



INFORMATION AND ADVICE FOR LEASEHOLDERS WHO ARE CONSIDERING MAKING STRUCTURAL ALTERATIONS, INTERNAL OR EXTERNAL, AND / OR EXTENDING THEIR PROPERTY- JULY 2022.

Context

All properties on the estate are leasehold. As a leaseholder you are obliged to comply with the conditions of your lease. Your lease sets out what you can and can't do in relation to making changes to the property.

It is important to check your lease before making any plans to alter the property.

All external alterations/ additions to a property have to be approved by the Board of LHML as stated in all leases. In addition, you may also need the landlord's permission (through Simarc-charges may be made). Simarc will not consider any application unless it has first been approved by LHML.

Property leases differ regarding what is and is not permitted in terms of structural alterations or additions.

Properties in Lawton Hall, which is a Grade II listed building, are also subject to restrictions set by, and must obtain permission from, English Heritage for all proposed building alterations.

Leaseholders are responsible for ensuring that all building work complies with local planning regulations and controls and that the required planning permissions are obtained.

Role of LHML- Board of Directors

The Board of Directors has a duty to maintain the overall look of the estate on behalf of all leaseholders/shareholders.

In considering applications from lease holders who plan to make structural alterations to the property the Board will consider:

- whether or not it is permitted under the terms of the lease for the property,
- whether or not it is in keeping with the overall look of the estate,
- the impact of the proposals on other properties and their value,
- whether any communal areas would be affected, and
- If appropriate, the views of leaseholders in neighbouring properties.

The Board generally only approves structural alterations/ additions to properties in line with each lease. There have been occasions in the past when permission has been given that is not in line with a lease, but where a sound case has been made for the alteration. For this reason, the Board considers each case on its own merits.

A register of approved alterations will be kept- this is required for conveyancing.

Permitted Property Alterations as Contained in Leases

Properties in The Gardens and No 8 The Coach House – - internal alterations and external alterations and additions are allowed with LHML's permission.

Properties in Lawton Hall- no internal alterations or external alterations or additions are allowed.

Properties in The Stables- internal alterations and external alterations and additions are allowed with LHML's permission.

Properties in The Coach House (Nos 1-7)- no internal alterations or external alterations or additions are allowed.

First Steps

If you are considering making any structural alteration to the property, internally or externally, including garages, you should first:

- Contact the Board by emailing lawtonhallmanagement@gmail.com outlining your plans. A Board member will contact you to have an informal discussion about your plans and the likelihood of your plans being approved.
- If, following this discussion you wish to proceed with your plans you should submit, by email, more detailed information about your plans which provides sufficient detail for the Board to reach a decision. This may include- outline drawings, dimensions, materials to be used, timescale etc.
- You are advised not to incur any expense until your proposal has been considered and approved by LHML and where appropriate by Simarc the landlord's agent.

Next Steps

Once approval has been granted by LHML the leaseholder is responsible for:

- Obtaining permission, if required, from Simarc,
- Making detailed plans,
- Obtaining planning permission, if required,
- Obtaining English Heritage approval, if required,
- Complying with all building regulations,
- Ensuring that contractors comply with health & safety requirements when on the estate, and
- Providing LHML with detailed plans, copies of planning and other permissions, timescales etc., for LHML's records and for conveyancing and insurances purposes.