

Felpham Fields Residents Association Ltd.

(Company Incorporated by Guarantee)

(Registered in Cardiff No.12683058)

Registered Office

18 Ley Road, Felpham, Bognor Regis, West Sussex, PO22 7HR

www.felphamfields.co.uk

BUILDING WORKS LICENCE AGREEMENT - APPLICATION - NON-MEMBER

Please fill in the details below and when completed, please return this application form to the company secretary at the above address.

I We (Tick as appropriate)

Name(s).....

Address.....

.....Postcode.....

Telephone Number.....Mobile Number.....

E-mail.....

Herby request permission from Felpham Fields Residents Association Ltd. to undertake Building Works at the above address, which is likely to have an impact on land or property belonging to Felpham Fields Residents Association Ltd. and/or other residences in the locality.

The purpose of this Building Works - Licence Agreement - Application is to enable a **Non-Member** of Felpham Fields Residents Association Ltd. **subject to a fee** (please see below) to obtain a Building Works Licence Agreement in order to undertake Works at the Location specified below.

Details of The Works - (Please provide the following details in the spaces provided)

1. Location where the proposed Building Works are proposed.....
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2. The name of the person who will be the owner of the property, where The Building Works are to be carried out.....

3. Details of the planned Works, preferably in advance of any application for planning permission (this will enable any concerns that Felpham Fields Residents Association Ltd. may have to be dealt with at an early stage).....
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4. Any proposed timescales for commencement and completion of The Works.....
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.....

It would greatly assist us if as part of this application you could supply a photograph of the Location of the proposed Works - *(Should supplying a photograph prove problematical for you, please contact the secretary on the number below for assistance with taking a photograph).*

Photograph attached - *(Circle as appropriate)* - YES/NO

As a **Non-Member** of the Company, where any such permission is granted to you by the Company and before a Building Works Licence Agreement is issued to you, you will be required to pay **the Company an administration fee** as from time to time prescribed by the Company Council (please call the Company Secretary on the telephone number below for further details). Before any such agreement comes in to effect, full payment of the administration fee must have been made to the Company and the Building Works Licence Agreement containing a Building Works - Operations Requirements Schedule (see Schedule 1 below) will be issued to you by the Company, which will have to be signed by you the applicant and Felpham Fields Residents Association Ltd. before you are permitted to undertake any Works, which are likely to have an impact on land or property belonging to Felpham Fields Residents Association Ltd. and/or other residences in the locality.

The issuing of a Building Development Licence Agreement by Felpham Fields Residents Association Ltd. (The Licensor) does not override any local authority planning permission requirements and it is the responsibility of the person making this application (The Licensee), to ensure that any local authority planning consent and building control regulations are complied with.

Your application will be discussed by members of the Felpham Fields Residents Association Ltd. Council at the next Council meeting and you will be contacted by the Company Secretary who will notify you of the outcome of your application in due course.

N.B. – When making your application, please consider any safety concerns (e.g. access for emergency vehicles, safety/restriction on visibility for vehicles/pedestrians negotiating the roads) and any potential adverse impact on water/gas/electric supply pipes and cables etc.

SCHEDULE 1

Building Works - Operations Requirements

Felpham Fields Residents Association Ltd. is responsible for the management, maintenance and operations of "Felpham Fields". The Licensee must ensure when undertaking Works at the Location, which are likely to have any impact on any land or property belonging to Felpham Fields Residents Association Ltd. or any other residence within the boundaries of "Felpham Fields" that all Works undertaken by the Licensee and/or, their contractors and agents, comply with the below, Felpham Fields Residents Association Ltd. Building Works - Operations Requirements.

The Licensee must also ensure that they and/or their contractors/agents comply with relevant health and safety legislation and such rules as Felpham Fields Residents Association Ltd. may make concerning the manner in which the Building Works are carried out.

In particular, the following requirements apply -

(a) No burning of rubbish is allowed on site.

(b) The Licensee and/or their agents/contractors must comply with all legislation and Local Authority requirements regarding safety and the control of pollution, including noise pollution.

(c) The Licensee must advise Felpham Fields Residents Association Ltd. of the parking requirements of his or her agents/contractors at least ten working days prior to the commencement of The Works and must comply with the Company parking policy at all times.

(d) Site working hours should be restricted to between 8am-6pm Monday to Friday and 8am-1pm on Saturdays, however, where it is necessary to operate outside these parameters, written permission to vary these parameters must be obtained in writing from Felpham Fields Residents Association Ltd.

Further information – Please call the Secretary on **01243 829439**

- (e) The Licensee must agree with the Company a designated construction route for construction traffic at least ten working days prior to the commencement of the Works.
- (f) The Licensee must ensure that they and/or their agents/contractors do not cause any restrictions to traffic or pedestrian access in any part of "Felpham Fields" without the prior agreement of Felpham Fields Residents Association Ltd. When working on adopted roads, the contractor must comply with all statutory requirements.
- (g) The Licensee and/or their agents/contractors must not allow any vehicles, rubbish or materials to be placed outside the Location site boundary, without written permission from Felpham Fields Residents Association Ltd.
- (h) The Licensee and /or their agents/contractors must ensure that they keep the Location site in a neat, clean and tidy condition during all phases of The Works and must use their best efforts to minimise any disturbance to other residents on "Felpham Fields."
- (i) The Licensee and/or their agents/contractors must ensure that they establish wheel-cleansing facilities to prevent mud being deposited on the public highway or on the Felpham Fields Residents Association Ltd. private roadways.
- (j) The Licensee and/or their agents/contractors must ensure that they do not allow any vehicles to cause rubbish, mud or other debris (including nails and tacks) to be deposited on Company roads or verges. If this occurs the Licensee must immediately take remedial action to clean the area. If the Licensee fails to clean up such rubbish, mud or other debris within twenty-four hours of it being deposited Felpham Fields Residents Association Ltd. may, without notice to the Licensee, take appropriate remedial action and recover the costs from the Licensee.
- (k) The Licensee must ensure that any type of necessary sign posting for the purposes of health and safety or the delivery of materials is kept to a minimum and displayed strictly within the site boundary. The Licensee must ensure that all signage is removed immediately on completion of the Building Works.
- (l) The Licensee must ensure that they and/or their agents/contractors maintain their own site security to prevent unauthorised access and risk to residents of "Felpham Fields."
- (m) The Licensee must take out appropriate insurance to cover any damage to persons or property on "Felpham Fields."
- (n) The Licensee must ensure that the Location site compound is securely and tidily fenced off, that it remains within the Location boundaries and that it does not include any property belonging to Felpham Fields Residents Association Ltd. without the specific written consent of Felpham Fields Residents Association Ltd.
- (o) No materials may be tipped on any area belonging to Felpham Fields Residents Association Ltd. without the prior written consent of Felpham Fields Residents Association Ltd.
- (p) No stockpiled materials may be stored on any area belonging to Felpham Fields Residents Association Ltd. without the prior written consent of Felpham Fields Residents Association Ltd.
- (q) The Licensee must ensure that any Works that affect areas belonging to Felpham Fields Residents Association Ltd. are not undertaken without prior written agreement from Felpham Fields Residents Association Ltd. Where there is no prior written agreement from Felpham Fields Residents Association Ltd. and any damage is caused by such Works, it is the responsibility of the Licensee to immediately reinstate any such damage. Where the Licensee fails to reinstate damage caused to Felpham Fields Residents Association Ltd. land within twenty-four hours of its occurring Felpham Fields Residents Association Ltd. may, without notice to the Licensee, take appropriate remedial action and recover the costs from the Licensee.

Further information – Please call the Secretary on **01243 829439**

(r) If The Works include alterations or extensions to the original accessway across Felpham Fields Residents Association Ltd. land, the Licensee must obtain permission in writing from Felpham Fields Residents Association Ltd. to undertake any such alterations.

(s) The Licensee must ensure that they and/or their agents/contractors, do not disturb any road surface or verge owned by Felpham Fields Residents Association Ltd. without written permission from Felpham Fields Residents Association Ltd.

(t) Any Works on Felpham Fields Residents Association Ltd. roads must comply with the Road Traffic Act 1988 and related legislation.

(u) Before The Works commence the Licensee must supply Felpham Fields Residents Association Ltd. with the name and telephone number of the person the Company may liaise with regarding site matters and the Building Works.

(v) The Licensee must ensure that they and/or their agents/contractors follow directions by Felpham Fields Residents Association Ltd. and its representatives concerning the Felpham Fields Residents Association Ltd. Building Works - Operations Requirements.