



WORKING IN

Farnborough  
Park



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## Working in Farnborough Park

Farnborough Park Estate Limited (FPEL) operates the infrastructure of Farnborough Park. FPEL grants rights of access to each property subject to the observance by each property owner of specific and enforceable covenants.

This booklet has been produced by FPEL to give guidance when working in Farnborough Park of the operational rules and Code of Conduct that apply to all works being undertaken and the basis that access will be granted.

Any non-compliance with this could result in access being denied and, in some cases, legal action might be appropriate.



## General Code of Conduct

1. Contractors can only work in Farnborough Park during the set working hours allowed (see section 7).
2. No advertising or notices are permitted in Farnborough Park except those that form part of contractors' Health & Safety policy. Any unauthorised signage will be removed and the costs passed to the property owner/contractor.
3. The use of loud radios or other unnecessary noise nuisance is prohibited.
4. No workers are allowed to sleep overnight on site in temporary or vacant buildings.
5. No bonfires are permitted at any time.
6. Ensure that skips are not deposited on the roads or verges. In respect of the verges the first 9 feet are the property of FPEL and therefore skips may not be placed on the first 9 feet of the property. Overnight covers should be placed on the skip to ensure that nothing can be blown away.
7. No cutting into the verge or the road surfaces is allowed without first obtaining permission.
8. Any serious damage caused by contractors to the verges, lamp-posts or underground utility cables or drainage systems will be the responsibility of the property owner/contractor and Farnborough Park Estate Ltd will expect immediate reinstatement to be undertaken at their expense.



## Construction Works

To ensure that works carried out in Farnborough Park cause minimum disturbance to residents, the Planning Committee enforces an additional code of conduct to which property owners and contractors must conform.

1. All works must be approved by FPEL before any works can commence. This requirement is in addition to any local planning approval.
2. Prior to commencing any works, developers must ensure that hoarding is erected on the property curtilage and not on the verges to shield the site from view. Hoarding must be made from wood, be painted dark green and 2.4m high. This is for safety of passers-by but also to hide any debris or untidiness created by demolition or construction works.
3. No advertising or notices can be displayed on the hoarding except those that form part of contractors' Health & Safety policy. Any unauthorised signage will be removed and the costs passed to the property owner/contractor.
4. Contractors must not cause unnecessary inconvenience to residents when parking vehicles or receiving deliveries, allowing easy access to neighbouring properties and for traffic to pass easily.
5. No building materials can be deposited on the verges or roads – even on a temporary basis.
6. Before contractors excavate a road surface or verge to access utilities, a temporary wayleave must be obtained from the appropriate utility company. This must also be authorised by FPEL Planning Committee.
7. No trees anywhere on the property or verges can be cut or removed without the prior permissions being obtained.

**Any question in respect of these works should be address to the FPEL Planning Officer – [planning@farnboroughpark.org](mailto:planning@farnboroughpark.org)**



## Trees and Garden Works

Farnborough Park was made a conservation area by virtue of its mature trees and properties being surrounded by greenery.

Tree surgeons will be granted access for pricing, however before any works are undertaken the following criteria must be met.

Regardless of where a tree is situated on your property any application for work to be carried out on these trees must be approved in advance by the Board via written approval. This is the case even when the tree sits further than 9 feet (or 6 feet in a couple of roads) from the kerb-line.

Where the removal of a tree is unavoidable permission from both FPEL and the Council is required, **before any works can be undertaken** – this also applies for any cutting back of trees.

Please contact the Tree Officer before any works are undertaken, even if permission has already obtained from the Council, you must also have the permission from FPEL before work can commence and access will not be granted until this approval has been given.

FPEL Consultant for Trees – [trees@farnboroughpark.org](mailto:trees@farnboroughpark.org)



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## Utility Works

Any works that require digging into the roads or verges must have prior permission granted by FPEL and an official notice issued identifying the terms being agreed. Fees may be applicable.

For general maintenance that does not involve the above access, will be granted during the working hours.

Emergency works will be given 24-hour access.

FPEL Operations Director - [grahame@farnboroughpark.org](mailto:grahame@farnboroughpark.org)



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## General Maintenance Works

If working on no-noise associated works like painting or internal decoration, the working hour may be relaxed provide prior approval has been requested.



## Hours of Working

Hours of working for all contractors are strictly limited to the following times: -

<b>Monday to Friday</b>	<b>08.00 – 17.30</b>
<b>Saturday</b>	<b>08.30 – 12.30</b>
<b>Sunday &amp; Bank Holidays</b>	<b>No work permitted</b>

- *Contractors can come on site up to one hour before the times above but work must not commence until the times shown – the site should be vacated 30 minutes after the working hours.*
- *No deliveries or unloading of vehicles can be made outside of the hours above.*
- *Any large vehicles, cranes etc. working on site likely to cause restricted access must be notified in advance to the Gatehouse.*



## Access to Farnborough Park

Firstly, access to the Park can only be made at the Main Entrance in Crofton Road for both vehicles and pedestrians with exit is via the same entrance – Contractors Vehicles will not be granted access or exit at the Hastings Road Entrance.

On entry you will be required to give the address of the property and name of the resident or builder.

Once the Estate Management Officer is satisfied with your reason for entry, they will grant you access and this will allow automatic entry and exit from that entrance for one day during the set working hours.

They can if it is going to be continuing works grant automatic access over a one-week period or one-month period.

### SatNav & Gatehouse Address

The Gatehouse, Park Avenue, Orpington, BR6 8LH

Tel No: 01689 666450



## Driving in the Park

Our roads are very narrow, and the maximum speed is 20 mph – Special care should be undertaken with pedestrians and children as there are no pavements within the Park.

**Vehicles found driving above this limit or without due care may be refused future entry.**

Although the roads are privately owned the Highway Code is adopted within the Park and normal licensing applies to all vehicles and drivers in the same way that would be the case on a public road.

Highway Code – <https://www.gov.uk/browse/driving/highway-code-road-safety>.



## Parking in the Park

Contractors will be allowed to park during the working hours, provide they do not cause unnecessary inconvenience to residents when parking their vehicles, allowing easy access to neighbouring properties and for traffic to pass easily. **Commercial vehicles must not be left overnight in the Park.**

There are designated non-parking areas in the park that are clearly marked and parking is strictly forbidden in these locations – if cones have been placed in the road you are working these must not be moved for any reason.

As our roads are very narrow, all vehicles should ideally be parked on the property, leaving the roads clear – parking on the verges is strictly forbidden.

No vehicle may be parked with the engine left running, even if the contractor remains in the vehicle.

No rubbish should be dumped on the verges or anywhere in the park – including drinks or food containers.

The use of loud radios or other unnecessary noise nuisance is prohibited, including radios in vehicles.

**Vehicles found not following this Rules may be refused future entry.**

Farnborough Park Estate Ltd

Registered Office – Lygon House, 50 London Road, Bromley, BR1