

## Covenant Application Form

If your home was built by the Harlow Development Corporation or the Council or is on land that was previously owned by the Corporation or Council and was later developed for private housing, certain restrictive covenants will apply to your home.

It is possible that these works may also require Planning Approval and/or Building Regulations Approval. For further information telephone Contact Harlow on 446655. Separate approval is required for access/use of Council land.

**This form should be completed and submitted with 2 copies of your application drawings (including sections, elevations and location plan) together with the appropriate fee and sent to Covenant Officer, Harlow Civic Centre, College Square, The Water Gardens, Harlow, Essex, CM20 1WG**

### 1. Applicant Details

Name of Applicant:

Address of Applicant:

  
  

Postcode:

Home Telephone N<sup>o</sup>:

Work Telephone N<sup>o</sup>:

### 2. Agent Details (If Applicable)

Name of Agent:

Address of Agent

  
  

Postcode:

Telephone N<sup>o</sup>:

Fax N<sup>o</sup>:

### 3. Address of Application Site

### 4. Description of Application Site (i.e. flat, terrace, semi-detached etc)

### 5. Description of Proposed Development

### 6. Finishes

Please state the type, colour and finish of any materials to be used externally for walls, roofing, cladding etc.

## 7. Consultation with Neighbours

You should ensure that your neighbours fully understand your proposals by showing them your detailed plan/s.

### Information for Neighbours

As a neighbour you should only sign this form if you fully understand and have no objections to the proposed development. Please note if you have any objections, could you detail them in writing and send them to the Covenant Officer at the address shown overleaf.

This section may be left blank for applications for replacement windows and doors.

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## 8. Scale of Application Charges

### Application for proposed alterations:

The fee is calculated at 1% of the cost of the works with a minimum fee payable of £35.00

### Retrospective Applications (after the work has been completed)

The retrospective fee is calculated at 2% of the cost of the work with a minimum fee payable of £70.00. It should be noted that Retrospective Approval might not be granted.

Cost of Work \_\_\_\_\_ Fee Enclosed (£) \_\_\_\_\_

Note: **The cost of the work must include all labour and materials.** Unrealistic costs will be challenged and could delay your application. If you are self-build or having labour or materials donated, **the charge will still be based on the cost of the project as if a builder was carrying out the work.**

Cheques (which are preferable) should be made payable to Harlow District Council

**Refunds will not be given for unsuccessful applications**

### Declaration:

I hereby apply for Covenant Approval to carry out the development described in this application and on the enclosed plans and drawings. I have consulted my neighbours as listed and there are no objections/there are objections to my proposals.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

On behalf of: \_\_\_\_\_

If you have any questions please telephone Contact Harlow on 446655

Harlow District Council undertakes that it will treat any personal information (i.e. data from which you can be identified, such as your name, address, e-mail address, etc.) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998