PROTECTION
of the Bournville Village Trust Estate

When George Cadbury first realised his aspiration of providing decent housing at the end of the nineteenth century, one of his principal aims was to create a community and not just a housing estate.

Bournville has grown from the model village begun in 1895, into a large garden suburb that is renowned for its good quality housing and landscaping. The early principles continue to be achieved through the social mix of people living on the Estate, the variety of buildings and the large open spaces, all of which help to create the unique environment of historic and architectural interest which is enjoyed today.

Internationally recognised, the Bournville Estate occupies an important chapter in our housing and town planning history. The fine examples of domestic architecture, together with the balance of buildings and open spaces, are features of the Estate that distinguish it from other suburbs and these should be carefully maintained so that our precious neighbourhood retains its character for which it is rightly acclaimed.

Duncan Cadbury, Chairman
BOURNVILLE ESTATE
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Bournville Village Trust (BVT) has been responsible for the administration and management of the Estate since its formation in 1900. Since that time, the Trust has continued to develop within the confines of the Estate in accordance with the wishes of its founder, and to regulate any alterations to existing properties through the adoption of design guidance.

The Bournville Estate Design Guide, published by the Trust, first appeared in 1985 and has been updated at intervals since to provide valuable guidance on the more frequent types of alterations and extensions which residents are likely to consider. However, it is impossible for the Guide to comment upon every eventuality. If there is any proposal that does not feature on the following pages, please contact the Trust to seek further guidance and assistance.

The need to apply for Trustees’ consent

The 1967 Leasehold Reform Act, which allowed leaseholders to extend their leases or purchase their freehold interest, also allowed the Trust, via its Scheme of Management, to retain control over matters affecting the appearance and amenity of the Estate. However, the Trust can only preserve and enhance the special environment by ensuring that any new development or alteration work is considered within the context of the property itself, neighbouring properties, the street and the surrounding area. Alterations may vary in scope from large extensions to the replacement of windows or the felling of a tree. However, all have an individual and collective effect upon the immediate environment.

All development, no matter how small, is worthy of careful consideration if the Estate is to retain its unique quality. It should be borne in mind that together we are guardians of the Estate for future generations. Therefore before any work commences on site, residents are required to submit for the Trust’s approval details of any work affecting the external appearance of their property or garden using the application form supplied. If in any doubt, contact the Trust.

This guide provides further information on applying for approval.

Alterations and precedents

Alterations have been carried out on the Estate over many years and design guidance has changed in that time, sometimes to take account of lessons learned from the past. Previous alterations which do not necessarily enhance the appearance of a property or comply with current guidance will not be accepted as a precedent for allowing a similar alteration now or in the future.

The Trust and Birmingham City Council

The Trust and Birmingham City Council exercise control over development on the Estate in different, but complementary ways. In some cases, permission from the City Council is required, as well as Trustees’ consent. Whilst recognising that life on the Estate is continuously evolving, their common aim is to preserve the character of the Estate and the amenity of its residents.

Birmingham City Council is the Local Planning Authority and applications for planning permission, conservation area and listed building consent, as well as any other form of statutory authorisation, must be made to the City Council. Some minor alterations and changes might not need the City Council’s consent, but it is advisable to check with the Authority before commencing any works to see if their prior authorisation is required.

Obtaining permission from the City Council is likely to take up to, and possibly in excess of, eight weeks from the submission of an application. Trustees’ consent will take a little less time, probably between six to eight weeks from submission. It is, therefore, ideal if applications are made to the Trust and the City Council concurrently. Early discussions with the Trust are advisable.

All alterations affecting the external appearance of your property require consent from the Trust, even if planning consent is not required from the Local Planning Authority.
Conservation areas

The unique character and historical significance of parts of the Bournville Estate led to the designation by Birmingham City Council, in 1971, of two conservation areas. The larger one, ‘Bournville Village Conservation Area’, covers some 77 hectares (191 acres) and includes the earliest part of the Bournville Estate to be built. ‘Bournville Tenants Conservation Area’ covers only 9 hectares (22.5 acres) and was designed as a small-scale Bournville following the success of the earlier development.

The extent of the two conservation areas can be identified from plans held at BVT’s office and at the council’s offices.

The City Council has a duty to ensure that any developments within the conservation areas which require planning permission, including extensions or other exterior work, ‘preserve or enhance’ the special architectural and historic character for which the areas were originally designated. The Trust also recognises the importance of strictly regulating development within the conservation areas. In conjunction with the City Council, the Bournville Village Conservation Area Design Guide was produced in 1997. The advice within the Conservation Area Design Guide is to be used alongside this guidance when formulating and assessing plans for development within the Bournville Village Conservation Area.

In addition, in recognition of the fact that the Bournville Village Conservation Area is one of the most important conservation areas within the city, in 1996 the City Council placed an Article 4(2) Direction on the entire area, restricting permitted development rights.

It is essential, therefore, if works in a conservation area are proposed, to consult with the City Council’s Planning and Conservation teams to see what consents are required.

Listed buildings

There are a significant number of properties within the Estate that are included on the Statutory List of Buildings of Special Architectural or Historic Interest. These buildings are of local and national importance and are key to the character of the Estate. Proposals affecting these buildings in particular will be carefully scrutinised by the Trust to ensure that any alteration or extension is designed to preserve or enhance the original character of the building.

Whilst not by itself an indication that consent will be forthcoming, an exact match of the original in terms of design and materials, is required.

It is highly likely that most alterations or extensions, together with any demolition and works in the garden, will require Listed Building Consent from Birmingham City Council. Similarly some internal works may also require consent.

It is essential, therefore, that if alterations to a listed building are proposed, to first gain the advice of the City Council’s Planning and Conservation teams.
EXTENSIONS

Inevitably the desire for greater living space, additional bedrooms or modern and larger kitchens or bathrooms, brings pressure for alterations and extensions to properties on the Estate. Despite their relatively small size, extensions can alter permanently the appearance and character of a property, as well as to a greater or lesser extent, impact on the surrounding area and neighbouring residents.

It is imperative, therefore, that all alternatives are explored to provide additional space without needlessly resorting to options that will harm the individual house or neighbourhood.

The design of a successful house extension invariably requires a knowledge of the building type and a sensitive handling of scale and detail. To retain the integrity of the Estate the Trust will offer informal guidance about extensions. However, depending on the scale of the project, it is advisable to employ an architect or other suitably qualified professional with knowledge and experience of this type of work.

The Trust will always consider each application by looking at its scale and impact in relation to the space available, the character of the individual house, its neighbouring properties and surroundings. Try to view proposals from a neighbour’s perspective.

If possible, discuss them openly, but always observe the following basic principles:

- The extension should be designed to respect the original character and qualities of the house and plot.
- An over-development of the plot should be avoided.
- It should not dominate the original in size or position and the dimensions of the extension should be in proportion with the original house.
- It should preserve or enhance the overall appearance of the property and the opportunity should be taken to improve any previous unsympathetic alterations or extensions.
- It should pay regard to the role the house plays within the street and not detract from the balance and harmony of the neighbourhood.
- It should be sympathetic to the amenities of neighbours, avoiding overlooking or overshadowing adjacent properties.
- The pitch of roof on extensions should reflect the pitch of the main property.
- Access from front to back gardens should be retained or created.

In addition to these basic principles, it should be remembered that rear extensions are usually least obtrusive from the public viewpoint and, in most cases, offer the most practical solution, although this should not be confused with an acceptance of lower standards. Side extensions may be allowed, depending on the available space, providing they do not result in a cramped visual appearance or ‘terraced’ effect. Front extensions are potentially the most visually damaging, needing great sensitivity and care.
Single storey extensions and conservatories

The 45° code will apply in appropriate circumstances. It is worth remembering that the Code will also apply to any planned second storey.

So, if a further storey is planned in the future (subject to obtaining the relevant consents and permissions), the ground floor extension should be designed to meet the requirements of the Code for two storey extensions.

The appearance of conservatories should reflect the character of the main house in terms of design, scale and materials. The colour of window frames should match the colour of window frames in the existing house. The 45° code will be considered in relation to neighbouring properties, but the glazed nature of conservatories will also be taken into account when considering the implications of the 45° angle.

In certain areas of the Estate, including the Bournville conservation area and on listed buildings, conservatories should be timber framed and painted rather than stained. The use of UPVC is unacceptable in these areas.

Elsewhere UPVC may be permitted, so long as the glazing arrangement reflects the correct window style in the property. Trustees continue to have a preference for the use of timber, and will encourage the use of timber especially on properties built before the second world war. (See page 13 for further details on the use of timber and UPVC).

In addition, particular care needs to be taken in designing roofs that are appropriate. Throughout the Estate there is a general preponderance of pitched roofs, although flat roofs may be acceptable in circumstances where for example the physical characteristics prevent the provision of a pitched roof. In the case of extensions to bungalows, roofs should normally be pitched.

Birmingham City Council’s 45° Code

Birmingham City Council has adopted as supplementary planning guidance, the 45° Code – Guidelines for House Extensions. The Code is used by the City Council when it determines planning applications for extensions that might affect the outlook or daylight to nearby properties. In essence, it aims to provide a fair balance between the wishes of those who want to build and those who live next door, by ensuring that new building work does not cross an imaginary 45° line drawn from the nearest front or rear window of adjacent residential accommodation. The window must be the main source of light to a 'habitable room' such as living rooms, bedrooms, kitchens and conservatories but not bathrooms, utility rooms, halls, landings or garages.

The 45° Code will be applied by the Trust in assessing all applications for extensions, irrespective of whether planning permission is also required.
Two storey extensions

In the case of two storey extensions and those in excess of two storeys, roofs should normally be pitched, either gabled or hipped, to match the roof style of the existing building. This approach ensures that the extension becomes an integral part of the existing building.

The space around individual properties is one of the hallmarks of Bournville and any two (or three) storey extensions, particularly to the side of properties, should seek to retain the character of the street in terms of the relationship between buildings and spaces, as well as any established views. In the case of extensions on the side of a building, a distance of at least 1 metre (3'3") should be retained between the proposed extension and the boundary between the two properties to avoid creating a terrace of properties or a continuous built frontage. The aim is to retain a distance of at least 2m (6'6") between adjacent properties.
Loft conversions and dormer windows

The expansive roofs and roof voids on many of the properties throughout the Estate provides an opportunity to create additional living space. This option will introduce the need for new window openings, the design and location of which should be treated with great care. On some properties dormers and ‘half dormers’ are an integral feature of the original design, on others any interruption to the sweep of the roof will be inappropriate. Loft conversions will not always be suitable to the style of the property and therefore loft conversions will not automatically be permitted.

Where appropriate, dormer windows should be modest in relation to the size of the roof, without dominating or overbalancing elevations.

The dormer windows should be smaller than windows on the floor immediately below the roof (normally first floor). Their design should reflect the style and appearance of the house, perhaps taking ideas from dormers on nearby properties.

Dormers should normally have a pitched or hipped roof. However, in some cases a flat roof may be more appropriate to the style of the original property.

Materials identical to those on the parent property, e.g. tiles, bricks and frames, should be used. Dormers on front roof slopes may be suitable, but this will largely depend on the effect of the dormer on the character and appearance of the property, the street, and where relevant, the group of properties of which it forms a part. Care should be taken to avoid the overlooking of adjoining or nearby properties.

The use of roof lights in unobtrusive locations may be acceptable. Roof lights will not normally be permitted on the front or side elevation. Again, care should be taken in selecting the right location, style of roof light and minimising the impact on nearby properties. Windows on side elevations may be permitted in appropriate circumstances.
Garages and garage conversions

Most of the Estate was designed when car ownership was not at the level it is today. Designers and planners could not have predicted the current level of car ownership, the amount of traffic on the roads, as well as the demand for off-street and secure car parking. The Estate has therefore needed to adapt to cater for increased vehicle numbers whilst trying to retain its spacious feel brought about by its wider than average roads, parkland areas and characteristic generous garden sizes. All of these have been subject to increased pressure to facilitate the motor car, so it remains important to ensure that the appearance of roads, houses and their surroundings are not further spoilt by the introduction of insensitively designed or positioned garages.

In determining whether a garage will be acceptable, the first consideration should be whether there is room within the curtilage of the property to accommodate it safely and without destroying the character of the street or significantly impinging on existing gaps between adjacent dwellings. The garage should be designed in sympathy with the house to which it relates. Building styles, roof shapes, doors and materials should echo those found on the house or on similar examples in the locality. Whilst garages with pitched roofs are preferable, local circumstances and proximity to a neighbouring property might indicate that the use of a mono-pitch or flat roof is more appropriate. Pre-fabricated garages are only acceptable where they are detached from the main house, sensitively located and the design is appropriate to the locality.

Remember that the driveway in front of a garage should allow a vehicle to manoeuvre safely off the road and across the pavement before reaching the garage doors. Automated garage door systems may be acceptable providing the overall design of the garage is not compromised. Where space for parking in front of a garage is not provided, open doors should not project over the footpath or roadside verge.

An attached or detached garage often forms an integral part of a property’s relationship with its garden and surroundings. The use of a garage will vary and whilst they can be converted to provide additional living space, the consequences of the permanent loss of parking on plot and/or storage areas will be considered at the outset.

Houses built pre-1950s will be required to retain the appearance of garage doors, should a garage conversion be allowed. This is to preserve the traditional appearance of garage doors for older properties on the Estate.

Houses built post-1950s will be permitted to remove the garage doors and install a traditional window with the option of installing a pedestrian door if required. The window or door must be installed into a brick wall, the bricks of which should match those on the main house. Patio doors and UPVC combination frames filling the entire garage frontage will not be permitted. Historic examples of such complete UPVC frontages on properties around the Estate will not be a guide to what is acceptable for future applications.
Porches

The treatment of external doorways varies throughout the Estate from simple canopies and slight recesses to purpose-built porches. For the benefit of the individual property or group, existing entrance features should be preserved and not altered significantly in any way. New porches, particularly those that are fully enclosed, should be designed in sympathy with the style of the building to which they relate.

Porches should be small structures designed to minimise their impact on the main building and should not accommodate cloakroom or other facilities.

The same basic design and construction principles apply to porches as they do to other extensions. For instance, pitched roofs are preferred wherever possible, but in some cases flat roofs may be more appropriate.

BUILDING

materials and details

The earlier emphasis on economy in Bournville tended to produce simpler dwellings, but this was soon replaced by building designs that had their roots set in the Arts & Crafts movement of the late nineteenth and early twentieth century. Whilst designs throughout the Estate continued to change over the years, the use of quality materials and revolutionary ideas was largely maintained. For this reason, the building fabric, type of construction, materials and elevational detailing are of paramount importance to the aesthetic quality of individual buildings and contribute greatly to the present character of the Estate. Good housing design can be spoilt by the use of unsuitable materials or poor detailing. Since the publication of the first Design Guide in 1985, the exercise of strict controls has helped to retain the original standards of design and use of quality materials throughout the Estate and has contributed greatly to its current character. Anyone contemplating an extension, alteration or repairs should recognise and reproduce the original materials and detailing of their existing house.
Walling and external decoration

Dwellings on the Estate have a wide variety of external finishes ranging from brick, concrete, tile, timber, and pebbledash to rough textured cement. Together with painted woodwork, this gives an harmonious appearance and a visual unity to groups of dwellings and semi-detached properties. Similar treatment of extensions is particularly important.

Render and other similar external finishes either on the original building or any extension will not be permitted if they are not an original feature of the property.

Matching the brickwork on extensions should be viewed as a prerequisite. Reclaimed materials will often give the best finish to new building work, although new bricks that blend with the existing in general colour, shading and size may make a suitable alternative. It is also important to match the jointing or pointing in terms of type of mortar and pattern of finish, as well as the original brick bond. Painting walls bold or garish colours and painting over previously unpainted surfaces is not acceptable. Slight changes in the colour of external surfaces may be appropriate, provided colours are in harmony with neighbouring properties and groups of dwellings and semi-detached properties adopt the same overall colour scheme. The use of artificial cladding will not be permitted by the Trust.

Roofs and tiles

The style and pitch of a roof are essential ingredients in the character of an individual property and add variety, as well as interest, to the local skyline. Design and detail of eaves, verges, hips, gables, fascias and parapets are of equal importance. Whatever the age of the house, extreme care should be taken when replacing a roof or building an extension, to match the original design and detail. Similarly, the profile, colour and materials used for original roof tiles, together with the method of hanging, should be reproduced.

The pitch of roof on extensions should reflect the pitch of the main property. Original tiles can often be re-laid and will usually give the best finish to new building work, although new tiles that blend with the existing in general colour, shading and size, will often make a suitable alternative.

As a means of ensuring continuity, it is preferred if owners of terraced or semi-detached properties can co-operate and re-roof at the same time, using the same materials.
Windows, doors, conservatories and the use of UPVC and timber products.

In May 2006 Trustees introduced a policy which stipulated that the use of UPVC for windows and doors would not be permitted on properties in the Bournville Village Conservation Area, Bournville Tenants Conservation Area, Bournville Works Housing Society Area, Laurence Court, Meadow Rise/Harvey Mews and the Trust’s rented stock.

However, since 2006, technological advances have been made in the field of UPVC which has resulted in improvements in the aesthetic qualities of windows and much improved environmentally friendly manufacturing systems while maintaining the essential high security standards.

Therefore, the Estate Management and Scheme Committee concluded that it would be willing to allow the use of UPVC in some areas where it had been previously prohibited. This is on condition that the UPVC material used is produced using an environmentally sustainable method and that the window frames match the original in colour, style, appearance and opening light configuration.

The areas where the Trust is willing to permit the use of UPVC are:

- Bournville Village Trust stock
- Bournville Works Housing Society
- Bournville Tenants Conservation Area
- Laurence Court
- Meadow Rise / Harvey Mews
- Bournville Village Conservation Area (rear elevations only).

UPVC windows and doors will be prohibited for front and side elevations on properties in the Bournville Village Conservation Area (which is subject to an Article 4 (2) Direction imposed by the Local Authority) only timber windows will be permitted for front and side elevations.

There may be individual houses with special design features, which set them apart from the rest of the properties in their neighbourhood. If an application is received for such a property residents may be expected to use timber even though UPVC may be accepted on other properties in the immediate area.

The use of UPVC front doors will be discouraged.

In areas where the Trustees accept the use of UPVC for windows, rear doors, conservatories, soffits, bargeboards etc. the following conditions apply:

- The colour of windows, doors, conservatories, orangeries and porches should be white or cream and/or reflect the colour of the original window and door colours of the main house. Grey, brown or any other colour that is different from the colours of the original windows and doors, in the main house, will not be permitted irrespective of other examples around the Estate. This particularly applies to those wishing to add extensions to their properties.
- Consideration can be given to proposals to install grey or other appropriate colour framed products on an extension that is not connected to the main house. An example would be a summer house in a rear garden.
- Windows should match the original or revert to the original colour, style, appearance and opening light configuration.
- Doors should match the original or revert to the original colour, style and appearance.
- Conservatories should provide a glazing arrangement which reflects the correct window style and frame colour in the property.
- In some areas of the Estate an alternative style of windows and doors have become more predominant than the original. If the prevailing style is considered acceptable, this style is likely to be accepted as an appropriate alternative.
- The use of surface mounted glazing bars on appropriate window styles will be expected when using UPVC.
- Avoid constructing conservatories into which bathroom and kitchen windows would open, where natural ventilation and light are important.

Residents (especially in properties built before the second world war) will still be encouraged to use timber when replacing windows and doors, and for conservatories. If residents are willing or wish to use timber (rather than UPVC) and appropriate glazing styles in areas of the Estate built before the second world war, and where UPVC would now normally be accepted, no charge will be made for the application.
Gardens are an integral part of the landscape of the Estate. The typical garden is smaller to the front than at the rear, with mature trees (including fruit trees at the rear), and shrubs. The Trust expects residents to maintain their gardens to a satisfactory standard.

Landscaping and trees

The Estate displays a vision of green space, parkland and maturity in its landscaping which provides an appropriate back drop to the garden village image. The trees planted in the gardens of residential properties form a significant element of this feature. The retention of mature trees is vital to maintaining the green vision. As a result, the removal of trees from individual residential properties will be permitted only where a clear case exists to justify such action.

In all cases, where tree removal or tree pruning is proposed, Trust permission for the intended works must be obtained in writing from BVT before any works are undertaken.

In addition to this, an arboricultural report will be required by the Trust if you wish to remove a seemingly healthy tree. In cases where removing a tree is unavoidable, the planting of appropriate replacement trees will be expected.

Trees in the conservation areas and trees subject to Tree Preservation Orders (TPO’s), have special importance and therefore, any proposed work or removal of these trees, requires both BVT and Birmingham City Council permission.

If you are proposing to carry out work to such trees, written permission should first be obtained from Birmingham City Council. A copy of that permission should then be forwarded to BVT upon receipt of which, a decision will be issued regarding the proposed works.

Works to trees that do not necessitate removal, i.e. branch thinning, will be welcomed if it is designed to prolong the life expectancy or improve the health of a tree.

Certain species of tree, e.g. willow and poplar can do irreparable damage to buildings and drainage. It is worth avoiding planting these types of trees, but if they already exist periodically check for any damage as a result of their root system/means of water intake and always keep them at an appropriate height.

Chimneys

With many houses relying initially on fireplaces for heating, there are many different styles of chimney on the Estate. These are not only functional, but are often structurally important and form a significant part of the design of many houses, as well as giving buildings characteristic or unique silhouettes. Chimneys no longer required for open fireplaces can often be suitable for adapting for central heating flues or other uses. It is worth remembering that if chimneys are retained they could be used again in the future. Where a chimney is an important feature of the building, consent for its removal is unlikely to be given.

Gutters and pipes

The original gutters and drainpipes throughout the Estate were constructed from a variety of materials, principally cast iron and more recently plastic. If replacement or new gutters and drainpipes are required, these should match the originals in colour and materials, although authentic replicas using substitute materials are available and can be appropriate in certain circumstances. Whilst cast iron is generally more expensive than other materials such as plastic, it will tend to last much longer. Plastic often becomes brittle on exposure to sunlight, cracking as it expands and contracts, leading in some cases to leaks. In general, only use plastic where the original pipework and guttering is constructed from this material. Always keep ornamental pipes and retain hopper heads, particularly those with dates or distinguishing features. Avoid the use of unsightly external plumbing stacks with multiple branches. Additional soil and waste pipes should be located internally, if possible, to avoid clutter on the outside of the building or on elevations which cannot be seen from the street or public places.
**Hedges, fences, walls and gates**

A feature of the older areas of the Estate is the enclosure of the front gardens by privet or beech hedges and low garden walls. These are just as important as the trees and open spaces in contributing to the rural charm of the area and should be preserved. In front gardens new fences and walls should be in keeping with those already existing in the same road and should not normally exceed 1 metre (3’3”) in height. Some groups of houses and entire residential areas, such as Shenley, were designed with open garden frontages and these should be retained to preserve the existing street scene. Proposals for enclosures that disrupt this design will not be permitted. Rear walling and fencing materials should also match in colour and texture those already existing in the area and should not normally exceed 2 metres (6’6”) in height. In the conservation areas, walls and fences are generally discouraged. Appropriate hedging is the presumption when considering boundary treatments. Leylandii, which is a popular form of hedging, is extremely fast growing and can quickly affect the street or the amenity of neighbours. Alternative hedging material should be considered where possible.

Normally, boundaries are the joint responsibility of neighbours although there are exceptions to this rule. Check lease/deeds or consult the Trust if in any doubt as to the ownership of and responsibility for a boundary.

**Garden buildings**

Garden sheds, greenhouses, outbuildings, summerhouses, pergolas and any other permanent garden structure should be of a suitable size and proportion, located in an unobtrusive position, constructed of materials which are in sympathy with their surroundings and softened by planting if appropriate.

Timber sheds, glazed greenhouses and other similar garden structures in rear gardens measuring no more than 6ft (width) x 8ft (length) x 7ft in height will be permitted without the need for a formal application or consultation with neighbours.

Applications will remain necessary for other larger garden structures.

**Artificial grass**

While there are some advantages to installing artificial grass in gardens, the disadvantages are overwhelming and fundamentally go against the natural surroundings which the Trust promotes.

Therefore, the use of artificial grass on the frontages of properties on the BVT Estate is not permitted. At the rear of properties, the use of artificial grass is discouraged.

There are a number of factors which mean that artificial grass is not suitable for properties on the BVT Estate, these include:

- It is made of synthetic materials which is not environmentally friendly
- It is not environmentally friendly for insects and wildlife
- Can look very uniform and provide a manufactured, ‘false’ look
- The Trust promotes a natural environment and artificial grass goes against this.

Residents are encouraged to maintain their gardens at all times.
HARDSTANDING
and parking spaces

Driveways and parking areas
The Trust can consider applications for driveway extensions provided that the least amount of hardstanding is proposed. These should be constructed from materials that blend with the remainder of the garden. With flooding becoming ever more frequent, there will be a presumption against non-porous materials, particularly imprinted concrete which will not be permitted. Gravel drives (where appropriate) and other porous materials will be encouraged. To preserve the aesthetics of the street setting, it is important that frontages retain as much hedging, grass and planting as possible. For this reason the Trust will apply the 1/3rd - 2/3rd rule.

1/3rd – 2/3rd rule
Residents will be able to convert no more than two thirds of the plot frontage into hardstanding / driveway. The remaining one third should be grassed, shrubbed or flower bed with a soil base, rather than gravel or other hard material. If there is no boundary between yours’ and a neighbours’ driveway, a hedge or shrub bed should be introduced to create a soft boundary to avoid a continuous area of hard standing between plots. For the majority of houses on the Estate the 1/3rd - 2/3rd rule can be applied. However, some properties on the Estate may have unusually large frontages and some properties may have unusually small frontages, for example terraced properties. In these cases, a driveway application will need to be considered on its own merits and the decision will be at the Trust’s discretion. You should ensure that your driveway application gives as much detail as possible including accurate drawings and dimensions of the proposed driveway.

Storage of caravans and commercial vehicles
The storing or parking of caravans, motor homes, commercial vehicles, boats and trailers on driveways and gardens is not permitted. There are a limited number of caravan spaces on the Estate. Applications for spaces should be made to the Trust, although the Trust cannot guarantee to allocate a space to all caravan owners.

TELEVISION AERIALS
and satellite dishes

It is accepted that some properties require larger aerials to receive a suitable television signal. However, every effort should be made to keep aerials as small as possible and as unobtrusive as possible. Any cables which are used for an aerial system, should take the most unobtrusive route. This means that cables running over and across roofs are unacceptable.

Satellite mini dishes should be sited so they are as inconspicuous as possible. Most satellites transmitting to the UK are high above the horizon and dishes need a clear line of sight to the satellites they are receiving so they can be positioned at low level. The equipment supplier should be able to offer guidance on this. In general only mini dishes will be permitted.

When installing a satellite mini dish, it should be sited so that it cannot be seen from roads and other public spaces.

Dishes should be installed:
- As unobtrusively as possible on rear or side elevations.
- At ground level or below 2 metres where possible.
- On garages, sheds or other outbuildings with a suitable orientation.
- On a fence post or washing line post.

To avoid inappropriate proliferation of dishes, consider a shared dish scheme with other immediate neighbours using one communal dish to feed multiple dwellings. In most cases, only one dish or aerial per property is permitted. Individual satellite dishes will not be permitted on multi-dwelling buildings such as blocks of flats.

If you wish to erect a satellite mini dish at your property contact the Trust to ask for an application form and guidance on permitted locations.
RADIO AERIALS
and aerial arrays

External UHF radio aerials will only be considered in exceptional circumstances. Amateur radio enthusiasts with a valid, current transmitting licence should submit any proposals for external transmitter aerial arrays to the Trust for its approval.

Flues for gas heating appliances

Wherever possible, the flues serving gas heating appliances should be taken into existing chimney stacks, which terminate in appropriate traditional chimney pots. Where this is not possible, balanced flues may be located at the rear of properties or in areas where they will be inconspicuous.

Security lighting

Security lighting is permitted on properties on the Bournville Trust Estate. However, great care should be taken when installing such lighting as floodlights can emit an intensely bright light which can inconvenience and cause nuisance to your neighbours.

To avoid causing nuisance to your neighbours, security lights should be installed so that they are directly trained on a specific area, operated by a motion sensor or similar means for turning the light on and off. Care should be taken over the choice of the lighting unit so that it does not detract from the appearance of the building on which it is situated. The size of the lighting unit should be as small as possible and should be located in unobtrusive positions on your property. Trustees consent is not required for security lighting units.

CCTV cameras

It is unusual for residents on the Estate to feel the need to install CCTV cameras around their homes. The installation of CCTV cameras can lead to other residents feeling uncomfortable and feeling that they are being watched. In the circumstances, the Trust discourages the installation and use of CCTV cameras.

Residents with a desire to install CCTV cameras should be aware of the Police’s advice that only fixed/tilt cameras should be mounted and should be installed so that they are only trained on a specific object and/or area belonging to the owner, they do not train on a public area, should not cover another person’s property or invade another person’s privacy. The installation of Dome cameras is not permitted as they pick up a wider area and risk invading another person’s privacy.

Bournville Village Trust do not accept any responsibility for the video data captured by CCTV cameras owned and operated by individuals / residents living on, or visiting, the Bournville Trust Estate.

Wheelie bins and wheelie bin storage

Birmingham City Council introduced wheelie bins into which residents can deposit general waste, garden waste and recyclable waste. The Trust understands that the introduction of wheelie bins has posed some difficulties for some residents particularly with regards to having an appropriate place to store the bins.

The Trust encourages all residents on the Estate to store wheelie bins out of view from the public domain. This will mean keeping the bins at the rear of the property, in garages, storage areas, side entrances or alleyways etc.

We appreciate that storage may not always be so easy and on occasion, residents may need to install a storage facility as a place to keep their bins. Storage facilities should be as unobtrusive as possible and sympathetic to surroundings using appropriate colours, materials and being of good quality. All attempts should be made to store the wheelie bins without the need for a separate storage facility.

An application is required by the Trust to install wheelie bin storage facilities, but there is an expectation that appropriate facilities will be installed complying with the guidelines outlined in this section.
The opportunity to work from home is being promoted by more and more organisations. This is essentially where an individual works from home but the building retains its residential character and should not to be confused with running a business from home. There are obvious benefits to homeworking such as savings in travel as well as environmental gains. The Trust will generally support working at home, providing there are no parking implications or adverse effects on neighbours or the character of individual houses, gardens or the Estate as a whole. It may be possible for some small businesses to operate from a predominantly residential property, as long as the same criteria apply.

The Trust actively encourages the installation of energy saving devices such as solar panels and ground heat water pumps. However, in order to maintain the appearance and character of the Estate, devices should be installed in an unobtrusive position and approval for installation will always be subject to the location of the device.

**Ground source heat pump**
Providing that there is sufficient area of land for this type of system to be installed, consent is likely to be given subject to requirements to minimise disruption and reinstate disturbed ground with a suitable scheme. All soft landscaping must be reinstated to a scheme approved by the Trust.

**Wind turbine**
For wind turbines to work at maximum efficiency, they are likely to be positioned well above the roofline. The detrimental appearance of wind turbines in such locations means that consent for this type of installation is unlikely to be approved.

**Solar Panels (Electricity and Water Heating Panels)**
Solar panels will not normally be permitted on a prominent elevation visible from the public highways. They should be located in an unobtrusive location wherever possible (such as rear elevations). Solar panels can be mounted on ‘A’ frames which can be positioned discreetly.

**Electric car charging points**
On the whole, electric car charging points are relatively insignificant in appearance. The charging points should be hidden from the public domain where possible. A formal application is not required if you wish to install a charging point, but you should notify and provide details of the charging point to the Trust, and await an acknowledgment of the alteration before commencing the installation.

**Further information**
Any application for the installation of energy saving devices in the conservation areas will be assessed in conjunction with the Local Authority. In all cases, it is advised that residents assess the merits and cost implications as well as legal implications when considering the installation of energy saving devices before committing to a contractual agreement. An application should always be made to the Trust before any work begins and before any financial commitment is made.
BASIC GUIDELINES
the following guidelines apply to all parts of the Estate

Please consider the following points when designing alterations or extensions to your property:

a) Consider what effect your proposals will have on your neighbour’s homes and other properties in the area, as well as your own property. Will they enhance or detract from the environment enjoyed by yourself and/or your neighbours?

b) Your building operations may affect the appearance of your property and the surrounding area for many years.

c) Ensure that your proposals blend in with, or improve, your existing house and enhance your neighbourhood.

d) Avoid embellishments and details which will be out of character with your existing property. You should endeavour to repeat original features of your property when designing extensions (i.e., eaves details, window styles etc).

e) The building materials you use should match, or be in sympathy with, those of your existing house. You must match facing bricks and tiles with those of the existing property.

f) No construction or alteration work (such as rainwater goods, foundations, roof overhangs etc.) should encroach on any adjoining property.

g) Building up to a boundary can result in future maintenance problems.

h) Consult your neighbours about any proposals which may affect them.

i) You should ensure that extensions to your property comply with the 45° rule. (This is explained on page 7).

j) If extensions are to be built up to or close to the boundary of your property, you may need to serve a Notice under the Party Wall Act on your neighbour. The Trust would expect you to put forward proposals which respect your neighbour’s amenity and to liaise with your neighbour regarding working arrangements during construction.

k) Two or three storey extensions should be designed to provide at least 1 metre between the proposed extension and the boundary, and at least 2 metres between the proposed extension and your neighbour’s property.

l) You must not build single or two storey extensions at the front of your property forward of the building line, the position of which is normally laid down by the Local Authority Planning Department.

Remember it is your legal duty to obtain the Trust’s approval. Failure to do so may result in legal difficulties when you sell your house.
What happens when the application is received by the Trust?

When your application is received, it will be checked to make sure that:

- The Application Form has been completed.
- All relevant plans have been attached.
- The relevant fee has been included.

The Trust will write to you to acknowledge receipt of your application. If your application is incomplete you will be asked to supply the missing items. You will then know that your application has been received and that it is being dealt with. Your application will then be considered by the Trust. This process will involve:

- Checking the proposals to ensure that they comply with the Guidelines.
- Considering the proposals in the context of the existing property, neighbouring properties and the surrounding area.
- It may be necessary to contact you or your agent (if any) to discuss the proposals and to visit the property, if a visit has not already been undertaken.
- Your application will be recorded on a Register, which will be issued to Local Resident Associations.
- The Trust will write to neighbours who may be materially affected by the proposals. The Trust’s Consultation Policy requires that 4 weeks are given for neighbours to comment if they wish. However, you may wish to provide a letter from your immediate neighbour(s) indicating that they have seen the proposals and stating their views when you submit your application.

A decision will not be issued until your proposals have been considered by the Trust. This may involve a Trust officer visiting your property. You may be asked to make alterations to your proposals before they can be approved. In most cases you will receive a decision within 6 - 8 weeks from the date of the letter acknowledging receipt of your application. This period takes into account the 4 week consultation period and the time needed to consider your application. The Trust will then issue its decision in writing. In some cases your application may be referred to the Estate Management and Scheme Committee for specific consideration, and you will be advised of this, since this may delay the decision.

If your application is approved, you will receive a letter of consent outlining the conditions that you must adhere to.

N.B. Trustees’ approval does NOT imply their approval of construction methods or the likelihood of achieving Local Authority approval.

Please note that you should allow sufficient time for your application to be processed. You should ensure that your agent (if any) and contractors (such as builders, window replacement contractors/manufacturers and conservatory manufacturers/installers) understand the procedure which you need to follow so that you are not obliged to enter into a contract with them before all the necessary consents have been obtained. If your application is refused, you may:

i) Either, submit a new application incorporating the Trust’s suggested amendments.

ii) Or, you can appeal to the Estate Management and Scheme Committee.

The Estate Management and Scheme Committee, which was formed and approved by law in 1972 as part of the Scheme of Management, considers any matters related to the appearance and amenity of the Estate. It consists of four Trustees and four elected residents of the Estate. The Committee meets five times a year. If you decide to appeal, you should set out in writing to the Trust’s officers, the reasons why you feel that your application should be approved and any facts that you feel might influence a decision by the Committee.

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 permitted. The Committee does not allow applicants and the general public to attend the Committee meetings. However, you can seek representation through your local resident association.

NO WORKS SHOULD BE UNDERTAKEN UNTIL YOU HAVE RECEIVED ALL OF THE NECESSARY APPROVALS.
EXTENSIONS
and alterations which require approval

All alterations affecting the external appearance of your property require Trustees’ consent. Alterations and extensions generally fall into two categories:

Category A (Buildings and extensions).  
Category B (General appearance).

Category A - Buildings and extensions

• Two storey extensions.
• First floor extensions such as additional bedrooms.
• Single storey extensions such as extensions to living areas, dining rooms, kitchen, utility rooms etc.
• Conservatory.
• Loft conversions.
• Garage or garage conversion.
• Porch.
• Lean-to structure for any purpose.

If your proposal falls into Category A (i.e. involves an extension of your property or a new structure), please supply 2 copies of the following:

LOCATION PLAN, showing the property, adjoining properties and roads, with a red line drawn around the site. The scale must be 1/1250 or 1/2500 and show the direction of north.

SITE PLAN, usually 1/500 or 1/200 scale, 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., neighbouring property) is situated near to part of the site where an extension is proposed, please show the position of windows in the building which are nearest to the proposed extension.

ELEVATIONAL DRAWINGS, usually 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, if known.

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, means of foul and storm water disposal, should also be shown.

FLOOR PLANS. Showing the existing and proposed floor plans of each storey of the building, are also required normally to 1/100 or 1/50 scale.

Photographs are always helpful to illustrate your proposals.

Category B - General appearance

• Installation of patio doors.
• Replacement windows and/or doors.
• Replacement of existing roof or wall finishes.
• Addition or removal of chimneys.
• Provision of burglar alarms and surveillance cameras.
• Erection of external television aerials and satellite dishes.
• Erection of external radio or CB aerials.
• Alterations to driveways.
• Formation of additional hardstanding for cars.
• Additional footpaths in front gardens.
• Garden sheds and/or greenhouses.
• Erection, replacement or removal of hedges, fences, walls, gates or trees.

If your application falls into category B (i.e. involves changing windows, doors, altering driveways or front gardens, or minor alterations to the exterior of the property etc) please supply the following as appropriate:

a) Photographs or drawings of existing structures and illustrations of proposed windows/doors or other features to be altered etc.

b) Photograph or a drawing of existing driveway/front garden, and a drawing of proposed alterations. The drawing should show any increase in the size of your driveway. You should supply details of materials to be used.

c) A photograph or drawing to show the proposed position of burglar alarms, cameras, aerials, garden sheds, greenhouses or similar.

Photographs are always helpful to illustrate your proposal.
Consultation with neighbours will not be carried out in the following circumstances:

- Replacing windows, doors, soffits, bargeboards etc. (including the use of UPVC in appropriate areas of the Estate), where the style proposed matches the original, reverts to the original style or (if appropriate) matches the prevailing style in the immediate area.
- Resurfacing driveways where the extent of the driveway is not altered and the material being used is the same as the existing.
- Total re-roofing so long as new tiles match existing.
- Miscellaneous items such as burglar alarm boxes, installation of patio doors and other items resulting in minor changes to the general appearance.
- Removal or replacement of boundary hedges, fences, walls etc. (in conjunction with the party neighbour).

It will therefore only take 2/3 weeks to deal with these types of applications. You will still need to complete an application form, but there is a reduced fee for such applications, as shown on page 23.

If you are carrying out minor repairs such as replacing a few roof tiles or repairing a window frame you do not need to complete an application form. However, you may wish to write to let the Trust know that you are carrying out repairs.

IN ALL OTHER CASES CONSULTATION WITH NEIGHBOURS WILL BE CARRIED OUT GIVING THEM 4 WEEKS TO COMMENT.

You may find it helpful to investigate the history of your property and the surrounding area, before embarking on proposals for alterations or extensions. The Trust’s archives, stored at the Birmingham Central Library, may have original drawings that might help in framing proposals. The following publications may also be useful:


In October 2005 the Trustees resolved to establish a presumption against:

- The creation of an additional building plot out of part or all of the garden of an existing house.
- The assembly of a development site from the amalgamation of several individual plots.
- The amalgamation of two houses into one unit.

Proposals for any of the above would therefore not be considered appropriate, and would not be approved.

All the dwellings on the Estate contribute to its historical character and town planning significance. It is important, therefore, that the original Estate design and special features are not forgotten. For this reason, it would be helpful if photographs or similar documentary evidence of the existing property could be provided to the Trust when submitting an application so that a record of the Estate can be built up.

When officers of the Trust visit properties on the Estate it is likely that they will photograph the property for record purposes.
A fee covering the administrative costs involved in considering your application is payable when you submit your application. The fee is calculated on a sliding fee scale depending on the complexity of the proposals and is subject to VAT. A list of current fees is explained below taking account of the change in the VAT rate (as imposed by the

<table>
<thead>
<tr>
<th>TYPE OF ALTERATION OR EXTENSION FEE</th>
<th>(INCL.VAT at 20%)</th>
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</thead>
<tbody>
<tr>
<td>Two storey extension (including garage if appropriate)</td>
<td>£150.00</td>
</tr>
<tr>
<td>Single storey extension (including garage if appropriate)</td>
<td>£90.00</td>
</tr>
<tr>
<td>Conservatory</td>
<td>£60.00</td>
</tr>
<tr>
<td>Porch</td>
<td>£60.00</td>
</tr>
<tr>
<td>Garage or conversion of garage to living space</td>
<td>£36.00</td>
</tr>
<tr>
<td>Loft conversion</td>
<td>£36.00</td>
</tr>
<tr>
<td>Driveway resurfacing with or without increase in area</td>
<td>£30.00</td>
</tr>
<tr>
<td>Doors and windows</td>
<td>£30.00</td>
</tr>
<tr>
<td>Re-roofing (with matching tiles)</td>
<td>£18.00</td>
</tr>
<tr>
<td>Energy saving devices</td>
<td>£18.00</td>
</tr>
<tr>
<td>Garden structures (sheds, greenhouses, pergolas, etc) over 6ft x 8ft x 7ft</td>
<td>£18.00</td>
</tr>
<tr>
<td>Miscellaneous items not listed above</td>
<td>£18.00</td>
</tr>
</tbody>
</table>

Multiple application (i.e.: more than one of the above by a single application). One fee – the higher of the relevant items covered fees up to a maximum of £150.00 (incl. VAT at 20%)

An additional charge of £60.00 (incl. VAT at 20%) should be added to the above fees if you are making a retrospective application for Trustees’ consent where works have already been commenced or completed for whatever reason.

The above fees are inclusive of VAT at the current standard rate at the time of application.

2018
USEFUL
contact numbers

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