



ORRA Planning Guidance last updated 22/7/25

The ORRA Committee is tasked with maintaining the Covenants for the benefit of all residents. This document is intended to guide and clarify the procedures for Planning on the estate.

1) Initial assessment of ORRA Planning requirements – Is ORRA approval required?

Please proceed down this checklist. If ANY questions are answered “Yes” then ORRA approval is REQUIRED. Otherwise, approval is **NOT REQUIRED**.

1.1) Internal building works:

Does the work require planning permission from EBC?	Yes = REQUIRED
Will the work impact or cause disruption to neighbours?	Yes = REQUIRED
The work is a minor internal change with no external effect.	NOT REQUIRED

1.2) External building works:

Does the work require planning permission from EBC?	Yes = REQUIRED
Is the work covered by Permitted Development rights?	Yes = REQUIRED
Does the work change the footprint, shape, style or colour of the exterior of the property?	Yes = REQUIRED
Does the work impact the boundary with a neighbour?	Yes = REQUIRED
Will the work impact or cause disruption to neighbours?	Yes = REQUIRED
The work is routine maintenance on a like for like basis.	NOT REQUIRED

1.3) Utilities and Drainage:

Will the work impact the road, verge, or shared drainage?	Yes = REQUIRED
Will the work impact or cause disruption to other residents?	Yes = REQUIRED
The work will not impact the road/verge, shared drainage, or other residents.	NOT REQUIRED

1.4) Driveways:

Any significant alterations to a driveway require ORRA approval.	Yes = REQUIRED
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1.5) Gardens and Trees:

Does the work involve addition or replacement of a shed or other garden structure?	Yes = REQUIRED
Does the work involve removal, addition or significant alteration of a tree or large shrub?	Yes = REQUIRED
Does the work change the “street scene” as viewed by a passer-by?	Yes = REQUIRED
The work is routine maintenance of a garden or hedge.	NOT REQUIRED
The work is a minor modification of flower beds, pruning or garden furniture.	NOT REQUIRED

1.6) Fences and Hedges at a boundary:

Does the work change the “street scene” as viewed by a passer-by?	Yes = REQUIRED
If the works do not impact the “street scene”, changes do require consultation with affected neighbours, but ORRA approval is	NOT REQUIRED



2) Notification stage of intended works or retroactive approval:

2.1) The Planning Application can be initiated by a resident via the following methods:

- 2.1.1) By using the website Planning Form – this is the preferred method.
- 2.1.2) By email or letter to Committee.
- 2.1.3) By verbal discussion, although a written Application may be needed later.

The Committee encourages retroactive applications for unauthorised works predating this guidance document, and the website Planning Form is the preferred method for this.

2.2) In cases where it comes to the attention of Committee that a resident has not yet made an Application, but is required to do so:

2.2.1) If works are not yet completed:

Committee will contact the resident to remind them of the Covenants and requirement to make an Application to ORRA Planning.

2.2.2) If works were completed without permission:

Committee will contact the resident to remind them of the Covenants and requirement to make an Application to ORRA Planning for retroactive approval.

2.3) Where works have been completed and there has been no contact with Committee:

The responsibility to make an Application lies with the owner, and the requirement for ORRA approval is not time limited. If in doubt regarding an old development, please contact the Committee. See also 5.6) below.

3) The ORRA Planning Application

The Application should be made using the form found on the website

<https://www.orra.online/planning-form/>

Alternatively, it can be submitted in writing, providing full details as required on the form.

4) The Committee Planning Process

4.1) Categorise the Application

The Committee should categorise an Application as:

Minor – Minimal impact on street scene and neighbours. Is usually a straightforward approval, or the resident may be informed that ORRA approval is not required in this case.

Examples: Minor interior works, painting a door, electric car charger, pruning a hedge.

Moderate – May impact the street scene and/or require consultation with neighbours.

Examples: New driveway, tree removal, cosmetic changes to a property exterior.

Major – Significant impact on street scene/neighbours. Would likely need input from multiple Committee members and possibly a vote.

Examples: Extension, Boundary changes.



4.2) Assessing the Application

There are two primary considerations when assessing an Application:

Has there been appropriate consultation with neighbours?

Is the Application in line with the Principles listed below?

4.2.1) Consultation with Neighbours

Have neighbours been fully consulted and given their approval?

For Major changes, approval in writing from all immediate neighbours is required.

4.2.1.1) Where neighbours have been consulted and there are no objections, Committee should then proceed to 4.2.2) and consider whether the Application is in line with the Principles.

4.2.1.2) Where a neighbour raises objections, the Committee should encourage further discussion between residents to reach an agreement. If there is deadlock, Committee may weigh up a reasonable compromise and make suggestions.

If objections cannot be satisfied, the Committee will have to make a judgement on whether those objections are reasonable:

Are any legal rights being infringed? - We are not expected to be legal experts but can use whatever information resources are available.

Did all parties engage in good-faith discussion and make genuine attempts to find common ground?

Is the objection a personal matter that is irrelevant to Planning considerations?

Is the proposal in line with the Principles outlined below?

The Committee may decide that objections are justified, and if no compromise can be reached, the Application will not be approved, see 5.5).

The Committee may decide that the objections are not justified. In that case the objections will be set aside, and the Application may proceed to section 4.2.2.

4.2.2) Principles of good development:

Does it respect the property rights of neighbours and ORRA owned land and trees?

Does it comply with relevant government legislation (to our best knowledge)?

Does it comply with the Covenants?

Does it impact water drainage or utilities infrastructure?

Driveways should allow sufficient drainage not to direct surface water onto the roads.

Will disruption to other residents be kept to a reasonable level?

Is the effect on the street-scene in keeping with the estate as a whole?

In general, we discourage:

Inappropriate building materials, structures and colour schemes

Building closer than 5 foot to a boundary or extending past the building line

Loss of trees and natural features

The ORRA policy regarding solar panels and other renewable energy is still to be confirmed after wider consultation with residents.



4.2.3) Note on ownership of Verges and Driveways

Due to inconsistencies between developers when the estate was first developed, some verges on the estate are owned by residents and some are owned by ORRA Ltd. Ratton Garden and Ratton Village also own sections of the verge and roads. If in doubt, please refer to HM Land Registry <https://www.gov.uk/government/organisations/land-registry>. Documents are available from HMLR for £7 each at the time of writing.

The Covenants grant access rights to residents on ORRA land. The Committee take the position that where a driveway crosses land owned by ORRA, permission will be granted to re-lay that driveway, provided the usual procedures and criteria listed above are satisfied.

5) ORRA Planning Outcomes

5.1) Where an Application is considered Minor it may be that no authorisation is required. The applicant will be notified of this in writing.

5.2) Where authorisation is required, and the Committee is satisfied that all criteria are met, an authorisation email will be provided to the resident, with a copy kept on file by the Committee.

5.3) In cases where the applicant has not yet satisfied the criteria, they may be asked to modify their plans or consult further with neighbours to reach a compromise.

5.4) Where retroactive permission is sought for works already completed, the applicant will need to satisfy all the same criteria as given above. The Committee may require the applicant to modify the works to meet its criteria. If the Committee is satisfied, they may grant retroactive authorisation, documented by email with a copy kept on file by the Committee.

5.5) In the event that agreement cannot be reached and there are no further avenues of discussion, ORRA will issue notice that the Application is not approved. An email notice will be provided to the applicant, with a copy kept on file by the Committee.

5.6) Where permission is denied for retroactive approval, or in the event that a resident does not apply for approval, a note will be made against the property that unauthorised work has occurred. In the event of a proposed property sale, the conveyancer and buyer would be notified that unauthorised work has occurred on the standard FME1 form, and this may be a source of legal complications. ORRA retains the right to take further legal action against non-compliant works.

This document is entirely advisory, and all decisions remain at the discretion of the Committee. It is intended to supplement rather than supersede other ORRA documentation. The Committee reserves the right to amend this document as necessary in the future.