

**PLEASE COMPLETE ALL SECTIONS I – II AND RETURN WITH THE CORRECT PLANNING FEE TWO WEEKS BEFORE THE PLANNING MEETING TO: – werc@wentwortheastate.org.uk with the plans that can be on PDF but to scale please. If you need to send hard copies or a cheque for payment please post WERC, The Estate Office, Wentworth Club, Wentworth Drive, Virginia Water, Surrey, GU25 4LS.
Online Payments to Barclays Bank WERC Account: 20433454 - Sort Code 20-02-53 – Thank You**

WERC NO.	PLANNING MEETING DATE
PLANNING FEE – PAID BY £	14 / 21 DAYS Date letter can go
Applicant Name	Agent Name and Address
Address & SITE NAME	Address:
Contact Number: Email:	Contact Number: Email:
2. Description of Proposed Works:	
3. Period of Works	
<i>Please provide an estimate (in months) of how long this proposed project will take to complete?</i>	
4. Runnymede Borough Council Applications	
Have you applied to RBC? Yes/No If YES please provide the RBC Planning No. RU. / Has permission been granted? Yes/No If Yes, please advise date approved	
5. Vehicle Access (or pedestrian), Roads and Rights of Way	
Is a new or altered vehicle access proposed to or from an Estate Road? Yes/No If YES please annotate plan reference here.	
6. Parking	
Will the proposed works affect existing car parking arrangements? Yes/No If YES Please provide details of alternative parking arrangements and annotate plan reference here.	
7. Trees and Hedges	
Will any trees or hedges need to be removed or pruned in order to carry out your proposals? Yes/No If YES please show on your plans which trees, by giving them reference e.g. T1, T2 ... and annotate plan reference here.	
8. Plan/Drawing Numbers	
PLEASE LIST ALL	

9. Plot Areas – This MUST be completed by the applicant**A) EXTENSIONS AND ALTERATIONS**Gross external floor area of extension m²**B) NEW BUILDS**

Gross external areas of:

Basement m²Ground floor (incl. garage) m²First floor m²First floor (roof accommodation only) m²Second floor (roof accommodation) m²Area of plot m²**10. Please Sign and Date**

Signed:

Dated:

Print Name:

OFFICE USE ONLY:**NEIGHBOURS NOTIFIED/DATE/LETTER/EMAIL**

CONTRIBUTIONS	Amt
Planning Fee	£
Development Fee	£
Deposit	£
Notice Board	£300.00 / NA
TOTAL	£

APPROVED / DEFERRED / REFUSED**PLOT RATIO:****FILE NOTES:**