

An aerial photograph of Lawley Village, showing a large residential development with many houses, a central pond, and surrounding green spaces. The houses are arranged in a curved pattern around the pond. The trees are in autumn colors, and the sky is clear.

# Lawley Village Design Guide

# Introduction

## Welcome to Lawley Village

**Bournville Village Trust provides the Estates and Stewardship service in Lawley Village. Our aim is to build a strong and inclusive community and ensure the design and character of the Village is maintained to a high standard.**

This Design Guide is an important tool to help us achieve this aim and we use it to manage the appearance and quality of Lawley Village by requiring approval for alterations to all properties. The need to apply for approval exists alongside any planning permissions required from Telford & Wrekin Council (T&WC). We see our role as working together with residents to maintain Lawley Village for everyone to enjoy and to make sure the look of the Village is maintained and enhanced.

This revised Design Guide comes three years after the first resident-led design guide was published. We have listened to your feedback and in response, made areas of the Guide clearer and easier to understand. We have also incorporated other feedback where possible, whilst also making sure that we are continuing to maintain the look of the Village and meeting the legal obligations you signed up to when you bought your home.

Many of the changes are small and designed to make things clearer whilst others, such as the revised guidance on solar panels, are more significant and designed to take account of technological improvements and to future-proof the Design Guide.

We want to make sure your opinions continue to be considered in any future revisions of this Design Guide. Therefore, if you have any feedback about the Guide, please email the BVT Estates and Stewardship team at [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk) or pop in to see the team at Lawley Community Hub in the village square.

*Lawley Management Committee*



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# How to use this Design Guide

## Who does the Design Guide apply to?

The Design Guide applies to all the properties of Lawley Village within the areas shown on the maps on pages 25 and 26. This means you must consult us and gain approval before making any external changes to your home.

The Design Guide applies to all residential properties (Rented homes, homeowners, leaseholders and shared ownership) as set out in the covenants in your transfer document (TPI) or tenancy agreement.

All households are responsible for the maintenance and upkeep of their property to preserve the special look and character of Lawley Village. All external alteration works to your home must be agreed through an application process with us.

## Where do I start?

If you are considering any external alteration to your property, you should start by reading the relevant policies in this Guide, before preparing an application. You may wish to speak with a builder or contractor to help you draw up proposals or recommend suitable products.

When you have a good understanding of what you are planning to do, please contact us for an initial consultation. We will advise you how to start, including what type of application you need to make.

## The Design Guide and other requirements

Rented properties may have further restrictions in addition to the Design Guide. Tenants must also check their tenancy conditions.

## How can I design policy-compliant alterations?

The Design Guide takes you through all the steps you need to consider in planning and designing alterations. The policies and guidance explain how to design alterations to your home that meet these. These policies allow flexibility, and all

applications will be considered on a case-by-case basis. BVT may refuse a proposal that complies with a policy if it has a negative impact on the local character. If you are unsure about which materials to use, please discuss your proposal with BVT first before applying for approval.

## Development Phases and Character Areas

Lawley Village was developed in phased neighbourhoods with different designs and character areas. An important objective of the Design Guide is to ensure the character of each phase remains as planned to keep the special look of the Village. Find out what phase you live in on pages 25 and 26.

## How do I apply for permission?

Section 1 explains what types of permission you may need and how to go about them. Page 6 helps you to learn about the types of consent you may need from Telford & Wrekin Council (T&WC) in addition to BVT approval. Obtaining T&WC consent does not mean that BVT will also grant approval. Page 7 takes you through the steps you will need to take during the application process, including information about how to consult with us.



# Deed of Covenant

The Deed of Covenant within your transfer documents (TP1/TR1), signed at the time you purchased your property, states that you are not permitted “to erect on any part of the Property any building or structure of any kind nor to carry out or permit the carrying out of any structural alterations or additions to the Property which shall be visible from the exterior of the Property without the prior written consent of the Long Term Stewardship Provider (whose consent may be granted or withheld in its absolute discretion)”.

The TP1/TR1 document looks like this at the top

Land Registry  
Transfer of part of registered title(s)

TP1

HM Land Registry  
Transfer of whole of registered title(s)

TR1

This means that any alteration large or small which has a visual impact on the design or character of the building, or could change the streetscape, will require approval from Bournville Village Trust before any work can commence.

Bournville Village Trust (BVT) is the long term stewardship provider in Lawley Village.

We can be contacted as follows:

**Bournville Village Trust  
Lawley Community Hub  
Unit 3 Birchfield Way  
Telford, TF3 5BZ**

**Telephone: 0300 333 6540  
Email: [LawleyStewardship@bvt.org.uk](mailto:LawleyStewardship@bvt.org.uk)**

We recommend you contact us to discuss your proposals before making any formal applications, sign any contracts, or make any changes to your property. Even if your proposals involve an alteration not covered by this Guide, please discuss your plans with us before taking any further steps. We will guide you through the application process. This service is provided at no additional cost.

If we approve your application, you may still need planning permission from Telford and Wrekin Council (T&WC) - see page 6 for planning permission.

You may also need other statutory consents or approvals, such as Building Regulation Approval, and the agreement of your mortgage lender.

# BVT and Telford & Wrekin Council (T&WC)

If you're planning alterations to your home, it's important to understand the different types of approval that may be required before you start. BVT and T&WC exercise control over alterations to homes in Lawley Village in different ways.

It is important that you determine what is required, as carrying out any works without approval may lead to enforcement action being taken against you by BVT and T&WC.

The approvals required will vary depending on your property and the proposed alteration. For many alterations, only BVT approval will be required. However, some alterations will require both BVT and T&WC approval.

## BVT approval

BVT approval is required for everything covered in this Design Guide as well as for any other action which is otherwise prohibited under the Deed of Covenant. Applications are required for all works, even those that would usually be considered permitted development by the planning system as permitted development rights have been removed for the Lawley Village development. Page seven explains how to make your application to BVT, from seeking initial advice to making your application and what happens if you want to appeal against a decision.

## Neighbours

We want to help build a strong and inclusive community in Lawley, so it is important you take steps to avoid causing a nuisance to your neighbours when you're undertaking alterations. We consult neighbours on all major alterations and where we believe there may be an impact on your neighbours.

## Planning permission (through T&WC)

Planning permission is generally required for all works affecting the external appearance of your home.

You can also contact T&WC's planning department for advice. Even if works are permitted via the planning system, they still require BVT approval.

Planning applications are made to T&WC and take approximately eight weeks to be determined, but this can be longer depending on the application.

## Building control (through T&WC)

Finally, you may also need to obtain Building Regulations approval for alterations work, to guarantee the work has been carried out safely. Contact T&WC's Building Control Team for advice.

**Please note that even if you have received planning permission, you must not start work without having BVT approval.**

**It is your legal duty to obtain approval from us before carrying out any work.**

**Failure to do so may result in legal action and make it difficult to sell your home.**

**Also, if you already have planning permission and we require changes to your proposals you may have to re-apply to T&WC or request a variation to your planning consent.**

# Advice and Application Process

Applying to us for consent is a six-stage process and no works should be started until all steps have been completed.

## 1 Initial BVT consultation

When you have the details of your proposal, please contact us. We will advise you on:

- The type of application you will need to make and if you should have a detailed pre-application review with us.
- When it is best to start the planning process with T&WC, if applicable.
- If you rent your home, you will also need to contact your housing provider or landlord.

**This advice is provided free of charge.**

## 2 BVT pre-application advice

You may wish to seek more detailed advice from us. This service provides an opportunity:

- To address concerns prior to submitting your application.
- To understand how your application will be judged against policies and guidance.
- To identify any necessary changes.

## 3 T&WC consultation

You should contact T&WC planning team to see what further approvals are required.

You should also talk to your neighbours, we will consult with them directly if needed.

## 4 Submit your application

When you have finalised your proposal, submit the BVT application form together with the required plans and information.

See page 23 for more details.

## 5 Validation of your application

We will check your application to see if it contains all the information required and contact you when it is confirmed to be valid.

Once your application has been validated, the time period for determination begins (see below for application timescales).

**Please note, if you do not supply all the relevant information within four weeks we will reject the application.**

## 6 Determination

If your application is approved, you will receive a first stage approval letter outlining the conditions that you must adhere to.

All applications are determined by our Estate Officer. If your application is not approved, you have the option to appeal the decision. Work must start within two years of approval.

## Application timescales

We will determine applications within the following timescales from validation i.e. when you receive a notification that the application is valid.

**Major** –Six weeks, may include four weeks of neighbour consultation

**Minor** –Four weeks, with no neighbour consultation

# Important Information

## BVT Lawley Management Committee (LMC)

The resident-led Committee monitors the delivery of our Estates and Stewardship services and management of Lawley Village, including the Design Guide.

LMC consists of eight elected members from Lawley, two executive members of BVT and one Parish Councillor. LMC meet at least four times a year. For details, please go to <https://bvtlawleyvillage.org.uk/your-village/lawley-management-committee>

It considers some applications for approval and all appeals. Details on how to contact the resident members of the Committee are on our website.

## Minor repairs and internal works

You do not need to submit an application for minor repairs such as replacing a few roof tiles or repairing a window frame as long as they are like-for-like repairs. Works which only change the internal fabric of your home (e.g. draught proofing) do not require our approval.

## New buildings and demolition

The demolition, rebuilding or addition of new buildings is not allowed without our approval. This will only be given in exceptional circumstances.

## Starting works and time limits

No works should be undertaken until you have received all the necessary approvals from BVT and T&WC if applicable. BVT approval will include a number of conditions which must be followed, such as:

- Work must start within two years of the approval being given.
- Work must be completed within one year of commencing work, unless agreed with BVT.
- For major approvals, you must notify BVT when you start work.





# Important Information

## Precedents

Where homes have been previously altered in ways that do not meet the current Design Guide, applications for renewals of non-compliant features will not be accepted. From the date of this Guide (November 2024), existing examples of non-compliant works cannot be used as justification or new non-compliant proposals.

An exception will only be made in cases where a lot of neighbouring properties on the street contain examples of the same non-compliant features and it would make more sense to retain this style of feature for consistency.

We reserve the right to make a judgement on a case-by-case basis regarding whether such precedents or the current Design Guide should be complied with.

## Enforcements

We want to support you to make the changes to your home that you want in line with this Guide and enforcement action is always a last resort. However, if you carry out works without the necessary written approval, we may take enforcement action against you.



We want to work with you to address breaches. However, if necessary rectification works are not undertaken within required timeframes, we may take legal action against you. This could lead to an injunction, a charge being placed on your property or you being required to pay Court costs. A notice of breach will also be served on you and retained on your property's file until the breach is rectified, which may make it difficult to sell the property or obtain a mortgage.

## Appeals

In the event that your application is refused, you may submit a new application incorporating our suggested amendments or appeal to the BVT Lawley Management Committee.

If you decide to appeal, you should set out in writing to us the reasons why you think that your application should be approved. The decision of the Committee will be final, and a further appeal to the Committee regarding the same application without any material change in the proposals will not be accepted. If permitted on appeal, a decision notice will be issued, outlining the conditions that you must follow.

More information about this process is on page 24.



# Breach of Covenant Process

Breaches of Covenant are when works are identified that are against the information within this Design Guide or TPI/TR1, these are called breaches.

## 1 Informal Contact

When a breach is identified, our Estate Officer will make informal contact with you to discuss the matter.

**We want to work with you to help put things right.**

## 2 Advisory Letter

If you haven't contacted us within the required timeline, we will send you a letter.

**We can call or visit you at your preferred time to discuss how we can work together.**

## 3 Final Letter

If you still haven't contacted us we will send you a final letter that explains the steps we will take if you do not contact us.

**To avoid any further action, you must contact us.**

## 4 Notice of Breach

At this stage if you haven't made contact with us to resolve the issue we will move forward with formal action. You will receive a letter giving you 'notice of breach'.

**To avoid further action contact us now.**

## 5 Breach of Covenant

After 14 days you will receive a letter notifying you that your property is now in Breach of Covenant.

**Legal action can be avoided by working with us.**

## 6 Legal Action

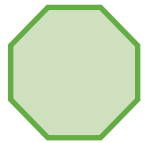
The case may be referred to our solicitors to begin legal action and we may inform your mortgage company. This may impact on you being able to sell your home and the court may order you to pay costs.

**We prefer not to take legal action, so please work with us to resolve issues as soon as possible.**

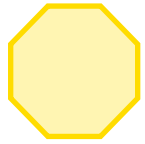
# Design Guidance

## Symbols and what they mean

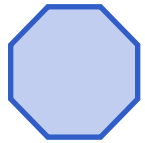
We want you to know what is and isn't possible when you plan to make an alteration to your home, so please do seek free advice from our Estate Officers before you start any work on the exterior of your home. See the key below for guidance on what is or isn't permitted, and who may need to gain approval from, depending on the type of alteration you want to carry out.



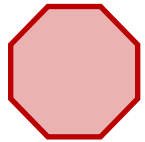
**Permitted**



**BVT Approval Required**



**BVT and T&WC Approval Required**

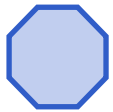


**Not Permitted**



# Extensions

Properties at Lawley Village have been designed to provide high quality homes to cater for a wide variety of family needs. Extensions are not permitted on the elevation of a home abutting a roadside or other area of the public domain.



## BVT and T&WC Approval Required

Any proposal for an extension MUST:

1. Have written approval from BVT and planning permission from T&WC.
2. Be compliant with the 45 degree rule (see page 13).
3. Match the design of the existing property in style, materials and proportions; be subordinate to the main property, and in keeping with the part of the Village where your home is located.

For extensions of two or more storeys, the proposal must also have a gap of at least one metre between the extension and the boundary with a neighbouring property.

## Basic principles and rules for extensions

- Any extension should be designed to respect the original character and qualities of the house and plot.
- Any extension should be subordinate to the original building so that it does not dominate in size or position.
- Any extension should preserve or enhance the overall appearance of the property.
- Any extension should be sympathetic to the amenities of neighbours, avoiding overlooking or overshadowing adjacent properties.
- The building materials you use (e.g. facing bricks and tiles etc.) must match those at your property.
- Building up to a boundary can result in future maintenance problems. Therefore, no construction nor alteration work (e.g. rainwater goods, foundations or roof overhangs etc.) should encroach on any adjoining property.
- Access from front to back gardens should be retained where it exists.
- We advise you to talk to your neighbours about any proposals that may affect them.
- BVT will consult with your neighbours, and any objections will be considered as part of the application process.



# Distance from neighbouring properties

Two or three storey extensions should be designed to provide at least one metre between the proposed extension and the boundary, and at least two metres between the proposed extension and your neighbours property (see illustration below).

Extensions should not be built forward of the main building line of the property.

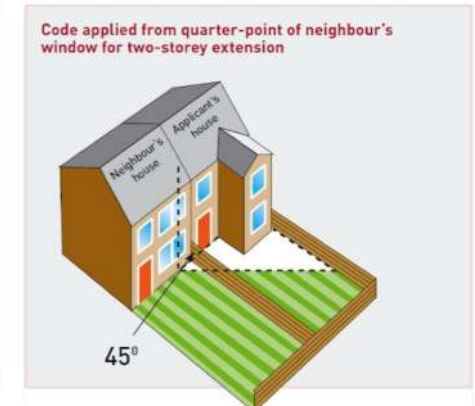
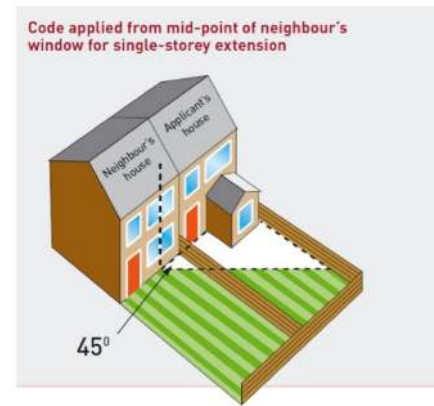


# The 45° Rule

The 45° Rule will be applied in assessing all applications for relevant extensions. The illustration below shows how it will be applied.

The 45° Rule is used to determine whether extensions might affect the outlook or daylight to nearby properties. It ensures that new building work does not cross an imaginary 45° line, drawn from the nearest window of adjacent residential accommodation.

**Note: The nearest window must be the main source of light to a "habitable room" (i.e. living rooms, bedrooms, kitchens and conservatories but not bathrooms, utility rooms, halls, landings or garages).**



## Extensions – making an application

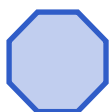
When applying for approval to undertake an extension or other built structure you should submit the following plans:

- Location plan showing the property, adjoining properties and roads, with a red line drawn around the site. The scale should be 1/1250 or 1/2500 and show the direction of North.
- Site plan at a scale of 1/500 or 1/200 showing the proposals in relation to boundaries and other buildings within the site. The plan should show positions of all buildings and highways on land adjoining the application site.
- If another building or structure (i.e. a neighbouring property) is situated near to the site where an extension is proposed, please show the position of windows in the building which are nearest to the proposed extension to demonstrate compliance with the 45° degree rule.
- Elevational drawings at a scale of 1/100 or 1/50 to show the existing property and all sides of the proposals. These drawings should show as fully as possible the proposed building materials, their type, colour and make.
- Where a proposed elevation adjoins another building, in a semi-detached or terraced situation, then an adequate part of the adjoining elevation(s) should be shown on the drawing. Window patterns, roof slopes, ground and floor levels, and means of foul and storm water disposal, should also be shown.



## Windows

Replacement of existing windows must be sympathetic to the original design. Timber windows on Phases 1A and 1B can be replaced with UPVC that is foiled to match the original design. All replacements of windows require our approval and planning permission from T&WC.

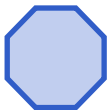


**BVT and T&WC Approval Required**

## Conservatories

All conservatories require our approval and planning permission from T&WC.

The conservatory should match the design of the existing property in materials, style and proportions, and be in keeping with the area of the Village where your home is located.

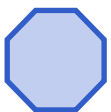


**BVT and T&WC Approval Required**

## Loft conversion and dormer windows

All loft conversions, and dormer windows or roof lights, require our approval and planning permission from T&WC.

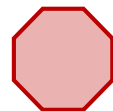
If they are permitted, they must match the design of the existing property and you will be expected to use materials which match the original materials at your property.



**BVT and T&WC Approval Required**

## Living accommodation over archways

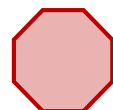
No alterations or additions will be permitted to existing living accommodation over archways. No new living accommodation, or additional space, to form an archway over an access way will be permitted.



**Not Permitted**

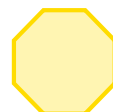
## Porches and canopies

Additional porches and canopies will not be permitted at the front of your home. Canopies in rear gardens will be considered, but will need approval from BVT and T&WC.



**Not Permitted**

Replacement of porches and canopies requires approval from us unless they are like-for-like.

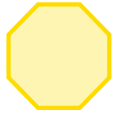


**BVT Approval Required**



# Garages and car ports

All alterations to garages require our approval. Carports and extra garages will not normally be permitted. If they are permitted, you will need to use materials which match the original materials of your property. See doors section for advice on changing garage doors.



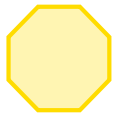
**BVT Approval Required**

# External doors and garage doors

Any changes to, or additional, external doors including garages, requires our approval.

Changing the door colour may be permitted if the proposed colour is in keeping with the colours used in that area of the Village.

Changes to the door design must be of a similar style, including the door furniture, but different materials will be considered. For example, changing a wooden door to composite.

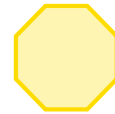


**BVT Approval Required**

# Satellite dishes and aerials

(including ham radio aerials)

Dishes and aerials require written approval and will NOT normally be permitted in front gardens or above the fence line of any property. Rear or side gardens may be considered as acceptable locations provided the satellite dish would be unobtrusive to neighbours, and not visible from the road, pathway or public spaces.



**BVT Approval Required**

**Where it is technically impossible to locate a dish in a discreet location, and no other alternative provider is available, BVT will consider applications for dishes in other locations. This will be decided strictly on the merits of each application, and approval will only be granted on a temporary basis and will be reviewed annually. If an alternative option becomes available, the dish must then be removed.**



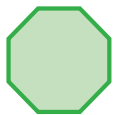


# Burglar alarms and CCTV

The installation of burglar alarms or CCTV units is permitted. You should follow the government guidelines regarding CCTV. This can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/domestic-cctv-using-cctv-systems-on-your-property/domestic-cctv-using-cctv-systems-on-your-property>

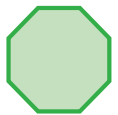
If you would like to discuss this, please contact us.



**Permitted, no approval required**

# External lighting and heating

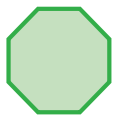
External lighting is permitted but must not cause a nuisance.



**Permitted, no approval required**

External heating for recreational purposes is permitted. Careful consideration should be given to ensure that external lighting does not cause unnecessary light pollution, and that lighting or heating do not disturb neighbouring properties.

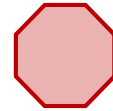
Temporary external lighting for celebrations and festivals is permitted.



**Permitted, no approval required**

# Flagpoles

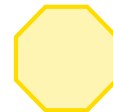
Flagpoles are not permitted in Lawley Village.



**Not Permitted**

# Gutters, downpipes, soffits and bargeboards

All alterations to gutters, downpipes, soffits and bargeboards require written approval from us. You will need to match the original style and colour at your property, different types of materials will be considered.



**BVT Approval Required**

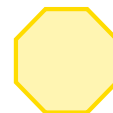
# Drives, car parking spaces, hardstanding and pathways

All alterations to drives, car parking spaces, hardstanding and paths, require written approval from us. Existing drives, car parking spaces, hardstanding and pathways must be maintained. The materials used should be a direct, or close as possible match to the original materials.

Additional drives, car parking spaces, hardstanding and pathways will not normally be permitted.



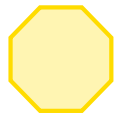
**BVT Approval Required**



**BVT Approval Required**

# Trees, hedges and planted areas

All changes to trees, hedges and planted areas require our approval. Existing hedges and trees must be retained, or if dead or dangerous should be replaced with the same species or alternative species approved by us.

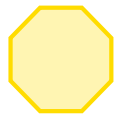


**BVT Approval Required**

# Walls, fences, railings and gates

The location of walls, fences and railings should not be altered. All repairs must be undertaken using materials to match the existing materials. Properties that have open frontages must remain open with no additional boundary installations. Additional gates, or openings into walls or fences, will not normally be permitted.

Decorative arches and gates to the front of your property will not normally be permitted.



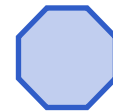
**BVT Approval Required**

You should seek advice from us if you wish to alter the colour of any surface on walls, fences, railings or gates that can be seen from a public place.

# Sheds, garden buildings and greenhouses

Any garden buildings and permanent structures including sheds, greenhouses, outbuildings, summerhouses, and large play structures for children, require our approval and may require planning permission from T&WC.

The size of your garden and the amount of existing garden buildings will be considered when looking at your application.

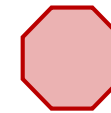


**BVT and T&WC Approval Required**

# Front gardens

Any changes to the front garden requires our approval. Including changes to any paving or steps. The materials used should match the colour of the existing materials.

Changes to the landscaped area, such as the removal or addition of planting, or adding stones or chippings, should be discussed with BVT. Larger areas of stone or chippings must include soft landscaping, and the design should not include large areas of a single colour of stone or chippings.



**Not Permitted**



# Rear gardens

Rear gardens must not be used for long-standing overnight accommodation, and should not be used for any activity that may cause a nuisance to your neighbours.

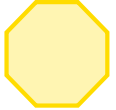
No more than 50% of the surface area of a rear garden can normally be converted to paved or patio areas. Any work must not impact the water drainage or affect neighbouring properties.

No additional car parking is permitted in rear gardens. Where decking or raised terraces or patios may result in neighbouring properties being overlooked, in order to maintain your neighbours privacy, you may need to install screening consisting of mature planting, which must be maintained.

Many gardens are not suitable for large tree houses and climbing frames due to the close proximity of neighbouring properties. Therefore, these are unlikely to receive approval as children playing above the level of boundary fences can intrude on your neighbours in adjoining properties.

We permit all hard and soft landscape alterations to rear gardens that sit below the level of the boundary. However, due to other considerations (drainage, privacy, proportion of hard and soft landscaping etc.) approval will be required and an application must be made.

**If you are unsure if you'll need our approval, contact us for a chat.**

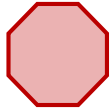


**BVT Approval Required**



# Caravans, boats, trailers and lorries etc.

The transfer document signed when you purchased your home states that lorries, caravans, motor homes, boats or trailers are not allowed to remain on the property.



**Not Permitted**

These vehicles are only permitted at the property to load and unload but must not be parked there overnight. Only vehicles (such as private motor cars and light motor vans) that could be parked inside a garage or on your own driveway will be permitted.

# Parking

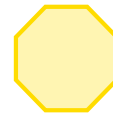
We recognise that parking causes a lot of concern for Lawley residents. Residents are asked to park their vehicles with consideration for their neighbours, and with safety in mind. Please ensure that you park in such a way that large vehicles, including buses, delivery vehicles and emergency vehicles, are able to gain access. Where possible, please use the parking spaces allocated for your property, including driveways, courtyards and garages and do not encroach on to public open spaces and pathways.

Parking restrictions and enforcement on highways and roads are managed by T&WC. We manage parking issues in communal and shared areas, please seek our advice on any issues in these areas.

**As roads become adopted Telford and Wrekin Council can take enforcement against poor parking. Find out more on their website [https://www.telford.gov.uk/info/20687/parking\\_enforcement\\_information](https://www.telford.gov.uk/info/20687/parking_enforcement_information)**

# Bin stores

We recognise that some residents may have issues storing bins out of sight of the front of their home. For example, houses with steps into the back garden. In these circumstances we will visit you to see if there is a location suitable for a bin store. There must still be enough parking available for your household. This will be judged on case by case basis, with a bin store agreed by BVT.



**BVT Approval Required**



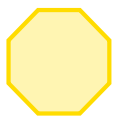
# Energy Saving Devices

We actively encourage the installation of energy saving devices such as solar panels and electric vehicle charging points. However, in order to maintain the appearance and character of the Village, devices should be installed in an unobtrusive position so we can continue to preserve the special look and character of Lawley Village. Always contact us for advice before any work begins and before any financial commitment is made.

## Solar panels

There is an assumption that black solar panel installations will be approved unless;

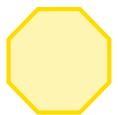
- a) Objections raised by other residents, as part of our decision-making process, provide sufficient cause to reject the application.
- b) The installation could be located in a less conspicuous position without significant loss in efficiency and/or effectiveness.
- c) The following conditions cannot be met:
  - The set out of the panels should be even - i.e. a square or rectangular shape with no gaps or remote panels in the set. Allowance will be made for dormer windows and 'Velux'-type windows where required. However, the overall effect will be symmetrical.
  - Panels should be a single approved colour with no other colours on any visible part.
  - There should be no ancillary framework visible from ground level.
  - There should be no cables or pipework visible from ground level.



**BVT Approval Required**

## Electric vehicle charging point (EVCP)

The installation of an Electric Vehicle Charging Point (EVCP) is normally permitted. We will work with you to find the most appropriate location for your EVCP on or near your property.



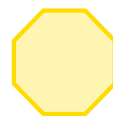
**BVT Approval Required**

**New or innovative forms of energy saving devices will always be considered.**



## Wood burning/Multifuel stoves

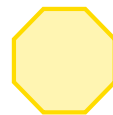
The installation of a flue for stoves requires our approval. External flues will not be permitted where visible from the road or public space. Please read Government advice regarding the phasing out of coal and wet wood in the UK.



**BVT Approval Required**

## Air conditioning and air source heat pumps

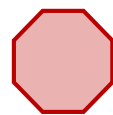
Air source heat pumps and air conditioning units must not detract from the character of the property. Air source heat pumps and air conditioning units must be sited adjacent to rear or side elevations, preferably mounted on the ground with a minimum distance of at least four metres away from the neighbouring properties, avoiding adverse visual and noise impacts for your neighbours. If it is sited on a side elevation that can be seen from the road, it needs to be screened from view. External units linked to air source heat pumps and air conditioning units will be allowed, provided they do not adversely effect the street scene and do not affect neighbouring properties. It is advised they are screened by planting or timber housings where possible.



**BVT Approval Required**

## Wind turbines

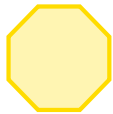
Wind turbines are not permitted.



**Not Permitted**

# Working From Home/ Running a Business

We support residents' changing needs, including working from home. We ask you to make sure your activities do not adversely affect your neighbours, or detract from the character of your property or the area. Working from home should enable the building to retain its residential character and should not be confused with running a business from home. Running a business from a residential property is not permitted under the TPI transfer document.

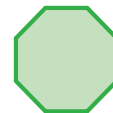


**BVT Approval Required**



## Signage including For Sale/To Let estate agent signage

Name plates and house number plaques of a reasonable size are permitted. Advertisements, placards and notices are not allowed (including 'No Parking' signs). Following residents' feedback, 'To Let' and 'For Sale' signs will be permitted.



**Permitted, no approval required**

# Making an alteration

## Processing alteration applications

When your application form is received by us via our online application portal, it will be reviewed to ensure that the application form has been completed correctly and all relevant plans, drawings etc., have been attached.

If you don't use the internet, or need some help filling out your application, please contact us.

**This service is free of charge.**

Receipt of your application will be acknowledged by email within two working days. If there is anything missing from the application, or clarification is required, you may be contacted by us and asked to supply further information. It will then be recorded

on a register held by BVT. Applications for alterations can also be viewed on our BVT Property Portal using the following link:

**<https://www.bvtlawleyvillage.org.uk/property-alterations-portal/>**

In most minor alteration cases, you will receive a decision within four weeks from the date of the email acknowledging receipt of your application.

This is based on all the required information being submitted, please try to include as much detail as possible and respond to information requests to avoid delays.

For alterations that will require a consultation, you will receive a decision within six weeks from the date of the email acknowledging receipt of your application. This period takes into account the consultation period and time needed to consider the application.

If your application is approved, you will receive a letter of approval outlining any conditions which apply.

**You should not undertake any work until you have obtained all necessary approvals.**





## How to appeal your alteration application

If your proposals do not comply with this Design Guide and the Deed of Covenant, it is unlikely that you will obtain approval. You may therefore wish to revise your proposals before you submit them to avoid unnecessary delays.

If your application is refused you have the right to appeal to the Lawley Management Committee (LMC) Appeal Panel.

If you decide to appeal, you should submit this in writing to us within 28 days of the decision letter, setting out the reasons why you think your application should be approved.

Your appeal will then be reviewed by resident members of the LMC at their next meeting who will determine the outcome of your appeal.

**You will be notified of the decision in writing within seven working days from the date of the meeting.**





# Where do you live in Lawley Village?

The Lawley Village development is split into phases as shown on the map. Each phase was designed by the Lawley Village Developer Group to have its own character and style.

Below are the phases and street names that are used in Lawley Village.

## Phase 1A

Church Croft, Clips Moor, Glendale, Pepper Mill, Well Croft, Yewtree Moor

## Phase 1B

Ashwicke Road, Caxton Close, Eastcote Avenue, Ralphs Close, Smallhill Road, St Johns Walk, Stainburn Road, Wooley Road

## Phase 2 (Lawley square)

Barrack Close, Cadman Court, Parkes Court, Poyner Court, West Centre Way

## Phase 3

Birchfield Way, Barclay Fold, Bray Lane, Cheshires Way, Grice Lane, Hobbins Lane, Light Lane, Miriam Lane, Pantulf Close, Plimmers Lane, Reynolds Fold, Stoney Fold, The Foxholes, Tuold Mews, Wulfgeat Lane

## Phase 4

Birchfield Way, Cottom Way, Dobbins Lane, Higgs Row, Newdale Halt, Sunny Lane, Symon Fold, Synders Way

## Phase 5

Baxter Drive, Grant Close, Brookes Avenue



## Phase 6

Bailey Grove, Bush Lane, Candlin Way, Daker Row, Darrall Road, Duddell Street, Leonard Grove, Lineton Close, Lovatt Lane, Monastery Close, Peregrine Drive, Rees Way, Smithy Way, The Cloisters, Wall Close

## Phase 7

Barn Fold, Bird Way, Bryce Way, Dimpson Crescent, Dutimoors Drive, Garsty Lane, Jeff Grove, Machin Place, North Moor Grove, Palin Grove, Proctor Avenue, Walkiss Crescent

## Phase 8

Barn Lane, Bemrose Avenue, Bickerton Grove, Birchfield Way, Booth Crescent, Bright Lane, Churm Lane, Hoyle Lane, Lavender Close, Linnel Grove, Lloyd Close, Pearce Drive, Sandhole Crescent, Strawberry Moor, Whitehead Grove, Wooding Drive

## Phase 9

Archer Drive, Arkinstall Grove, Brookes Avenue, Churchward Drive, Dowley Lane, Eunice Way, Doody Close, Simkin Close, Handley Way, Maxfield Crescent, Newby Lane, Peak Fold

## Phase 10

Kilgallon Road, Tonks Drive, Capes Lane, Alford Place, Husselbee Crescent, Meyer Crescent, Isiah Avenue

## Phase 11

Betjeman Way, Big Flint, Brattice Drive, Butty Lane, Chilton Drive, Clifford Jenson Drive, Cottage Lane, Eleanor Grange, Garland Grove, Gerrard Street, Grocers Close, Hewer Parade, Lancashire Lane, Lower Coal Lane, Middle Coal Mews, Proctor Avenue (even nos. 36-96 & odd nos. 39-79), Raymond Crescent, Sough Drive, Top Coal Drive, Wesleyan Way and Williams Craft




Bournville Village Trust  
350 Bournville Lane, Bournville,  
Birmingham, B30 1QY

Bournville Village Trust  
Lawley Community Hub  
Unit 3 Birchfield Way  
Telford, TF3 5BZ

T 0300 333 6540  
E [lawleystewardship@bvt.org.uk](mailto:lawleystewardship@bvt.org.uk)

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Bournville Village Trust (BVT) is a values-led charitable trust working to create and sustain communities where people can thrive. Founded by social reformer and Quaker George Cadbury in 1900, we're proud to be one of the Midlands longest serving independent charitable trusts. We provide services in central and south Birmingham and Telford, including in Lawley and Lightmoor Villages, to over 9,000 households.