

ELMER SANDS LIMITED

(Company Incorporated by Guarantee)

(Registered in London No. 311819)

Registered Office:

23 Arundel Way, Elmer Sands, Middleton-on-Sea, West Sussex, PO22 6JH

Tel (01243) 584900 www.elmersands.co.uk

HOMEOWNER/S SHOULD READ THESE GUIDELINES BEFORE COMPLETING THE APPLICATION FORM

Application Process for Accessway Alterations

Elmer Sands Limited owns and is responsible for, the grass verges and roadways throughout the Elmer Sands Estate (with the exception of Elmer Close) and where possible the Company seeks to retain the grass verges as a fundamental means of surface water drainage and in order to maintain the unique visual aspect of the Estate.

Homeowner/s wishing to make alterations to an original or existing driveway (accessway) by incorporating land belonging to Elmer Sands Limited, for example a portion of the grass verge, should ensure that prior to any alterations taking place, he or she has:

- Submitted a completed Accessway application form, attaching a photograph of the existing driveway/frontage and a sketch plan of proposed alterations to include measurements and details of the provision for surface water drainage.
- Received formal written consent from Elmer Sands Limited, together with details of how to apply for a Supplemental Deed.
- Obtained a Supplemental Deed drawn up by the Elmer Sands Limited Company Solicitor, signed and sealed by the relevant parties.
- Studied the following documents available from the registered office or via the Company website:

Elmer Sands Limited Parking Enforcement Policy

Elmer Sands Limited Development and Site Operations Requirements

Whilst there is currently no specified time limit to undertake and complete the approved alterations, homeowner/s should take note of the Parking Enforcement Policy. Non-compliance by homeowner/s who have failed to carry out the approved accessway alterations within a reasonable time frame, will be followed up as applicable.

Retrospective Applications

In cases where an accessway is found to have been extended without the prior consent of Elmer Sands Limited, the owner/s of the property will be required to seek retrospective approval (the standard application form can be used for this purpose). In the event that the Company requires changes for reasons such as safety or drainage, the property owner/s will be asked to implement the required changes within a reasonable time limit to be specified by Elmer Sands Limited.

General Guidelines for the Widening of an Accessway

Elmer Sands Limited will consider all applications individually, taking into account the location and size of the plot, the design and materials proposed. However, the following are general guidelines to assist with applications:

- Access over the grass verge should ideally be no more than 3 metres width, or where the width between the boundaries exceeds 12 metres, then the accessway width should not exceed one quarter of the total frontage of the property. Where a dual drive access is desired, the application will be considered on an individual basis and in line with the following criteria.
- Elmer Sands Limited will consider applications to use the total frontage of the property for access in exceptional cases and only if the applicant proposes to use materials that allow for drainage such as Grasscrete or similar.
- Where the access is to be re-aligned, the redundant access should be uplifted and turned over to grass.
- The area of drive or hard surface within the curtilage of the property should provide adequate means of drainage, eg run to/falls to a suitable gully or soakaway, within the property, details of which must be included in the application (typical soakaway 1m x 1m x 1m).
- Where a new driveway meets the road, means of transferring surface water from one side of the driveway to the other should be incorporated in order to limit the flow of water on to the road and to prevent large puddles forming at the edge of the road.
- In the event of an additional accessway being requested for example when the boundary of a property adjoins two separate roadways eg in the case of a corner plot, Elmer Sands Limited may need to examine the Title Deeds of the property to check compliance. This may incur an administration charge to be paid by the applicant.

Supplemental Deed

In order to formalise the use of its land and to protect all parties involved, Elmer Sands Limited requires that homeowner/s enter into a Supplemental Deed, which is subsequently attached to the Title Deeds of the property and is a legally binding document also recorded at the Land Registry. The Deed ties the property to compulsory membership of ESL. The applicant is required to request this Deed from the Elmer Sands Company Solicitor who will draw up the document and ensure that it is signed and sealed by the relevant parties. All charges for this service are made directly to the applicant. The current fee, which will be confirmed on receipt of an application, is circa £145, which includes VAT and the Land Registry filing fees.

All queries regarding applications should be directed to the Secretary at the registered office at 23 Arundel Way, Elmer Sands, PO22 6JH tel: 01243 584900 or e-mail via www.elmersands.co.uk