



Updated March 2015

Campden Hill Court

Leaseholder Regulations for carrying out permitted Alterations, Building Works and Decorations

Summary of the Guidelines and Requirements

This note is a summary of the guidelines which Campden Hill Court issues to owners who propose to carry out building works in, or make alterations to, their flats. It is for quick reference only and you should read the full guidelines before applying for consent.

1. Important note

You must not start works until the necessary formal Consent or Licence to Alter has been finalised.

Permission will not normally be given to begin any soft strip works ahead of the issue of the formal Consent or Licence to Alter.

Please note that consent will not be given for:

- any works which will affect the exterior or common parts of the building
- any works which require a planning application for the change of use of any flat
- the installation/use of scaffolding or other temporary means of access (including hoists) on the front/principal elevations of the building
- the creation of any new wet area over an existing dry area
- satellite dishes on balconies or on the external elevations/roof, or
- audio systems which include ceiling mounted speakers or hard-wired/fixed sub-woofer.

2. What consent is needed

Category 1 - Notification only

- Decoration
- Replacement of carpet with carpet
- Minor repairs.

These works only require notification to be given to the Estate Manager (or in his absence the Managing Agent) who will give you a copy of the *Regulations for building work and redecoration inside flats*.



Category 2 - Formal consent required

- Re-wiring and re-plumbing on a like-for-like basis
- Replacement of bathrooms and kitchens on a like-for-like basis within existing 'wet' area locations
- Replacement of a boiler in its existing position with minor alteration works.

These works require an initial application form to be completed and formal written Consent to be granted by the Landlord via the Managing Agent.

Category 3 - Full Licence to Alter required

- Building/structural alterations (to change, remove or add something)
- Services alterations (not like-for-like), including layout changes
- Substantial refurbishment.

These works require an initial application form to be completed and the granting of a full Licence to Alter by the Landlord via the Managing Agent and Landlord's solicitor.

Either Category 2 or Category 3

- Replacement of carpet with a new timber or other hard surfaced flooring.

Where a carpet is to be replaced with a new timber or other hard surfaced flooring and this alteration is not part of other works, it will be at the discretion of the Managing Agent as to whether or not a Category 2 Letter of Consent or a Category 3 full Licence to Alter is required. This will depend on the circumstances and the leaseholder's proposals.

3. Who to contact

Category 1: please contact the Estate Manager, Jim Davidson, on 020 7938 3321 (or in his absence the Managing Agent on 0207 828 1664).

Categories 2 and 3: these works require an initial application form to be completed. Please contact Aspect Property Management with descriptions of the works and submit a completed application form to the Property Manager, James Pickering, by telephone on 0207 828 1664 or via email to jp@aspectpropertymanagement.co.uk



4. **Minimum requirements for application**

To be able to consider the proposals, we will require one set of professionally prepared technical information:

- plans and specifications to the same scale throughout
- method statements/details of temporary works
- structural engineer's details if applicable
- structural engineer's report having regard to the impact of structural alterations on properties below, above and adjoining
- agreed schedules of condition of all above, below and adjoining properties and common parts
- details of contractors' insurance and confirmation of current British Trade Association membership, and
- the proposed programme of work.

5. **Fees and deposit**

Please note that the Leaseholder will be required to pay fees for the services of the landlord's surveyor, agent (and others where necessary) in dealing with Category 2 and 3 works.

Managing Agent: works under Categories 1 & 2 - fixed fee of £250.00 + VAT
works under Category 3 - fixed fee of £500.00 + VAT

Landlord's surveyor: fee based on time charge of £140.00 + VAT per hour

Landlord's solicitor: fixed fee of £750.00 + VAT with additional work charged at £135 + VAT per hour.

A damage deposit will be required. The amount to be deposited will be at the discretion of the landlord's surveyor when reviewing the leaseholder's proposals and it will be held by the landlord's solicitor.

6. **Timeframe**

We are unable to give a precise estimate of the length of time it will take to issue Consent or a Licence to Alter as this will depend on the information which is made available and the scope of the works. On the basis that sufficient information is provided, however, the Consent or Licence should be finalised within four weeks.