

## PROCESS FOR APPLYING FOR PERMISSION TO MAKE ALTERATIONS

### General

1. Any proposal to alter the external appearance of a house must have written permission from the Formosa Amenity Board ('the Board'). This includes any proposals to do work that needs planning consent from Westminster City Council as well as minor work that does not require planning consent. Even if a householder has planning consent, no alterations may be undertaken without the explicit written permission of the Board, and if carried out without permission, the Amenity Company can force it to be undone.
2. The Board seeks where possible to use proposals for alterations as opportunities to standardise the external appearance of buildings in line with the guidance for alterations provided elsewhere on the Formosa web site.
3. It is the responsibility of Freeholders to comply with the rules and guidance for alterations to their property. If a Freeholder or one of their tenants makes a change to his property that has not been approved (in writing) by the Board, the Board can force it to be undone. Any contravention could result in a freeholder being required to re-do works at their own expense so they comply with the decision of the Formosa Board. In addition they would have to pay any legal and surveyor's fees of the Formosa Amenity Company. The ultimate sanction is to seize control of the Freehold.

### Application Process

4. Residents considering any alteration may send the details of their proposal to the Managing Agent (email [info@wb19.co.uk](mailto:info@wb19.co.uk)) to arrange an initial discussion with the Board on any proposed planning matter prior to going to the expense of hiring architects or builders or putting together formal planning applications. Any such advice is for guidance purposes only and will not be binding on the Board or the Formosa Amenity Company.
5. Applications for changes to the external appearance of properties should be submitted to the Managing Agent by email ([info@wb19.co.uk](mailto:info@wb19.co.uk)) or by post at Westbourne Management, 9 Spring Street, London, W2 3RA. Applications should include an overview of the proposed works together with 'before and after' plans, drawings, photographs and/or sketches to clearly illustrate the changes that are proposed. For minor works clear hand-drawn sketches may suffice but for major changes (particularly those that require Council planning permission) full architect's drawings will be required.
6. Applications are considered by the Board at and outside regular Board meetings. Responses to all applications will be made as far as is possible within four weeks of submission.
7. No application is considered approved until the Board has issued a formal, written response.
8. In the event of an application being refused, the Board will provide reasons for refusal and outline any amendments to the proposed work that will be required to secure approval.
9. In the event of approval, work can go ahead, subject to the granting of any planning, listed building and building control consents required from Westminster City Council.
10. Applications may be submitted in parallel with any application for planning permission or building regulations approval from Westminster City Council, although applicants should recognise that any amendments required by the Formosa Board may require consequential changes to applications to Westminster.
11. All approvals granted by the Board shall be valid for 1 year from the date of their formal written decision.

12. All approvals will be granted to the existing freeholder applicant and approvals and conditions attached thereto will be transferred to any new freeholder subject to the time limit identified in para 11 above.
13. It is the applicant's responsibility to ensure that any consultants (e.g. architects or designers) and workmen (e.g. builders or decorators) are correctly briefed in line with these notes.
14. It is the applicant's responsibility to ascertain whether or not their property is listed. If it is, the applicant should contact Westminster's listed building officer to discuss any proposals, remembering that the Council may have more specific and/or different requirements than the guidance issued by the Board. Any conflict between the Council's requirements and the Formosa guidance should be reported to the Board for resolution before any application for Listed Building Consent is made. A copy of any Listed Building Consent should be submitted with the application for the approval for any works.
15. Proposals that fully comply with these guidelines will normally be approved by the Board, although the Board reserves the right to reject any application for any reason, particularly relating to whether it achieves the same look and feel as mentioned above.