

# Scheme of Management Consent application form



(for all other works not on building work application form)

If you require consent from Calthorpe Estates under the Scheme of Management, please complete this form and send to our agents, Mainstay, along with your payment.

Send for the attention of the Calthorpe Estates Team, either by [email to buildingcommunities@mainstaygroup.co.uk](mailto:buildingcommunities@mainstaygroup.co.uk), or by post to Mainstay Residential, Whittington Hall, Whittington Road, Whittington, Worcester WR5 2ZX. Please include, where relevant, all the appropriate documents.

## Applicant to complete

Full name

Title (Mr/Mrs/Ms/Dr/Prof/Other)

Property address (including postcode)

What works do you wish to undertake

Category	Tick box to denote what consent you are applying for
Demolition and re-build of one or more single family residences*	<input type="checkbox"/>
New garage*	<input type="checkbox"/>
Tree works*	<input type="checkbox"/>
TV aerial/Satellite dish*	<input type="checkbox"/>
Environmentally friendly initiative*	<input type="checkbox"/>
Replacement of windows*	<input type="checkbox"/>
Amendments to consents already granted*	<input type="checkbox"/>
Extensions of time (12 months extensions only)*	<input type="checkbox"/>
Change of use request*	<input type="checkbox"/>
Requests for conversion of a single family residence into apartments*	<input type="checkbox"/>
Business concession use*	<input type="checkbox"/>

\* Please provide brief overview below

Is an application fee applicable? If yes, has payment been made by cheque  or BAC's  (please tick as appropriate) Amount £

Further outline details/comments

Signed

Name

Date

## Internal

Date received \_\_\_\_\_ Processed by \_\_\_\_\_ Ref No. \_\_\_\_\_

Plans received All  Missing  \_\_\_\_\_

Payment Notified resident of fee - Yes  Date \_\_\_\_\_ Payment received by cheque  BACS  Amount £ \_\_\_\_\_ Date \_\_\_\_\_

Notes \_\_\_\_\_