

# Harmondsworth Village

## Conservation Area Appraisal



HILLINGDON  
LONDON

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# Harmondsworth

## 1.0 INTRODUCTION

### Introduction

1.0 Harmondsworth Village Conservation Area was designated in 1970 under Section 277 of the Town and Country Planning Act and was one of the first areas to be designated in the Borough. The village is located to the south of the M4, to the north of the Bath Road and to the east of the M25; the centre of the village is TQ 0580 7770.



View looking north across The Village Green

### Planning Policy context

1.1 This appraisal is set within the wider Conservation Area Policy guidance contained in Hillingdon's Unitary Development Plan, the forthcoming Local Development Framework and within national policy provided by PPG 15 and the 1990 Town and Country Planning Act (see below). The appraisal will be a material consideration in determining planning applications within the Conservation Area.

1.2 In sections 69-71 of the 1990 Act, Local Authorities have been given the duty of designating Conservation Areas and formulating proposals for the preservation and enhancement of their Character and Appearance. Planning Policy Guidance Note 15: Planning and the Historic Environment (PPG 15 1994) sets out further advice on methods of appraisal of Conservation Areas. In Part 1, Section 4.4, the Guidance states that :-

“The definition of an area's special interest should derive from an assessment of the elements that contribute to (and detract from) it.”

### Nature of this appraisal

1.3 As of 1<sup>st</sup> April 2006 the Government set a new Best Value Performance Indicator (BVPI 219b) requiring Local Planning Authorities to complete Conservation Area appraisals. The aim of a Conservation Area Appraisal is to define the Area's special architectural and historic character, and highlight areas requiring enhancement. The appraisal also offers an opportunity to reassess the Conservation Area boundary and to determine whether adjacent areas should be included. The appraisal will identify what makes the area important and it is intended that this will form a framework for the consideration of applications in the area. It will therefore be useful for applicants, agents, owners as well as members of the public who live or work in the area.

## Harmondsworth

### 2.0 ASSESSING SPECIAL INTEREST

#### Location and Landscape Setting

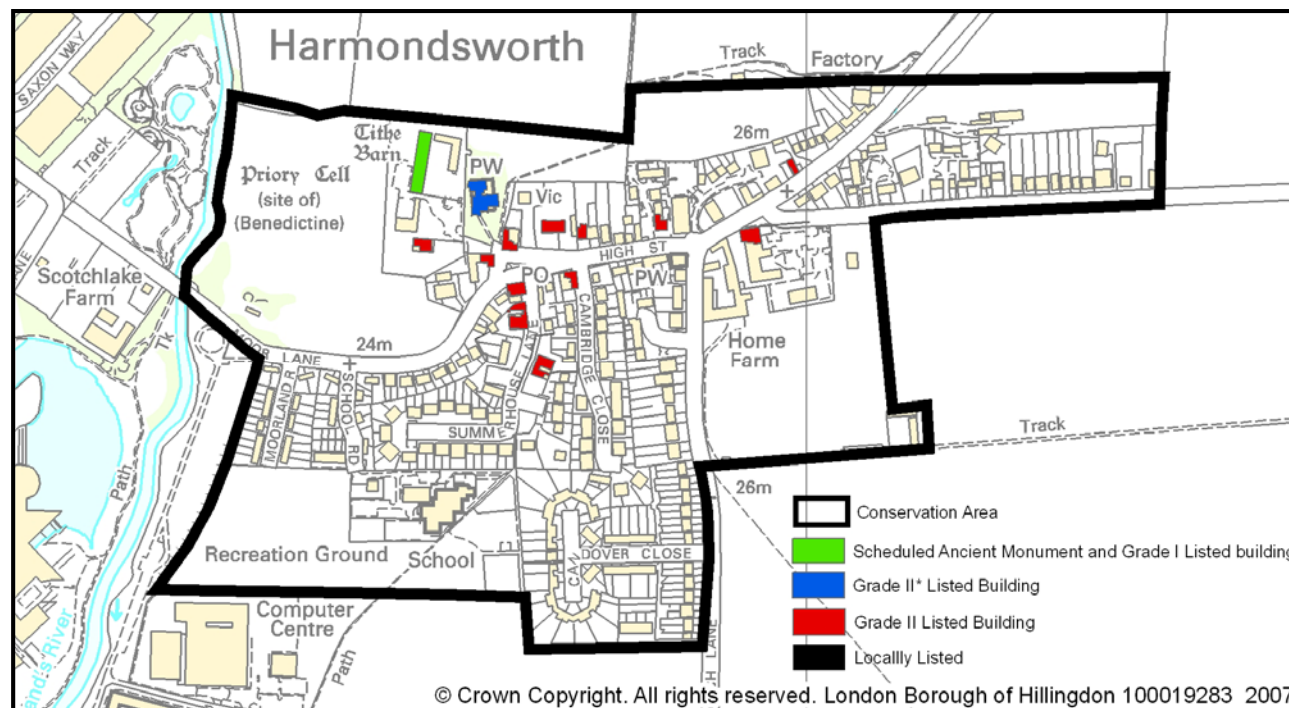
2.0 There are two historic villages within a kilometre of Harmondsworth, one to the southwest, Longford Village, and one to the east, Sipson Village. The setting is rural in nature, despite the major road networks to the north, south and east as well as the location of Heathrow Airport approximately 0.5km to the south. Surrounding the village are fields and open land which provide a setting of open agricultural / rural land.

2.1 The Conservation Area is set within the Green Belt. To the east is Home Farm and to the west, is a field on the site of the Benedictine Priory Cell, proposed to become part of the Harmondsworth Moor Park, leading to the Duke of Northumberland's River. The river is designated as a Nature Conservation Site of Grade I importance.

#### General Character And Plan Form

2.2 This Conservation Area is characterised by its historic core which grew up in the Medieval period at the gate

Plan of Harmondsworth Village and surrounding area, the Listed Buildings are highlighted



of the Benedictine Priory. The earliest building to survive is the Listed Grade II\* St Mary's Church, parts of which date from the 12th C.

2.3 The village centre, around The Green, has a mixture of medieval and post medieval buildings and beyond this core more recent developments have been built, the majority appearing in the 1960's/1970's.

## Harmondsworth

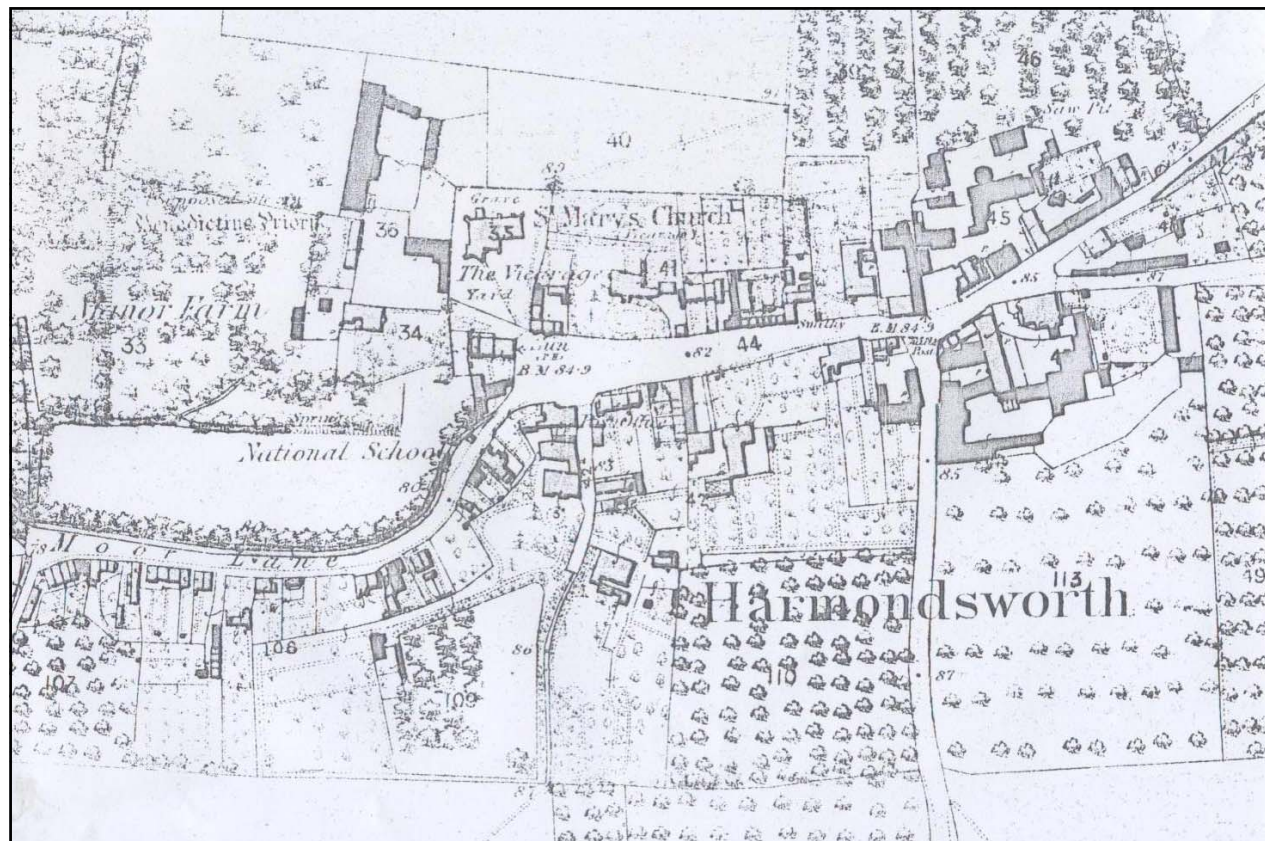
### 3.0 HISTORIC DEVELOPMENT AND ARCHAEOLOGY

#### The Origins and Historic Development of the Area

3.0 Archaeological evidence indicates that there was prehistoric activity in Harmondsworth, and extensive excavations around Heathrow to the south have recovered much prehistoric material. There is a track leading north towards West Drayton that has revealed archaeological remains of several Saxon houses.

3.1 On Prospect Park to the west of the Harmondsworth Barn, archaeological excavations have revealed landscape covered with evidence of Saxon buildings including two timber halls. Throughout the Village and around Harmondsworth there have been various Saxon finds that together with the occupation evidence are considered to be of national significance.

3.2 The earliest building phase of St Mary's Church, still surviving today, is the 12th century south arcade and arched doorway. The church has since gradually developed through the centuries. The predominant building material is flint



Historical Map of Harmondsworth Village 1866

though the tower was built in brick in the 16th century.

## Harmondsworth

### 3.0 HISTORIC DEVELOPMENT AND ARCHAEOLOGY

3.3 Harmondsworth was mentioned in the Domesday Book and a Priory was constructed here in the 12th century. Archaeological work in the village has shown evidence of Medieval occupation, especially around Manor Farm. The original Manor House was demolished in the 1750s.

3.4 The Great Barn is a standing survival of the Medieval period, dated to 1426, though is likely to have been built on earlier foundations. Many of the other standing structures within the core of Harmondsworth Village are from the Post-Medieval period. At Home Farm Post-



Great Barn, Harmondsworth with the granary in the foreground.

#### Designations

|                                      |                                     |
|--------------------------------------|-------------------------------------|
| <b>Conservation Area:</b>            | Designated 1970                     |
| <b>Archaeological Priority Area:</b> | Designated 1998                     |
| <b>Archaeological Priority Zone:</b> | Proposed in LDF                     |
| <b>Scheduled Ancient Monuments:</b>  | The Great Barn                      |
| <b>Listed Buildings:</b>             | 13 with additional listing of walls |
| <b>Article 4 Direction:</b>          | None                                |
| <b>Green Belt:</b>                   | Yes                                 |
| <b>Tree Preservation Orders:</b>     | TPO 30, 110, 446, 607 and 589       |

Medieval plough marks and field drains have been found.

3.5 Today Harmondsworth has retained much of its historic street layout. The survival of the layout and of the village is partially due to its inclusion within the Green Belt in the 1930's as well as being bypassed by the M4.



The Sun House, built in the late 15th C or early 16th C

## Harmondsworth

### 3.0 HISTORIC DEVELOPMENT AND ARCHAEOLOGY

#### Listed Buildings

##### The Great Barn, Manor Farm

Grade I Listed, Aisled Barn 1426-7 with 12 bays and half hipped peg tiled roof with vertical weather boarding.

##### St Mary's Church

Grade II\* Listed, multi phase church with evidence of the earliest parts 12th Century. Built in Barnack stone with Norman decoration.

##### Harvard House and walls

Grade II Listed, 17th century building, 1675 is engraved above the door. It is red brick with hipped and tiled roof. The walls defining the garden are 17th century.

##### Sun House

Grade II Listed timber framed house. Though the list description dates the building to the 16th century it is probable that it is late 15th century, possibly the original Church House.

##### Acacia House

Grade II Listed early 18th century, 1725, two storey purple brick building, laid in Flemish bond.

##### The Gables Store

Grade II Listed, mid-late 19th century building of Elizabethian Revival style. Yellow brick to the west elevation while the rest is of painted brick.

##### Harmondsworth Hall, building to north and walls

Grade II Listed, an early 18th century building, though earlier elements may survive. The building is purple brick with red brick detailing. The walls were built on to the Hall in the 18th century and are also purple brick, but laid in Flemish Bond.



Harmondsworth Hall, fronting on to Summerhouse Lane

##### Manor Court Farm House

Grade II Listed, mid 19th Century built of yellow stock brick.

##### The Crown Public House

Grade II Listed, a multi phase developed building thought to have dated originally from the 18th century.

##### Tower House (formerly the vicarage)

Grade II Listed, 19th century building. The three storey tower to the eastern end was added in the later half of the 19th century.

##### Howcroft

Grade II Listed, the original part of the building to the rear is 16th century, consisting of a 2 storey timber framed house. The front was built in the 20th century.

##### The Five Bells Public House

Grade II Listed, early 17th Century lobby entry house, originally would have faced north. Extended in the 18th Century. Brick building.

##### K6 Telephone Kiosk

Grade II Listed, at the west of The Green. Cast Iron, designed by Sir Giles Gilbert Scott in 1935.

## Harmondsworth

### 4.0 SPATIAL ANALYSIS

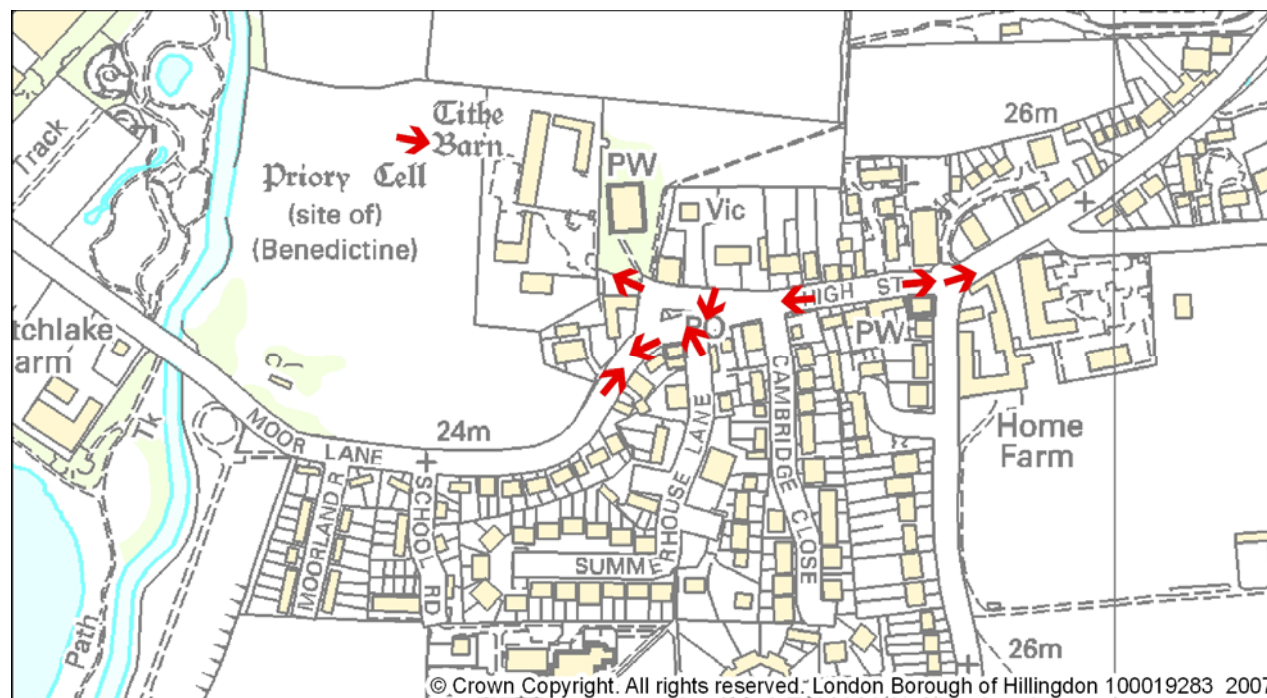
#### Key Views and Vistas

4.0 There are several key views within the area, both inwards and outwards. One of the most interesting views is that looking from the east of the High Street west towards the Village Green. This takes in the grouping of historic buildings around The Green. This view also demonstrates the sense of open space at the heart of the Conservation Area.



View looking west towards The Green

4.1 Similarly the view looking from the High Street out towards Home Farm and Holloway Lane is of interest with the different types of traditional buildings



Key Views and Vistas in to and out of the Harmondsworth Village Conservation Area

including the range of early 19th C buildings at Home Farm and the 19th C yellow brick property at the entrance to Meadowlea Close.

4.2 One of the particular features of the area is the old village layout, which creates attractive views between buildings and

around corners to reveal interesting rooflines and building angles. A particularly good example of this is at the junction of the High Street and The Green, looking both southwest and northeast (see page 10).

## Harmondsworth

### 4.0 SPATIAL ANALYSIS



View of the gables on the corner of The High Street and The Green

4.3 Other important views are those towards the church, across The Green from different points in Summerhouse Lane, where there are a variety of rooflines in the foreground and the Church at the rear.

4.4 The view south into Summerhouse Lane, between the two Listed properties of Harmondsworth Hall (on the right) and The Grange (Harvard House, on the left), is attractive.

4.5 Important views of the Tithe Barn, St Mary's Church and Manor Court Farm can be seen from the west across the field, once the site of the Benedictine Priory.



View looking South into Summerhouse Lane

## Harmondsworth

### 5.0 CHARACTER ANALYSIS

#### Core Areas

5.0 The area consists of the historic core of the nucleated medieval village and a more recently developed outer zone. The historic core extends westwards to include the Manor Farm complex, comprising the Great Barn and Granary, the Manor House, the converted stable block and the 1980's office block. The open land to the west of the Barn is the site of the Benedictine Priory Cell, included within the Conservation Area not only for potential archaeological interest but also to help preserve the important views across the open area. Looking east towards the Barn, the grouping of Church, Manor House and the Sun House (c.1480) is of historic interest.

5.1 The area fronting the triangular village green has a mix of residential, retail and office uses. The two Public Houses, the Post Office and the offices / care home to the north dominate the village centre, with few residential properties. The only surviving early Post-Medieval timber framed buildings are in this core area. These buildings are the Sun House, the

rear parts of Acacia House, and Howcroft. There is some new build to the north of the area. The boundary treatment on the north side of the High Street, where buildings are set back from the street, is that of predominantly, high walls.

5.2 The character of the Conservation Area beyond the historic core is one of 20th century residential development. There was some development in the 1930s along Hatch Lane and Candover Close, but the wider areas were developed in the 1950's to the west of Moor Lane and in the 1970's to the rear of Summerhouse Lane and Cambridge Close including School Road and Moorland Road.



1 Manor Court, Harmondsworth



Historic building with modern extension at the front of the modern Meadowlea Close development.

5.3 Candover Close has a pleasing plan form, being || shaped with rounded turning circles to the north and south ends. The points at which the turning circles open out are particularly attractive because the properties are set slightly back from the road on the corners, providing a good sense of space. The Close is characterised by semi-detached houses with hipped roofs of red tile, and front gables with sweeping rooflines. The finish of the properties varies, some are pebble-dashed while others are of brick.

## Harmondsworth

### 5.0 CHARACTER ANALYSIS

5.4 Many of the properties have attractive low boundary walls and hedges, and attractive greenery to the frontages with trees visible to the front and through to the rear of the properties. The walls and hedges are important to the setting of the buildings and there will be a presumption in favour of retention of features contributing to the character of the area.

5.5 The area to the southwest of Moor Lane was developed in the 1950's / 1960's and is characteristic of this period of development with simple 2-storey rendered semi-detached houses with tiled roofs. Some of the properties have front hedges and plain canopies over the front entranceways. To the north west of the High Street (north west of Moor Lane) is a small 1980's development in Blondell Close. The Close was clearly designed to be in keeping with the character of the Old School House opposite and the Victorian properties on Moor Lane, with the prominence of gables and dormers. Whilst these modern infill developments in Bondell Close do not enhance the Conservation Area, they are fairly neutral and do not detract from it either.



Green Space to the rear of Summerhouse Lane

5.6 The 1970's developments are largely characterised by plain two-storey semi-detached houses and bungalows. At the end of Summerhouse Lane, yellow brick semi-detached houses and bungalows are prevalent. More recent developments have been built to the north

east of the High Street in Acacia Mews (1980's) and Meadowlea Close (1990's). Both developments have involved the conversion and development of an historic building and the surrounding grounds.

## Harmondsworth

### 5.0 CHARACTER ANALYSIS

5.7 Fronting onto the High Street is the Grade II Listed Acacia House. The rear range is 16<sup>th</sup> – 17<sup>th</sup> C in date but the elevation fronting the High Street is a later addition of 18<sup>th</sup> – 19<sup>th</sup> C date. The development of the Mews included both extensions to the rear of Acacia House and the development of properties on the land to the rear largely concealed from the view of the High Street. The modern properties are purple brick, and are therefore, in keeping with the listed property. The development does not detract from the area as it is set back from the historic frontage and the design and materials of the properties are sympathetic to those of the listed building.

5.8 At Meadowlea Close another sympathetic development was built in the 1990s to complement the historic (but not listed) early Victorian building. The historic building is a yellow brick 'L' shaped 2-storey property with hipped slated roof with overhanging eaves. The west elevation is of interest having 2-storey canted bay windows with hipped roof. The five chimney stacks are attractive features, as are the low brick walls surrounding it. The

housing on the rest of the site is of either yellow or red brick, and comprises detached properties or low rise 2 to 3 storey blocks which are relatively sensitive to the setting of the old house. The corner site has been developed as an office block but sits comfortably within the plot, not appearing to dominate its principal location.

#### Scale

5.9 Historically the majority of the properties within the area would have been 2 or 3 stories. However, there has been development within the area that has increased the scale of buildings, especially to the northeast of the High Street. This has mainly been comprised of office buildings, although they have managed, in the main, to respect their Conservation Area context.

5.10 The introduction of buildings of large scale such as that fronting on to the village centre would not be appropriate. The retention of front and rear gardens is important to the character of the area.

## Harmondsworth

### 5.0 CHARACTER ANALYSIS

#### The contribution of key unlisted buildings

5.11 There are several key unlisted buildings, which make a positive contribution to the special architectural and historic character and appearance of the Conservation Area:-

- 1) The Granary within the Manor Farm Complex
- 2) Depot 1: Finesplice
- 3) Cambridge Cottage & Fernbank
- 4) Baptist Church
- 5) Home Farm
- 6) 16-22 Meadowlea Close
- 7) 39-43 Holloway Lane
- 8) 27-39 Moor Lane
- 9) Wall of Harmondsworth Hall
- 10) 1 Moor Lane
- 11) The Old School House
- 12) School Hall
- 13) Bridge, spanning Duke of Northumberland's River

#### Local Details

5.12 In the medieval and post-medieval periods, the areas surrounding Harmondsworth would have seen timber readily available. It is, therefore, not surprising that the traditional building materials of the historic centre would have been timber, with the survival of four timber-framed buildings in the core area: three post-medieval buildings and the Harmondsworth Barn.

5.13 Brick becomes the preferred building material from the post-medieval period onwards. There are red brick



The Gables Stores, fronting on to the Village Green

buildings fronting The Green as well as purple brick to the north of the High Street, some of which have been painted white.

5.14 One of the prevalent architectural features in this area are gables. The most obvious example is The Gables Store, an attractive Grade II Listed Building. The prominence of gables shows the scale of development in the early 19<sup>th</sup> C in this Conservation Area. The design of gable-fronted properties with decorative bargeboards was fashionable at this time.

5.15 Properties were traditionally developed end on to the street to enable a greater number of buildings close access to the High Street, whilst also enabling development to the rear. This was necessary at the beginning of the 19<sup>th</sup> C with the increase in population and the agricultural revolution; this characteristic is particularly visible at the south and west end of the High Street with the Victorian, Old School House and adjacent property.

# Harmondsworth

## 5.0 CHARACTER ANALYSIS



Wall to the west of Summerhouse Lane

### Walls

5.16 One of the particularly distinctive features within the Harmondsworth Conservation Area are the historic walls. The walls are a significant part of the historic character of this Conservation Area as they are prominent and plentiful. Some of the walls are listed and others not. Of particular note are those in Summerhouse Lane, being approx 1.5m high. Parts of the walls are built in yellow brick and parts in red and the bond varies between Flemish and English. The walls, with planting behind, are unassuming and should be retained. The wall capping varies with the different rate of survival of the wall. Some parts are capped with

coping, others not.

5.17 The introduction of railings would be inappropriate, given this semi-rural setting.

5.18 Parts of the historic walls are also visible off Moor Lane. These parts are particularly attractive because they have been included within the new development of the area.

### Street Furniture

5.19 The street furniture in the centre of the village is a positive attribute to the Conservation Area. It comprises some historical items and some replica:-

#### *Historic*

- The Victorian pillar-box outside The Gables store.
- K6 Telephone Kisok at the centre of the High Street (Listed)

#### *Replica*

- The replica gas lamps
- The black bollards to the south east side of the High Street



Examples of the wall types within the Conservation Area

# Harmondsworth

## 5.0 CHARACTER ANALYSIS



Old stable building with attractive landscaped front within Manor Court



Prospect Park to the west of the Great Barn

### Green Spaces and Landscape

5.20 The village has grown up around The Green, which was immediately outside the Mansion House at the heart of the village. The Green is the focal point, immediately visible when entering the village from both the east and west, though more evident from the east.

5.21 Halfway along Summerhouse Lane the road layout opens up on to a green space with several trees. Whilst not particularly important to the Conservation Area as a whole, this green space is significant within Summerhouse Lane. It provides an interesting contrast with the narrow entranceway to the Lane and creates a focus that is an important part of its plan form.

5.22 The larger green spaces to the west of the Great Barn and to the east of Home Farm are important features of the Conservation Area, and help characterise the area as a rural setting. The green space also provides attractive views into and out of the area and creates a definable boundary for it.

### Tree Preservation Orders in the area

Several of the trees within the Conservation Area are afforded additional protection. These are located at;

TPO 607: The Forge, High Street  
 TPO 30: Hall grounds of Summerhouse Lane  
 TPO 589: 39 Summerhouse Lane  
 TPO 110: Holloway Lane  
 TPO 446: 10 Candover Close

### General Survival

5.23 The Harmondsworth Village Conservation Area has generally survived well. The centre is of a particularly high quality with many historic buildings, while the village plan form is still evident. The developments to the west and south create neutral areas which do not detract from the historic core. A significant amount of development has occurred within the core, but it has been achieved with sensitivity to the area's historic character.

## Harmondsworth

### 6.0 PROBLEMS, PRESSURES AND CAPACITY FOR CHANGE

#### Problems, Pressures and Capacity for Change

6.0 The expansion of Heathrow, and the proposed siting of the Third Runway nearby to the north, is a threat to Harmondsworth. Officers are mindful of its expansion and will ensure that conservation needs are represented and considered.

6.1 Officers will ensure, where possible, that there is a co-ordination of the agencies responsible when street furniture and lighting need to be replaced. This is especially relevant to the guard railings on the corner of The Green and Moor Lane, on the corner of the High Street and Hatch Lane, and to the yellow bins. Similarly when roads need to be resurfaced piecemeal repairs should be avoided.

## Harmondsworth

### 7.0 RELEVANT PLANNING POLICY / LEGISLATION

Town and Country Planning (Listed Buildings and Conservation Areas) Act 1990

Planning Policy Guidance Note 15: Planning and the Historic Environment 1994

Planning Policy Guidance Note 16: Archaeology and Planning 1990

Planning Policy Statement 1: Delivering Sustainable Development 2005

The London Plan: Spatial Development Strategy for Greater London 2004

Hillingdon Unitary Development Plan Policies (adopted 1998)

BE 4: New development within or on the fringes of Conservation Areas will be expected to preserve or enhance those features which contribute to their special architectural and visual qualities; development should avoid the demolition or loss of such features. There will be a presumption in favour of retaining buildings which make a positive contribution to the character or appearance of a Conservation Area. Applications for planning permission should contain full details, including siting and design, of replacement buildings. Applications for consent for demolition will depend upon the submission and approval of such details.

Hillingdon Design and Accessibility Statement (adopted July 2006): Residential Extensions  
Residential Layouts  
Shop Fronts  
Public Realm (draft)  
Accessible Hillingdon  
Transport Interchange

Any relevant Conservation Policy in the forthcoming Local Development Framework

## Harmondsworth

### 8.0 REFERENCES

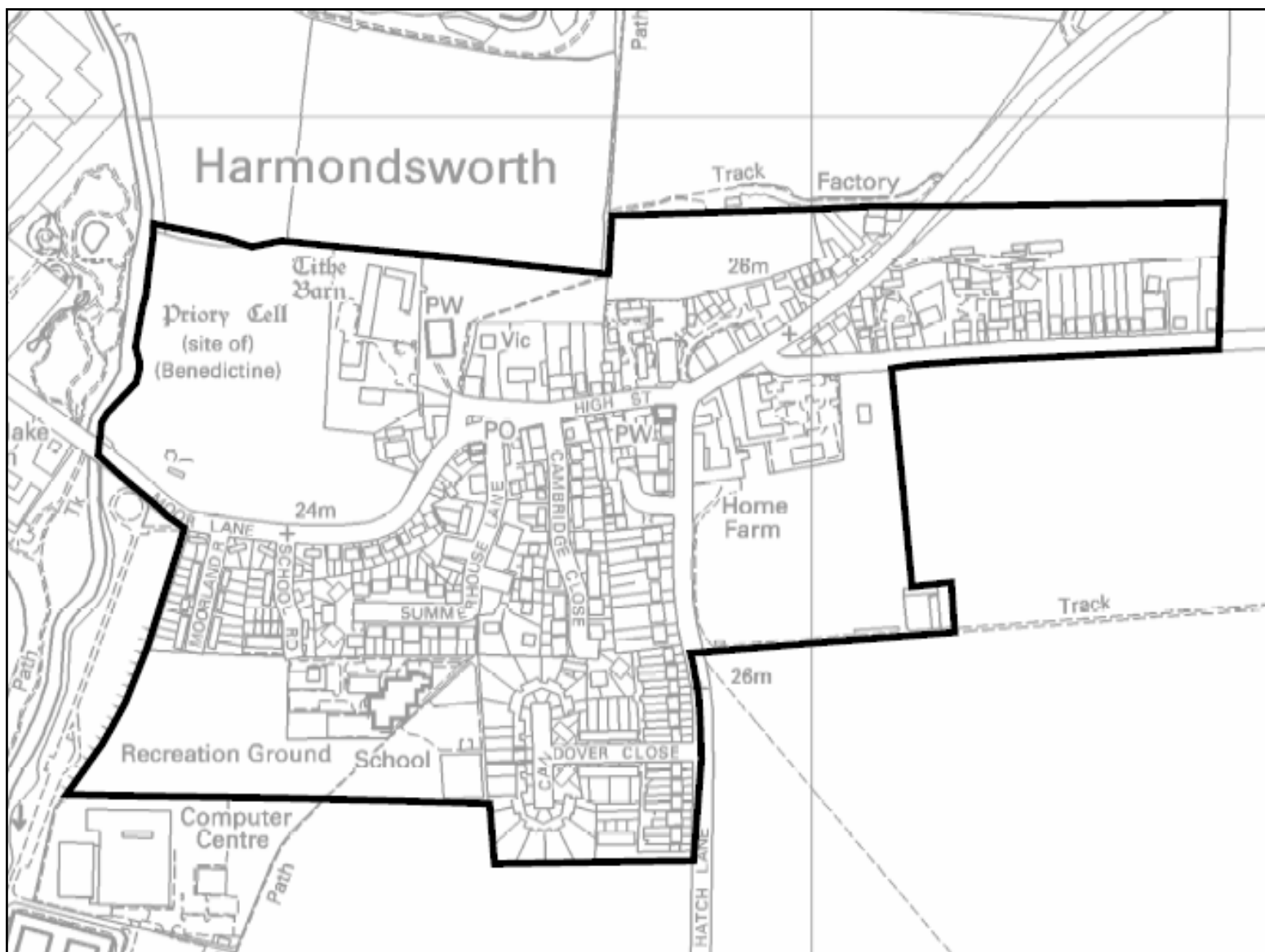
Hillingdon Unitary Development Plan (adopted 1998)

Pre-Construct Archaeology. 2004: *An Archaeological and Historical Environment Characterisation Study of Harmondsworth and its Environs. Volume 1 & 2.* English Heritage: London.

English Heritage 2006 Guidance on Conservation Area Appraisals.

## Harmondsworth

## 9.0 MAP OF HARMONDSWORTH CONSERVATION AREA





## Harmondsworth

## 10.0 TRANSLATIONS

If you require this or other Local Development Framework documents in large copy print, audio cassette, Braille or languages other than English, please ask an English speaker to phone 01895 250111 on your behalf.

Documents available from Hillingdon Council's website  
[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

## Bengali

আপনি যদি এটি অথবা স্থানীয় উন্নয়নের কাঠামো সংক্রান্ত অন্য কোনো দলিল বড় আকারের ছাপা, অডিও ক্যাসেট, ব্রেইল অথবা বাংলায় পেতে চান, তাহলে ইংরেজী ভাষায় কথা বলেন, এমন কাউকে দয়া করে আপনার পক্ষ থেকে 01895 250111 নম্বরে ফোন করতে অনুরোধ করুন।

## Chinese

如果你需要這一份或其他當地拓展構架文件的大字體印刷、錄音帶、盲人點字版或中文翻譯，請託一位會說英語的某人致電 1895 250111 替你提出這個要求。

## Gujarati

જો તમને આ અથવા લોકલ ડિવેલોપમેન્ટ ફ્રેમવર્કના બીજા દસ્તાવેજો મોટા અક્ષરોમાં છાપેલા, ઓડિયો કેસેટ ઉપર, બ્રેઈલમાં કે ગુજરાતીમાં જોઈતા હોય, તો કોઈ અંગ્રેજી બોલતી વ્યક્તિને કહો કે તમારા વતી 01895 250111 પર ફોન કરે.

## Tamil

நீங்கள் இதையோ அல்லது ஏனைய உள்ளூர் மேம்பாட்டு கட்டமைப்பு பத்திரங்களையோ, பெரிய எழுத்தில், ஒலிநாடாவில், ப்றையில் (குருட்டுக்கு) அல்லது தமிழில் பெற விரும்பினால் தயவுசெய்து உங்களுக்காக ஒரு ஆங்கிலம் பேசுவரை 01895 250111 தொலைபேசியில் அழைக்குமாறு கேட்கவும்.

## Somali

Haddii aad dooneysid macluumaadkan ama kuwakale oo ah Local Development Framework fawaaweyn, maqal, qoraalka indhoolaha ama Somali, fadlan weydiiso qof yaqaan ingiriska oo kudira teleefonkan 01895 250111.

## Urdu

اگر آپ یہ، یا لوکل ڈیولپمنٹ فریم ورک سے متعلق دوسری دستاویزات، الفاظِ حلی میں، آڈیو کیسیٹ پر، بریل کی صورت میں یا اردو زبان میں حاصل کرنا چاہتے ہیں تو براہ کرم کسی انگریزی بولنے والے سے کہئے کہ وہ 01895 250111 پر آپ کی جانب سے ٹیلیفون کریں۔

## Albanian

Ne se kerkoni kete apo dokumenta te tjera te Struktures se Zhvillimit Lokal te shtypura ne kopje te zmadhuara, audio kaseta, Breil ose Shqip, ju lutem kerkojini nje shqipfolesi qe te telefonoje per ju ne numrin 01895 250111

## Arabic

إذا كنت تحتاج الى هذه الوثيقة او الى وثائق اخرى لاطار التطوير المحلي مطبوع باحرف كبيرة او مسجل على كاسيت سمعي او بلغة برايل أو باللغة العربية، رجاء إطلب من شخص ما يتحدث الإنجليزية الاتصال بنا بالنيابة عنك على 01895 250111

## Hindi

अगर आप को यह या किसी और लोकल डिवेलपमेंट फ्रेमवर्क (स्थानीय परिणाम ढांचा) के दस्तावेज़ बड़े अक्षर में, आडिओ टेप, ब्रेल या अलबेनिअन में चाहिए तो कृपया आप की तरफ से किसी से अंगरेज़ी भाषा में इस नंबर पर फोन करें

## Punjabi

ਜੇ ਇਹ ਦਸਤਾਵੇਜ਼ ਜਾਂ ਲੋਕਲ ਡਿਵੈਲਪਮੈਂਟ ਫ੍ਰੇਮਵਰਕ ਬਾਰੇ ਕੋਈ ਹੋਰ ਦਸਤਾਵੇਜ਼ ਤੁਹਾਨੂੰ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਸੁਣਨ ਵਾਲੀ ਟੇਪ 'ਤੇ, ਬ੍ਰੇਲ ਵਿਚ ਜਾਂ ਪੰਜਾਬੀ ਵਿਚ ਚਾਹੀਦੇ ਹਨ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਅੰਗਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਨੂੰ ਆਖੋ ਕਿ ਉਹ ਤੁਹਾਡੇ ਵਲੋਂ ਨੰਬਰ 01895 250111 'ਤੇ ਫੋਨ ਕਰੇ।