



BARTHOLOMEWS

PROPERTY MANAGERS • SURVEYORS

Sandown Lodge Estate (Epsom) Limited Application for Alteration Works

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INTRODUCTION

The Managing Agents (Bartholomews) and the Lessor (Sandown Lodge Estate (Epsom) Limited) are supportive of lessees wishing to make alterations and improvements to their property. However, the Lessor has a legal duty to ensure that this is strictly in accordance with the terms of the lease.

Alterations need to be carried out safely so as not to compromise the structural integrity or aesthetics of the building. It is also important that lifts and common parts are protected from damage during works, that noise and inconvenience to other residents is minimised, that builder's waste is not left in the common areas at any time and that lifts and common parts are left clean and tidy at the end of each working day.

Please note that meter replacement or other cabling work by lessees affecting the shared meter cupboards falls within the scope of these requirements.

This document sets out the policy and procedure for alterations.

The application form below must be submitted and approved prior to undertaking any alterations.

PROCESS FOR MAKING AN APPLICATION

Under the terms of the lease you are required to obtain the Lessors written consent (through Bartholomews) before carrying out any alterations to your property.

Generally anything other than simple redecoration should be considered as an 'alteration' and as such an application should be made for anything other than simple redecoration (painting, wall papering, etc).

If you are in any doubt as to whether the work you are planning warrants an application please call Bartholomews who will be able to advise you.

Inspection visits for alterations fall outside of Bartholomews' normal management remit and a fee is payable to Bartholomews where inspections are needed. The fee will depend on the number of inspection visits required during and after the works. A fee breakdown is listed at Section 1.3 below.

An overview of the application follows below:

- Lessee to complete the enclosed application form and send to Bartholomews along with all relevant supporting documentation.
- Bartholomews to pre-assess the application and advise as to fees where appropriate.
- Lessee to arrange payment of fees as advised by Bartholomews.
- Bartholomews to confirm receipt of payment and commence processing of application, which should take no longer than two weeks.
- Bartholomews to provide consent and supply lessee with contractor work permit - or refusal of consent and written explanation of reasons why.
- Lessee to advise Bartholomews of work commencement and proposed completion dates.
- Bartholomews surveyor to arrange appointment(s) with lessee to inspect as required.

NOTES RE APPLICATION

The lessee is responsible for ensuring that works are performed in accordance with prevailing building regulations and that any required statutory consents (i.e. Planning or Building Control approval) are obtained before carrying out any work. Bartholomews and/or the Lessor are not obligated to provide any advice on this aspect of the application.

Bartholomews strongly recommend that the applicant should enlist the services of a surveyor or other suitably qualified professional if the alterations to be undertaken are anything other than routine. The surveyor will be

able to provide guidance on the completion of the application form below and will also be able advise on the requirement or otherwise for statutory consents to be obtained.

Please only send your application to Bartholomews when you have collated all the required supporting documentation. Any incomplete applications will be returned which may delay the process.

APPLICATION FEES

As mentioned above, the fee for processing the application is based on the number of inspection visits needed to properly assess the application. For minor works an inspection may not be needed. Below is a breakdown of the fees:

- Application requiring no inspections (minor works) – no charge
- Application requiring one inspection - £100.00 (plus VAT)
- Application requiring two inspections - £250.00 (plus VAT)
- Applications requiring more than two inspections will be charged at £250.00 plus £150.00 (plus VAT) per additional inspection required

Please do not pay/send any fees at this stage. You will be notified of the amount you will be required to pay in due course.

GENERAL NOTES AND GUIDANCE ON ALTERATIONS

The following alterations will not normally be approved:

- Any change to the external appearance or common parts of the building
- Any change to external windows and doors
- Changes to the original layout of plumbing and soil pipe connections
- Replacement of front doors other than with an exact match (in specification and appearance)
- Installation of wooden or laminate flooring, unless specifically allowed by the lease

Chasing of pipes, cables or other conduits into the floor screed or structural walls can threaten the structural integrity of the building and are to be avoided wherever possible. Where deemed essential, detailed plans will be required and may be approved subject to strict pre-agreed conditions.

CONDUCT DURING WORKS

The lessee must place a notice on the notice board of the building to warn neighbours that work will be carried out and that some disturbance may be caused. The notice must specify the date and duration of the works.

The lessee remains responsible for ensuring completion of the works by the original date approved by the Lessor, clearance of the site and rectification of any damage caused by the works, as well as the appropriate protection and insurance arrangements in respect of neighbours the estate and the public. The lessee must notify Bartholomews immediately if a change in the commencement or completion date is anticipated.

Work on flats must not continue after 6.00pm on weekdays or at weekends (Saturday noon to Monday 8.00am) to avoid noise and disturbance for neighbours.

If a skip is required this must be notified prior to commencement so arrangements can be made to cone off a suitable visitor parking bay. Skips should ordinarily not be left for longer than three days. Skips must never be left anywhere other than a designated parking space unless specifically approved by Bartholomews or the Lessor.

If contactors require parking permits while working on the estate this should be notified prior to commencement so special permits can be arranged.

The lessee is responsible for the conduct of their contractor during the works. The following will never be permitted:

- Bad language / swearing or other antisocial behaviour by the contractors
- The playing of radios / other music systems so as to be a disturbance to other Lessees.
- Inconsiderate or illegal parking of vehicles on estate grounds
- Disposing of waste material on estate grounds
- Disposing of waste materials into estate drains
- Any other action which may cause an unreasonable nuisance or disturbance to other lessees.

The contractor must not prop open any fire doors or lift doors in communal areas when accessing the building nor must they use the lift unless specifically approved by Bartholomews or the Lessor. If consent is given for the contractor to use the lift, the contractor must ensure that the lift floor and walls are adequately protected.

The contractor must clean up any mess made in the communal areas immediately. If any mess is found Bartholomews or the Lessor may order a cleaning contractor to attend immediately to clean it up. The cost of this will be charged to the lessee responsible.

On completion, where formal sign-off is required this will be arranged by Bartholomews at the lessee's expense, as advised in the initial application.

APPLICATION FORM

PROPERTY & APPLICANT CONTACT DETAILS

Name & Correspondence Address of Applicant

Address of Property to Which Application Applies

ARCHITECT / SURVEYOR DETAILS

Name, Address & Contact Details of Supervising Architect / Surveyor

CONTRACTOR DETAILS

1. Name, Address & Contact Details of Contractor 1

2. Name, Address & Contact Details of Contractor 2

3. Name, Address & Contact Details of Contractor 2

DESCRIPTION OF PROPOSED ALTERATIONS

IMPLEMENTATION

Proposed Start Date _____ End Date _____ Skip Required Y / N (Circle)

DOCUMENTATION

Mandatory (Must be Supplied In All Cases)

- 1) Detailed schedule of works prepared by an Architect, Surveyor or qualified tradesman
- 2) Freehand sketch of proposed alterations
- 3) Copies of contractors public & employers liability insurance (£2,000,000 minimum)
- 4) Copies of contractors certification under relevant trade organisation (e.g. NICEIC, Gas Safe Register, FENSA, etc)

Supplementary (Must be Supplied For Structural Works)

- 1) Professionally prepared drawings, provided by an Architect, Surveyor or Structural Engineer
- 2) Proof of planning consent or evidence that none is required
- 3) Proof of buildings control consent or evidence that none is required
- 4) Other documents (please list)

UNDERTAKINGS & AGREEMENT

By signing this document I agree that:

1. I will comply fully with the provisions of the 'Bartholomews Policy on Alterations' document and the lease and the conditions laid out herewith.
2. I will ensure that my contractors and professional advisors are aware of and will comply with the conditions of this document.
3. Building work will commence only after I have received written consent and a work permit from Bartholomews or the Lessor.
4. All plumbing, gas and / or electrical works will only be carried out by professionally qualified and registered installers and that copies of the installation certificates will be supplied upon completion of the works.
5. I undertake to indemnify the Lessor from responsibility for any damage caused to the communal or freehold areas of the building in the execution of the works to which this application pertains. Furthermore, I agree that I will be liable for the cost of reinstatement should any damage occur during the proposed works.
6. Bartholomews or the Lessor may inspect the work at any time and may call a stop to any works which are not being carried out in strict accordance with the consent to be granted by Bartholomews / the Lessor.
7. I will be subject to legal action should I carry out any works which are not in strictly in accordance with the consent to be granted by Bartholomews / the Lessor.
8. I understand that I will face legal difficulties when selling the property unless I receive consent from Bartholomews / the Lessor in respect of any alterations.

Name _____ Signature _____ Date _____

Bartholomews Policy & Form of Application for Alterations

CONTINUATION APPLICATION FORM