

BELLEVUE COURT



Residents Information Pack

2024

Introduction

The Company (Bellevue Court Limited) is run by a Board of Directors representing the members of the Company and acting on behalf of the members and residents. The Board consists of elected members who voluntarily give up their time in order to look after the best interests of Bellevue Court and provide a link between the residents, the Managing Agents in order to handle communal issues.

This Booklet is designed to provide you with the necessary information on key issues but you must remember that your lease is the governing legal document and in the event of a conflict between this booklet and the lease, it is the lease that takes precedence.

Bellevue Court House Rules

Fire Safety Regulations:

- Refuse or any other materials must **NOT** be placed in the meter cupboards outside your flat.
- Refuse bags or any other items must **NOT** be left on the carpeted common areas, or anywhere in the grounds.
- Door mats are not permitted and will be removed without notice.
- Personal items must **NOT** be stored in the common parts including the **electrical meter cupboards**.

Rubbish & recycling:

- Household waste in tied waste bags should be placed in the bins which are by the south boundary wall.
- Recycling bins are also located next to the general waste bins.
- Please empty your recycling out of the plastic bag as otherwise the entire content of the load will be sent direct to landfill.
- Please flattened all cardboard boxes before placing them in the recycling bins.
- All other DIY waste must be disposed of at your local waste amenity depot.
- Large household items, e.g. disused furniture or appliances, will **NOT** be collected by the Council and therefore must be taken by residents to a recycling centre.

Post:

- Post is generally delivered in the mornings when the postman can gain access to Bellevue Court. If you are expecting a parcel, please ensure you remain in to receive your goods as Bellevue Court Limited or the managing agent will not be held responsible for any loss or damage.
- Please ensure that all deliveries are delivered to your front door and not left in the foyer.

Alterations:

- If you would like to make any alterations to your property you will need to obtain consent from Bellevue Court Limited.
- You will need to provide plans of the current layout along with what you are proposing to do, to the managing agent.
- Please note that consent will **NOT** automatically be given.

DIY:

- **All activities which generate noise within the block can only be made between certain times; residents failing to comply with these basic requirements may result in the Environmental Health becoming involved or legal action taken. You are only permitted to carry out DIY activities or other activities where noise can be heard by other residents between the hours of:**
 - **Monday to Friday 08:30 – 17:00**
 - **Saturday 09:00 – 12:30**
 - **Sunday/ Bank Holidays NO DIY or activities which can generate noise for other residents**
- Please give reasonable advance notice to the managing agent of the date when work is due to begin, and its expected duration.
- Please also put a notice on the noticeboard detailing what works are being carried out and list the duration of the works.

Security:

- Please observe the security of Bellevue Court at all times and ensure the front doors are closed behind you and do not let anyone tailgate you unless they can prove they have a front door key.
- The Managing agents attend Bellevue Court on a quarterly basis to carry out a routine inspection. If you wish to speak with the Managing Agents please call them on the contact details below.

Smoking & drinking in the public areas of the building:

- It is illegal to smoke in the internal common parts of the building including the lift, passageways, stairways, foyers, and landings.
- Please refrain from drinking anywhere within the communal areas of the building including the lifts, passageways, stairways, foyers and gardens.

Subletting your property:

- Please notify the managing agent if you will be subletting your flat.
- The conduct of the tenant is the sole responsibility of the leaseholder, who will be legally responsible for any nuisance that is caused.
- AirBNB's and short term lets are not permitted at Bellevue Court

Moving In & Out:

- Please protect the common ways when you are moving in and out of the property.
- Please **DO NOT** overload the lift as you may be responsible for repair charges if the lift breaks down.
- Any damage or mess resulting from failure to follow this procedure would have to be rectified at your expense. There will be a £50.00 charge to your maintenance account for any additional cleaning as a result of yours or your contractors housekeeping failures.

Pets:

- Permission **must** be obtained from the Board **BEFORE** a pet is brought into Bellevue Court and the decision will be made on the basis of the likely nuisance the animal will cause. If permission is granted for a pet, which subsequently causes nuisance to other residents, it may be rescinded on 28 days' notice and we would require the animal to be removed.
- If consent is given by the Board of Directors a pet licence will need to be signed by the residents prior to animal being brought to the property.
- Animals must not be allowed to roam the grounds of Bellevue Court, they must not be allowed to make noise audible outside any flat and must not walk on the grass (and, in particular, not use it as a toilet).

Flooring inside of your flat:

- All floors except kitchen, toilets and bathrooms must be covered in by underlay and carpet in order to avoid transmitting noise.

Bicycles:

- There is a bicycle store to the rear of the north entrance which has a coded lock.
- Please contact the managing agent in writing for the code.
- Bicycles should never be brought into the Bellevue Court. If residents contravene this regulation and their bicycle causes any damage to the lifts, stairway or passageways, then costs will be applied to the owner's service charge account.

Pigeons/Seagulls:

- It is expressly forbidden to feed the pigeons or seagulls.
- If a person is identified then clean-up costs will be charged to their service account.

Plumbing/Drainage:

- If there is an issue with sink blockages or other problems associated with pipework within your flat it is the responsibility of the Leaseholder to arrange for it to be cleared/repaired. Bellevue Court Limited will **only** accept responsibility if the problem is with the communal or exterior pipe work.
- **DO NOT** wash left over fat, oil or grease down the sink or toilet as they harden in the pipes and restrict the flow of other waste water. This causes waste water to back up and block the sewage system
- Please dispose of fat, oil and grease by soaking it up in kitchen rolls or pouring into discarded containers (such as yoghurt or margarine containers) and bin in your general household waste bags.
- Wet wipes may be advertised as biodegradable/flushable, however it can take years and they can clog up the system in a matter of days.
- With nappies, flush the baby waste down the toilet then bag the nappy and place in your general household waste rubbish bag.
- **PLEASE ENSURE THAT YOU ARE AWARE OF WHERE YOUR STOP COCK IS AND THAT IT IS IN WORKING ORDER.**

Emergency access to Residents flats:

- It is strongly advisable to provide contact details of family or friends who are key holders to your flat to Austin Rees in case of emergency.

Sound Levels:

- Noise which is audible outside your flat is not permitted between the hours of **23.00** and **7.00** or at **ANY TIME** which causes nuisance to your neighbours- e.g. music levels, domestic appliance noise, shouting or generally noisy conduct.

The Building Exterior:

- You may not fix or display anything on the exterior walls, windows or balconies. For example, washing, plants, televisions, flags, aerials or sky dishes.
- For Sale & To Let board are **NOT** permitted at Bellevue Court

Bellevue Court Parking Regulations

Please note that the permits are numbered and this number refers to which flat it has been issued too.

Permits:

Residents are allowed a maximum of 1 permit per property

Charges:

Permits are free of charge to residents however if they need to be replaced there is a charge of £10.00 plus VAT

Vehicles:

- All vehicles **must** fit within the lines of the parking space.
- Parking is on a first come first serve basis.
- Commercial vehicles are not permitted to park at Bellevue Court.
- Residents are not permitted to park a vehicle with a trailer attached to the rear nor are mobile homes allowed to park at Bellevue Court.
- Parking is not permitted in front of the garages.
- Please note that each permit is numbered and this corresponds with a flat number. If you lose your permit the previous permit will be cancelled.

The parking is patrolled by an independent contractor, One Parking Solutions (OPS). OPS will issue a Penalty Charge Notice (PCN) to any vehicle which is not authorised to park on site or is in contravention with the site regulations. The managing agents cannot cancel tickets where the leaseholder/resident has failed to follow the correct parking procedure.



Contact Information

Bellevue Court Managing Agents:

- Kirsty Marshall ATPI (Senior Property Manager)
Austin Rees
135/137 Dyke Rd
Hove
East Sussex
BN3 1TJ

Tel: 01273 260 714
Email k.marshall@austinrees.com

Emergency Contractors Information (out of office hours)

- Done & Dusted – All Trades – 07805 569 727.
- Brighton Fire Alarms – Emergency Lighting – 01273 279 000.
- Saunders Specialist Services Limited – plumbing issues – 01903 732 842
- Aquatech - Drains – 01273 933 705 (Saturday's only)
- Thomas Locksmiths – Locksmiths - 01273 773006

Principle Accountable Person

- Bellevue Court Limited C/O Austin Rees.

If you have any comments or suggestions, please let the Directors know via the property manager at Austin Rees.

Kind regards,

The Board of Directors of Bellevue Court Limited

BALCONY MANAGEMENT POLICY

- Please **DO NOT** store any flammable materials on your balcony.
- Fairy lights or any other lighting is **NOT** permitted.
- Any type of BBQ is **NOT** permitted.
- Please **DO NOT** charge electric scooters, mobility scooters, electric bikes or any other electrical items on your balcony.
- Please **DO NOT** smoke on your balcony or dispose of the cigarette ends by throwing them over the balcony
- Please ensure that all personal items are secure during high winds and bad weather .
- Please report any issues to your property manager

COMMON WAY MANAGEMENT POLICY

- Please **DO NOT** leave any personal items in the common ways or electrical cupboards.
- Any personal items will be removed without notice and stored off site with charges applied for its return.
- Children and pets are **NOT** permitted to play in the common ways.
- Please **DO NOT** charge e bikes, electric scooters, mobility scooters or any other electrical items in the common ways.
- Please **DO NOT** store any flammable materials in the common ways or electrical cupboards.
- Please **DO NOT** leave rubbish bags in the common ways, they must be taken to the designated area straight away.
- Door mats are **NOT** permitted.
- Smoking is **NOT** permitted in the common ways.
- Please report any issues to your property manager.

FIRE DOOR SAFETY AND EVACUATION INFORMATION

Under Section 156 of the Building Safety Act 2022 there is an obligation for the Responsible Person/s, **Bellevue Court Limited**, to ensure all leaseholders are kept informed with regards to:

- The evacuation procedure
- Fire door information
- Key actions contained within the fire risk assessment and how the Responsible Persons look to manage these actions

Enclosed you will find your fire emergency plan which lets you know what to do in the event of a fire. Please take the time to familiarise yourself with this document.

We would like to reiterate the importance of residents remaining aware of the following:

- Fire doors (both flat doors and common way doors) must be kept shut when not in use
- Residents / guests should not tamper with self-closing devices on fire doors
- Residents must ensure any damage or faults to fire doors is reported to the responsible person (RP) immediately
- Common ways must be kept clear of goods at all times. Under no circumstances should personal belongings be stored in the communal hallways or lobbies.
- Fire safety signage in the common ways must be noted.

As your building operates on a stay put policy you will likely be aware that there are no mains linked fire alarm detection systems in place. It is recommended by the fire rescue service, however, that flats are fitted with stand-alone smoke detection devices and we would therefore suggest full consideration is given to installing smoke detectors within your flat.

Lastly, enclosed is a copy of the requirements contained within the latest fire risk assessment, together with details as to how these requirements are being managed.

It is essential that you please pass the enclosed fire emergency plan and door information leaflet to your tenant in the event you sublet your flat.

Fire Door Safety Information

01

Keep all fire doors closed

For fire doors to be effective, they must remain closed at all times.

02

Fire doors should not be wedged open

It is strictly prohibited to wedge open fire doors within the building. It is essential that fire doors remain free from obstruction.

03

Self closing devices must not be tampered with

Under no circumstances should self closing devices be tampered with, or removed. If there is an issue with a self closing device within the building, please report this to us right away.

04

Any faults or damage to a fire door must be reported immediately

Please ensure that any damages or issues are reported to us as a matter of urgency. You can find our contact details below.

www.austinrees.com
info@austinrees.com
01273 207501

Austin Rees

Managing Agents

135-137 Dyke Road, Hove, BN3 1TJ

Fire Emergency Plan – Stay Put

| | | |
|--|---|--|
| Address | Bellevue Court, 21-22 Preston Park Avenue, Brighton, BN1 6HL | |
| Managing Agents | Austin Rees | |
| Strategy | Stay Put | |
| Fire Authority | East Sussex Fire & Rescue Services | |
| In the event of a: FIRE | ACTION | |
| Fire Strategy and Equipment: | <p>There is no smoke detection in the common areas.</p> <p>There is a “<u>stay put</u>” policy in place.</p> | |
| If you find a fire: | <p>If you discover a fire in your flat, leave immediately by the nearest exit and close the flat door behind you.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Leave the building and call 999. Give as much detail as possible to the 999 Operator including the postcode.</p> <p>Proceed to the Fire Assembly Point away from the building.</p> <p>Do not re-enter the building until you are told it is safe to do so by the Fire Brigade.</p> <p>Do not use the lift in the event of a fire.</p> | |
| Hearing alarm: | <p>If you hear an alarm sound from outside your flat, stay in your flat with your front door closed.</p> <p>Leave your flat if instructed to do so by the Fire Brigade or if smoke enters from outside. If so, proceed to the Fire Assembly Point in an orderly fashion.</p> <p>If you have visitors, instruct them to follow you.</p> <p>Do not return to the building until told it is safe to do so by the Fire Brigade.</p> <p>Do not use the lift in the event of a fire.</p> | |
| How the fire and rescue service and any other services will be called and who will be responsible for doing this: | <p>Residents to dial 999</p> <p>The Fire Service Operator will ask you some questions.</p> <p>Do not end the call until the Fire Service Operator has repeated the address and you are sure they have got it right.</p> <p>Please contact Austin Rees on 01273 207501 in the event of a fire.</p> | |

Cover Summary

Detailed below is a summary of the sums insured selected & the limits applying to each cover section; further details of the information you have provided, the cover included, Your obligations and the additional covers and limitations to the cover are included within the following pages & in your policy wording.

| | Buildings Declared Value | Buildings Sum Insured | Landlords Contents | Contents in Common Areas | Business Interruption Loss of Rent |
|-----------------------------|-------------------------------------|----------------------------------|-------------------------------|-------------------------------------|---|
| Belle Vue Court, BN1 6HL | £7,255,120 | £9,794,412 | Not Selected | Not Selected | Property Damage Cover Extension Only |

Cover applying to all insured Properties

| | | | |
|---|-------------|-----------------------------|-------------|
| Property Owners Liability | £10,000,000 | Terrorism: | In Force |
| Property Owners Legal Protection | £100,000 | Employers Liability: | £10,000,000 |



Summary of Your Obligations

For full information on the action you must take please refer to the Cover Sections in this document

Obligation Applies to

All sections

Property Damage

Terrorism

Property Owners Legal Protection

Obligations Applying

Reasonable Precaution and Maintenance of Property and
Claims Procedure

Unoccupied Premises
Electrical Circuits
Illegal Cultivation of Drugs

Terrorism Obligation

Property Protection

Cover Sections

Property Damage

| | | | | |
|----------------------|---|--|----------------------|-----------------------|
| Property 1 | Belle Vue Court, 21-22 Preston Park Avenue, Brighton, East Sussex, United Kingdom, BN1 6HL | | | |
| Your cover starts on | 05/12/2024 | Expiry Date | 04/12/2025 | |
| Property Type | Multiple Flats (Purpose Built) | Occupancy Type | Rental Source | Premises Use |
| | | Working Occupant(s), Not Benefits Assisted | Direct from Tenant | Private Dwelling Only |

Belle Vue Court, BN1 6HL

- is constructed of brick, stone or concrete and Brick as advised to Us.
- is roofed with slate, tile, concrete, metal or asbestos and Felt on Timber as advised to Us.
- does not have external cladding / wall insulation
- was built 1970
- is and will be maintained in a good state of repair.
- is not a listed building or a building subject to a preservation order
- has not suffered from nor is showing any signs of damage by subsidence, landslip or ground heave
- is not situated over made up ground, or underground workings of any sort, or sited near a cliff
- is not unused, unfurnished or unoccupied
- or individual Units within the building are/is not or will not be sub-let
- does not provide communal facilities to residents
- has 27 flats within the block
- has not had previous flooding
- is not a house in multiple occupation

| Insured Item | Declared Value | Day 1 Inflation | Sum Insured |
|--|----------------|-----------------|-------------|
| Buildings including Glass | £7,255,120 | 35% | £9,794,412 |
| Landlords Contents including: | | | £0 |
| Furniture, furnishings, fixtures and fittings and refrigerators, dishwashers, washing machines, microwaves and other white goods belonging to You or for which You are responsible within the Building at Your Premises. | | | |

| | Insured Events | Accidental Damage | Subsidence | Flood |
|-------------------------|---------------------------------------|------------------------|-------------------|-------|
| Basis of Cover | ✓ | ✓ | ✓ | ✓ |
| Index Linking | Applies to Contents Sums Insured Only | | | |
| Section Excesses | Buildings | Escape of Water | Subsidence | |
| | £350 | £500 | £1,000 | |

Where the Declared Value is less than the cost of reinstatement of the Property Insured the most We will pay is 108% of the Declared Value

Endorsements

The following list of Endorsements detail any cover alterations We have made to Your Policy which apply specifically to this Premises.

These changes can include, but are not limited to, changes in Excess, restriction of cover, alteration of cover, and/or any further Customer Obligations which must be complied with to ensure Your cover remains in force.

Please read these carefully to ensure You understand Your cover and take the appropriate action where required. Failure to take required action on a Customer Obligation can invalidate Your cover.

Customer Obligation - Roof Inspection

Applicable to the Property Damage Section

Failure to comply with this Customer Obligation may result in You losing Your right to payment for any claim caused by storm or flood.

You must ensure that any flat felt roof is inspected every two years by a qualified builder or property surveyor and any defects found rectified immediately.

Increased Storm Excess

Applicable to the Property Damage Section

The Excess is increased to £500 in respect of Damage caused by or resulting from storm

Any Endorsement(s) are subject otherwise to the terms and exceptions of the Policy.

Recycling

Keep it clean, dry and loose

Paper and cardboard
(clean, dry and flatten
all boxes to fit in bin)



All plastic bottles
(rinsed and squashed with
lids, pumps and triggers on)



**Drink cans and
food tins (rinsed)
aerosol cans (empty)**



→ **No general rubbish, plastic bags, pots, tubs,
food trays, cartons or any other materials** ←

**Recycle glass separately in
your black box or glass bin**



Check it before you chuck it!

[www.brighton-hove.gov.uk/
recycleright](http://www.brighton-hove.gov.uk/recycleright)


**Brighton & Hove
City Council**

We all get recycling, now let's get it right!

Putting the right stuff in the right bin is important.

The wrong stuff is called 'contamination'.

If too many wrong items are put in the recycling the whole lorry load of material can end up as waste instead of being recycled.



The wrong items we see most often are:

- general waste and black bags of rubbish
- glass – this must be recycled separately
- plastic pots, tubs, punnets and trays – put these in your waste bin
- plastic bags and soft plastics – reuse or take to larger supermarkets for recycling
- food waste and food left on recycling – put in your bin and keep recycling clean
- cartons and tetrapak – take to a carton bin
- nappies and dog waste – put these in your waste bin

Never put batteries or vapes in rubbish or recycling – hidden batteries can and do cause fires. Take batteries to supermarkets and return vapes to retailers.



Take cartons and tetrapaks to carton bins at recycling points across the city.



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Unwanted clothing, shoes, bags, clean blankets and bedsheets can be donated or taken to textile banks found at most recycling points.



Anything with a plug, battery or cable can be recycled.

If it can't be reused or repaired, return to retailers or place in our small electricals recycling bins.



DEALING WITH CONDENSATION

What is dampness?

Dampness can originate from:

- Leaking pipes, wastes, drainage overflows.
- Rain water from defective roof coverings, blocked or leaking gutters and broken pipes.
- Penetrating dampness around windows, through walls and due to raised ground levels.
- Rising damp due to lack of, or no effective damp proof course.

'Condensation dampness' is a condition that affects many homes and has probably become the major cause of environmental dampness within a property. Condensation is particularly common in homes which are poorly heated and poorly insulated and usually gets worse in the colder winter months i.e. 'The Condensation Season'.

What is condensation?

There is always some moisture in the air, even if you cannot see it. If the air gets colder it cannot hold all the moisture and tiny drops of water appear. This is condensation. You also notice it when you see your breath on a cold day or when the mirror mists over when you

The mould requires free moisture on the surface to germinate.

Tiny spores produced by the mould and the higher numbers of dust mites due to the moist conditions can increase the risk of asthma and respiratory illnesses in some people.

Maintaining a reasonable balance between heating, ventilation and

have a bath. Kitchens and bathrooms are often primary sources of atmospheric water. Moisture is released into the air through normal daily activities such as washing, cooking, drying clothes, showering and bathing. This can occur commonly on windows, external walls or cold surfaces within the fabric of the property. Look for it in corners, on or near windows, in or behind wardrobes and cupboards. It often forms on north-facing walls.

The problems of condensation can lead to staining and mould growth, damaging wallpaper, wall surfaces, window frames, furniture and clothing. The development of mould growth is the most tell-tale sign that is frequently associated with condensation. The appearance of mould may be black, white, yellow or green in colour, depending on the specific type of mould and the surface which it grows on. Black spot mould, *Aspergillus Niger*, for example forms pyramid profiles in wall corners and at wall/floor or wall/ceiling margins as a consequence of condensation.

Moulds are hydrophilic fungi in that they require high levels of surface moisture. Capillary held dampness (such as that originating through rising dampness) is not sufficient to cause mould growth.

Insulation can reduce excessive condensation however, a major review of lifestyle and occupation of the property is often necessary.

In the short-term you should wipe off the condensed water from windows and sills every morning during the condensation season. Wring out the cloth into a sink rather than drying out on a radiator.

Mould Cleaning

Regular cleaning away of mould is vital. To remove mould, wipe down walls and window frames with a preparatory mouldicide or fungicide wash which carries a Health and Safety Executive approval number. Follow the manufacturers instructions precisely which will provide longer term prevention. Spray containers of mouldicide can be obtained from chemists and retailers. Mould kits can be obtained from specialist suppliers.

Dry clean mildewed clothes and shampoo carpets. Disturbing the mould by brushing or vacuum cleaning can increase the risk of distribution of spores and respiratory problems.

After treatment, redecorate using a good quality fungicidal paint to help prevent mould. Note: this paint is not effective if over coated with ordinary paints, emulsion or wallpaper. You can also obtain an anti mould paint additive that can be mixed with the paint. When wallpapering, use a paste containing a fungicide to prevent further mould growth.

Using a dehumidifier can control the airborne moisture and help reduce this problem, however dehumidifiers will not solve the cause(s) of the condensation problem. The only lasting way of avoiding severe mould is to eliminate the cause of the dampness/condensation.

How to avoid condensation

Produce less moisture

Reduce the potential for condensation by producing less water.

Always cook with pan lids on and turn the heat down once the water has boiled. Only use the minimum amount of water for cooking vegetables.

When filling the bath, run the cold water first, then add the hot. It will reduce the steam which leads to condensation by up to 90%.

Never dry laundry on radiators.

Dry washing outdoors if possible, or put it in the bathroom with the door closed and the window open or extractor fan on. Extractor fans should be automatically humidistat controlled, not solely activated by a light switch.

If you use a tumble dryer, make sure it is vented to the outside (DIY kits are available for this) or that the tumble dryer is of the new condensing type.

Don't use your gas cooker to heat your kitchen as it produces moisture when burning gas (you will notice the windows misting up).

Never use bottled gas heaters (Calor etc.) as they produce about eight pints of moisture from an average size gas bottle.

Ventilate to remove moisture

You can ventilate your home without making draughts.

Some ventilation is needed to get rid of the moisture being produced at the time, including that from people's breathing. Keep trickle vents open at all times, alternatively open small windows/top lights.

Use passive Vapour Vents if no trickle vents are fitted to windows.

Do not have air bricks fitted at low levels. Kitchen and bathrooms require more ventilation due to cooking, washing, bathing and drying creating high levels of moisture which means opening windows.

Ideally these rooms should be fitted with humidistat controlled extractor fans (these work automatically when humid air is detected).

Close the bathroom and kitchen doors when these rooms are in use, even if the kitchen or bathroom has extractor fans. This stops the moisture reaching other rooms, especially bedrooms which are often colder and more vulnerable for condensation.

Allow space for the air to circulate in and around your furniture.

Open doors to ventilate cupboards and wardrobes.

Leave space between the backs of wardrobes and the wall.

Where possible, position wardrobes and furniture against internal walls i.e. walls which have a room on both sides rather than external walls.

To reduce the risk of mildew on clothes and other stored items, allow air to circulate around them by removing 'false' wardrobe backs or drilling breather holes in them.

You can place furniture on blocks to allow air to circulate beneath.

Never overfill wardrobes and cupboards as it restricts air circulation.

The use of Positive Pressure FLAT or LOFT ventilation systems can be considered, whereby fresh, dry filtered air at ambient temperatures is introduced continuously into the property - diluting and displacing stale, moist air and reducing the cause of condensation within the property.