Any proposed extension or external structural alteration should be in keeping with adjacent buildings in terms of scale, material, windows, architectural detailing, and colour of the finishes. Roof extensions should generally be contained within the pitch of the existing roof, with properly formed dormer windows. Velux-type roof lights will not normally be approved. Flashings should be properly formed in lead and stepped into the brickwork where necessary.
13. Subterranean basements or any other development under the garden side of buildings will not be approved

### Windows and Doors

14. Replacement and new windows and doors (e.g. in any new extension) must be constructed in wood and match the design of those of the existing building. Windows should normally be vertical sliding sash windows. Modern 'mock' sash windows that look similar to traditional windows when shut but, instead of sliding vertically up/down, are hinged to open outwards, are not acceptable. U-PVC, plastic or metal windows and doors are not acceptable.
15. Any works to existing sash windows should be repaired to match traditional sash windows regardless of the design of the windows being replaced
16. Existing window openings should not be changed in size, either by making them wider or taller (including removing the brickwork under the window).
17. New window and door openings should align with existing ones, both vertically and horizontally.
18. Windows should not be removed or the opening bricked up.
19. The design of doors and French windows (either to replace existing or new) should be consistent with those in existing adjacent properties. On the garden side, simple designs with single panes will be preferred over ornate designs with multiple small panes. Street-side front doors should be of a design that is consistent with adjacent properties.

### Metalwork

20. Alterations to external staircases and balustrades should match adjacent existing ones. New external staircases and balustrades should either copy an original Victorian-style example or consist of plain elements, including plain vertical balustrade rods.
21. The original upper floor balustrades to Warrington Crescent should be retained. If parts of the staircase or balustrades are missing, then copies of adjacent panels, in reconstituted stone or concrete, should be made to infill missing areas to match the original. Glass reinforced plastic copies should not be used.

22. Railings and gates should copy original examples or consist of plain vertical rods.
23. Finials, vertical rods and gates should be maintained and replaced with ones of a matching design where missing.
24. Railings should not be removed and where missing must be replaced. When existing wooden fences on the boundary of properties adjacent to the Garden need replacing they must be replaced by metal railings of a similar size and design to those in adjacent properties. Wooden structures, e.g. fences, latticework etc. in place of railings are not acceptable.
25. Other than for stub walls that support railings, brick structures (either plain or stuccoed) in place of railings are not acceptable.

#### Security

26. External security grilles may be installed to street side basement and garden side ground level openings. Their design should be simple and consist of straight vertical rods. External grilles should not be installed to any upper floors.
27. External concertina-type security gates are not acceptable externally at any level.
28. Roller shutters are not acceptable internally or externally.

#### Gardens to properties

29. Low garden and other walls facing the Garden should match the existing brickwork, be the same height as other adjacent garden walls and be constructed of second-hand London stock bricks or finished with painted stucco render as appropriate.
30. The height of plinth walls and railings should be consistent with those of adjacent properties. For example, on the Castellain Road side of the garden the railings are taller than those on the Sutherland Avenue side: the height of any new or modified garden walls should match these heights.
31. Railings on the top of plinth walls should also be of a consistent height and design along a run of houses and comply with the requirements for railings set out above.
32. Timber fences on top of low brick walls fronting the Garden are not acceptable – railings should always be used if height is required. Timber fences but may be permitted on the dividing line between properties provided that you have the agreement of your neighbours and provided that it is not more than 1.4m (4'6") in height above ground level.
33. Garden sheds should be unobtrusive and painted/stained a black/neutral colour

#### Paving and tiling

34. Paving within the gardens of individual properties and on roof terraces should be of a subdued colour and preferably of a natural material. Brightly coloured paving should be avoided.
35. The black and white tiling on the approach to the street-side front door of each property is covered by the same conservation rules as the building. New tiling or stonework on the approaches to street-side front entrance doors should match the style and materials of adjacent properties. Any proposed change must be submitted for approval.

#### External attachments to buildings

36. The guidelines to be followed for TV Aerials and Satellite Dishes are set out in some detail by Westminster City Council. They should be sited so that they are not visible at street or garden level. Only one satellite dish per house will be approved, so if multiple flats wish to have satellite dishes they will need to coordinate to meet this requirement.
37. External cabling for satellite dishes, TV aerials, telephones etc. should be avoided if possible, but where unavoidable it should be dark in colour on brick buildings, or match the colour of the stucco on stucco buildings. Cabling must be neatly fixed in vertical and horizontal runs only. Connection boxes for any cabling should be avoided wherever possible but where unavoidable

must be no larger than 15cm x 15cm x 3cm deep and must be dark in colour on brick buildings, or match the colour of the stucco on stucco buildings.

38. Air conditioning units and air source heat pumps must not be attached to exterior walls or be visible from ground level.

#### EXTENSIONS

39. There is very little scope for extensions to properties within the Amenity area, including for conservatories and greenhouses. However, any proposed extension must be in keeping with the building that is being extended in terms of scale, material, windows, architectural detailing, and colour of the finishes. Roof extensions should generally be contained within the pitch of the existing roof, with properly formed dormer windows. Matching second-hand Welsh slates should always be used in preference to new or artificial slate, especially on listed buildings where the former is a prerequisite. Flashings should be properly formed in lead and stepped into the brickwork where appropriate.
40. Proposals will be reviewed by the Board on a case by case basis with key considerations given to the alignment of new and existing windows and what effect the proposal will have on the roofline. Roof terraces are unlikely to be approved; it is also the case that the Council do not now approve them either.
41. External lights must be in a style sympathetic to the building and sited in such a way that they do not affect the visual aspect of the building as a whole. Surface wiring is not acceptable.

#### SIGNS

42. No signs are to be erected, either on the garden or street side of any property, without prior written consent from the Board.