



LONDON YARD: WORKING REGULATIONS

Lessees are reminded of the need to obtain a Licence from the Freeholder for any work that is beyond the scope of works permitted within the terms of the Lease. Please check your lease before commencing any works and note that you need a Licence for any alterations or additions. Typically, our leases have paragraphs such as:

- (a) no structural alterations or additions
- (b) no other alterations or additions without permission
- (c) good and sufficient carpeting with proper underlay on all floors save kitchen and bathroom.

Contractors employed for any building, interior or alteration works within the development must adhere to the following regulations.

FOR ALL WORKS:

1. At least 72 hours notice must be given before the commencement of any works.
2. All contractors must be properly insured to cover any third party / consequential loss or damage to other Lessees flats, commercial units and common parts for a sum of not less than £1,000,000.00 as a result of their work. Insurance certificates must be provided to the Managing Agents prior to commencement of work.
3. Working hours are strictly limited to the following times irrespective of whether the works are noisy or not:
Monday to Friday 9:00am to 5:00pm
Saturdays 9:00 am to 1:00pm
No work to be carried out on Sundays or public holidays
4. A timetable of works is to be submitted and agreed with the Managing Agents.
5. The contractor must advise all adjacent residents who are likely to be affected by the works in writing of the intended programme and possible disturbance i.e. noise.
6. Work must not affect common parts or their free use by other Tenants.
7. Every effort must be made to reduce the extent of noise and dust during the works. Contractors will be responsible for sealing up all doors to prevent such problems and be responsible for cleaning up any areas that are disturbed all to the satisfaction of the Managing Agents.
8. Means of access for labour, materials and equipment to be arranged with the Managing Agents. The lifts are not to be used to move materials or equipment without prior approval of the Managing Agents and then only after the protective lift liner has been installed and loading limits agreed. No internal or external common areas are to be used to store any materials or equipment at any time.
9. Contractors are to leave all common areas clean and tidy at the end of each day.

10. No contractors vehicles are to be parked on site without a visitor permit being issues. Any vehicle found to be parked on site without prior agreement may be clamped and / or towed away to the owners expense.
11. All contractors and sub-contractors are to be registered with the caretaker/security and to have limited access to the flat, staircase and basement. They are not permitted to any lift lobby areas adjacent to each apartment (except of access) or the main entrance lobby.
12. At no time are contractors permitted to use or dispose of items within the developments bin stores, refuse containers or common areas.
13. Smoking is not permitted in any of the common areas of the building.
14. Leaseholders to undertake responsibility for any damage to common areas or equipment. The leaseholder must undertake to carry out the necessary remedial work without delay in matching materials and to the Managing Agents satisfaction.
15. The contractor is not permitted to use the Landlords electricity supply, without the prior agreement of the Managing Agents.
16. Depending upon the extent of the work the Lessee (undertaking the works) may be required to settle a Schedule of Conditions with the Managing Agents and the owners of the neighbouring flats or commercial units in order to safeguard the Managing Agents and the neighbours against damage and the Lessee from unjustified claims at a later stage.
17. All works must comply with all statutory requirements and approvals.

FURTHER REGULATIONS FOR REPLACEMENT DOUBLE GLAZING:

In addition to the all works regulations the following further regulations apply to replacement of double glazing windows and doors.

1. All replacement windows must match as near as possible to the style, layout and colour of existing windows.
2. If scaffolding is required the Leaseholder is responsible for obtaining approval from all Leaseholders of properties that the scaffolding may abut to prior to erection. Scaffolding must be full alarmed.
3. The exterior of the building must be repaired to an acceptable standard following installation of the windows.