

West Kingston Residents Association

Property Development Guidelines for Estate Members

Introduction

Before commencing any property development works such as extensions, new building, landscaping and alterations (however minor), all property owners within the West Kingston estate are required to obtain a **Development License** from the West Kingston Residents Association (WKRA).

Not all works will require a Development License, however clarity should be sought through submission of an enquiry to WKRA through their managing agents if it is unclear from the below information if works require one. All enquiries will be considered in a timely manner, and residents will be advised accordingly as to whether proposed works require a Development License.

The WKRA Development License is a formal agreement between the property owner and WKRA that outlines the estate rules and conditions that must be followed by all parties involved in the development. A scale of charges has been developed by the WKRA, to cover administrative matters, and contributions to the road maintenance fund for wear and tear caused by heavy goods and delivery vehicles.

Definition of 'Works'

The requirement for a Development License generally applies to the following:

- Building work that requires a Planning Application to the Local Authority.
- Building work that falls under 'Permitted Development' but with works that are controllable under the Building Regulations.
- Major internal refurbishments irrespective of whether Planning and/or Building Regulations approvals.
- Any other work involving structural changes or excavations including ancillary elements such as swimming pools, driveways, boundary/entrance treatments (walling and gates), outbuildings and significant landscaping projects.

The development license process (and related fees) described below differentiates between 'minor' and 'major' developments.

Minor development

- Works that **do not** require the appointment of a Principal Contractor/Principal Designer under the CDM and Building Regulations (see attached HSE guidance)
- Works that are unlikely to exceed 3 months in duration.

Major development

- Works that require the appointment of a Principal Contractor/Principal Designer under the CDM and Building Regulations.
- Works that will exceed 3 months in duration.

Application Process

Before You Begin

- Inform WKRA through managing agents of potential works highlighting the principles of the proposed works (and before seeking Planning permission from the Local Authority), to clarify whether a Development License process is required.
- If required, obtain the current Development License Application Form from managing agent in order to proceed to Stage 1.

Stage 1: Application for Consideration/Assessment

- Submission of completed application form and associated information (scaled drawings, schedule of works, specification etc.) in writing to managing agent.
- Submission of fee calculation and payment of first 50% of license fee.
- Initial meeting with a WKRA Director to agree Minor or Major Development and to discuss any other relevant project specifics.
- Agreement in principle 'Conditional Approval' to be provided in writing.

Stage 2: Notice of Commencement

- Notice of commencement of works should be provided in writing to the managing agent ahead of commencement of any works.
- For Major Developments, follow up meeting with WKRA Director and appointed Contactor to be undertaken to discuss parking, site setup/logistics and outline programme of works.
- Provision of additional information to confirm parking arrangements, programme of works, and site setup/logistics.
- Payment of remaining 50% of license fee.
- Payment of deposit and completion of schedule of condition to be undertaken.

Required Documentation

Stage 1

- Completed application form and checklist.
- Existing and proposed floor plans, elevations and site block plan detailing the proposals. Include figured dimensions on drawings.
- Confirmation of Project timescales for Minor Development projects.
- Schedule of works or specification (only if available and required to clarify proposals).

Stage 2

- Detailed site plan indicating proposed parking arrangements and site setup.
- Detailed programme for Major Development projects.
- Principal Contractor and Principal Designer contact details.

N.B – Phased implementation for multiple components of work to be considered on a case-by-case basis, and fees to be pro-rated accordingly.

Fee Structure

Development License Fees (Per Square Metre)

Development Type	Fee per m ²	Description
Internal reconfigurations	£10	Room layouts, internal walling and associated works (no foundations)
External alterations		To include re-roofing, and new facade treatments (rendering, cladding etc.)
		N.B discretion will be exercised for Major Developments incorporating both aspects of work. Fees tba. at Initial meeting with WKRA Director.
Extensions	£15	Extensions to existing buildings
Loft Conversions		Loft conversions
Outbuildings	£20	Garden room/office/gym outbuildings
New Build structures		Demolition of existing/rebuild structures (balconies pergola structures etc.)
Swimming Pools	£25	New swimming pool

Specific Project Fees

Project Type	Fee per m ²	Notes
Demolition/New Build	£15	Based on ground floor footprint
Driveways	£5	Driveway renewals and installations
Boundary Walls & Gates	Fixed Fee £500- £1,000	£500 for plots up to 15m wide £1,000 for wider plots
Sheds	No charge	Without substantial foundations (not exceeding 100mm deep excavations)

New Driveway Access Across WKRA Verge

Access Width	Fee
Single Width (up to 3.0m)	£1,000
Between Single & Double (e.g., 4.5m)	£1,500
Double Width (up to 6.0m)	£2,000

Administrative Charges to Managing agent for handling of application process

Application Type	Admin Fee	Paid to
Minor Developments	£150	Managing Agent
Major Developments	£250	Managing Agent

Deposits & Additional Charges

Refundable Deposits

A refundable damage deposit will be required for all projects.

Minor Development - £500
Major Development - £1500

- Covers potential damage to estate roads, verges and common areas.
- A final inspection meeting between a WKRA Director, the resident and their contractor will be held to agree satisfactory completion and return of deposit.
- Deductions for parking and speeding violations as set out in Building Conditions.

Development Conditions

Financial and deposit Conditions

- All fees payable prior to commencement of works.
- Outstanding fees will be registered against the property and your property cannot be sold with outstanding charges.

Building Conditions

- **Working Hours:** Monday to Friday 8am – 4:30pm only — **NO WEEKEND OR PUBLIC HOLIDAY WORK PERMITTED**
- **Parking:** Designated contractor parking areas to be agreed prior to commencement and on Major Developments will be indicated on provided site plan.
- **Parking Violations:** £150 fine for each instance of unauthorised parking will be deducted from deposit. (photographic evidence to be provided to prove).
- **Contractor Vehicle Speed:** The license holder shall be held responsible for ensuring all contractors, delivery drivers, and associated vehicles comply with the estate's 20mph speed limit. Any speeding violations by vehicles connected to the development will incur a £150 fine per incident, and in repeated/serious cases the Development License will be suspended until satisfactory measures are implemented.

Site Setup: Major developments require a site setup plan to be agreed at the pre-commencement meeting, will typically include detail of:

- Hoarding or Heras safety fencing
- Contractor and Principal designer signage to accord with CDM (Health and Safety) regulations
- Wheel washing facility to retain soils on site and avoid spread to roads
- Dust and noise mitigation measures

General Conditions

- **Project Programme:** Must be submitted for Major Developments and delays communicated to WKRA at earliest opportunity.
- **Primary Residence:** Developments suggesting holiday letting/Airbnb use will be automatically refused.
- **Breach of Estate Rules:** May result in additional penalties and fees

Contact Information

For all development license enquiries, please contact:

KTS Estate Management Ltd

Tel: 01903 889799

Email: information@ktsestatemanagementltd.com

Managing Agents for WKRA

Important Notes

- **WKRA are available for discussion at any point in the process.**
- **All fees are non-refundable except damage deposits**
- **Fees cover estate road maintenance and administration costs**
- **Approval required before commencement of any works**
- **No work permitted without valid Development License**
- **Weekend and Bank Holiday working strictly prohibited**

This document forms part of your estate covenant obligations. Please retain for your records and ensure all contractors are made aware of these requirements.

West Kingston Residents Association

Updated Property Development Guidelines for Estate Members

WKRA has a Development License process for any development works undertaken on the estate. It is important for property owners to notify WKRA of any intended works at an early stage, as a Development License is likely to be required.

Our existing estate development licensing procedure has been in place for many years and has made a significant contribution to our road maintenance reserves for wear and tear caused by contractor vehicles.

However:

- The resulting fees have drawn criticism by some residents as being opaque in calculation and inconsistent in coverage.
- The nature of development work on the estate has changed markedly over time.
- Not all property owners have been aware of the requirements prior to starting work.

For these reasons, the WKRA Board has upgraded and updated the process and we are communicating to all by way of the attached guidelines, for your information and for your future reference.

The principal changes are to:

- Enhance and clarify the scope of the development license requirements for all properties on the estate.
- Differentiate between Minor and Major Developments.
- Provide for greater transparency of the fees and how they are calculated.
- Bring the fees more into line with general inflation and increasing cost of road maintenance.
- Improve communications between property owners, WKRA and contractors at every stage of the process, from inception to completion.
- Improve and provide clarity on logistical arrangements for the construction phase of works, with particular reference to noise/dust and parking management, duration of works and control of speeding and site setup.

Please review and retain these guidelines. The key thing to note is to contact WKRA via our managing agents at the outset of planning **any** potential property development work, so that we can get off on the right foot and guide you through the new process, which will apply to all new developments from today's date.

WKRA Directors

Dated: 22/06/2026

Development License Application

West Kingston Residents Association

Please complete all sections of this form and submit with the required documentation. This form covers Stage 1 of the application process. A 50% application fee is payable upon submission.

Section 1: Applicant Details

Property Owner / Applicant

Full Name

Property Address

Postcode

Telephone

Email Address

Alternative Contact (if applicable)

Contact Name

Relationship

Telephone

Email Address

Section 2: Development Details

Proposed Works

Description of Works

Total Floor Area (m²)

Estimated Start Date

Estimated Completion

Estimated Duration

Type of Development (please tick all that apply):

- | | |
|---|---|
| ☐ Internal Reconfiguration | ☐ Extension |
| ☐ Loft Conversion | ☐ Outbuilding / Garden Room |
| ☐ New Build / Demolition & Rebuild | ☐ Swimming Pool |
| ☐ Driveway | ☐ Boundary Walls / Gates |
| ☐ New Verge Crossing | ☐ Other (please specify below) |

If 'Other', please specify:

Section 3: Planning & Building Control

- | | | |
|---|------------------------------|-----------------------------------|
| Is Planning Permission required? | ☐ Yes | ☐ No |
| Has Planning Permission been granted? | ☐ Yes | ☐ No / N/A |
| Is Building Regulations approval required? | ☐ Yes | ☐ No |
| Is this a Permitted Development project? | ☐ Yes | ☐ No |

If Planning Permission has been granted, please provide the reference number.

Section 4: Contractor Details (if known)

Note: Contractor details can be provided at Stage 2 if not yet appointed.

Main Contractor
Company Name

Contact Name

Telephone

Email Address

Architect / Designer (if applicable)
Company Name

Contact Name

Telephone

Email Address

Section 5: Fee Calculation

Please refer to the WKRA Development License Fees & Procedures document for current rates.

Fee Type	Calculation	Amount (£)
Development License Fee		

Administrative Fee

Verge Crossing Fee (if applicable)

Other (please specify)

Total Fee:

Stage 1 Payment (50%):

For Office Use Only:

Date Received

Reference No.

Payment Received

Section 6: Declaration

I confirm that:

- The information provided in this application is accurate and complete to the best of my knowledge
- I have read and understood the WKRA Development License Fees & Procedures document
- I agree to comply with all conditions attached to any Development License granted
- I understand that no work may commence until written approval has been received
- I understand that fees are non-refundable except for damage deposits
- I will ensure all contractors are made aware of WKRA estate rules and conditions

Signature

Date

Print Name

Application Checklist

West Kingston Residents Association

Please use this checklist to ensure your application is complete. Incomplete applications may delay the approval process.

Stage 1: Application for Consideration

Required documents — please tick when enclosed:

✓ Document / Requirement	Enclosed
☐ Completed Development License Application Form	☐
☐ Existing floor plans (with scale bar)	☐
☐ Proposed floor plans (with scale bar)	☐
☐ Existing elevations (with scale bar)	☐
☐ Proposed elevations (with scale bar)	☐
☐ Site plan showing property boundaries and proposed works	☐
☐ Planning Permission reference (if applicable)	☐
☐ Stage 1 application fee payment (50% of total fee)	☐

Stage 2: Notice of Commencement

Required prior to works commencing — please tick when provided:

✓ Document / Requirement	Provided
☐ Detailed site plan showing contractor parking and access arrangements	☐
☐ Project programme with key milestones and estimated completion date	☐
☐ Main contractor contact details	☐
☐ Site setup plan (for major developments)	☐
☐ Confirmation of CDM compliance (if applicable)	☐
☐ Schedule of condition photographs of estate roads and verges	☐
☐ Refundable damage deposit payment	☐
☐ Remaining 50% of license fee payment	☐
☐ Pre-commencement meeting attended (for major developments)	☐

Important Reminders

- No work may commence without written Conditional Approval from WKRA
- Working hours are Monday to Friday only — no weekend or public holiday work is permitted
- Contractor parking must be pre-agreed — £350 fine for unauthorised parking
- All contractors must be made aware of estate rules and conditions
- Project delays must be communicated promptly to the managing agents

Submit Applications To:

KTS Estate Management Limited
Email: information@ktsstatemanagementltd.com
Telephone: 01903 899799
Managing Agents for WKRA