

**CAMPDEN HILL COURT LTD
CAMPDEN HILL COURT TENANTS LTD**

Updated February 2017

RULES AND REGULATIONS FOR BUILDING WORK AND REDECORATION INSIDE FLATS

1. The managing agent (and the estate manager on his behalf) has absolute discretion and authority to interpret and enforce Campden Hill Court's procedures in relation to all building work and redecoration inside flats.
2. Lessees and their representatives will be held fully responsible for any damage caused to the common parts and to properties neighbouring and adjoining the flat in which works are taking place. Prior to works beginning, the common parts must, therefore, be inspected jointly by the lessee or the lessee's representative and the estate manager, in order to identify and agree any pre-existing damage. Similarly, before works begin, all flats above, below and adjoining are to be inspected and agreed schedules of condition produced.
3. Smoking is not permitted in the common parts or anywhere on Campden Hill Court premises.
4. Except in emergencies, work within a flat may only be undertaken between 8.00 am and 6.00 pm on Monday to Friday; work which can be heard outside the flat must not begin before 9.00 am and must finish by 5.00 pm and no work is permitted on public holidays or in the period between Christmas and new year.
5. The common parts of the building must be adequately protected using dust sheets where appropriate to do so, while ensuring that these do not represent a trip or other hazard. Entrance doors to flats should be kept closed at all times, especially when work generating dust and dirt is being undertaken, so as to prevent that dust and dirt from reaching the common parts. Care must be taken to prevent dust and dirt entering other flats through neighbours' windows.
6. At all times when on site (including when entering and leaving the common parts), contractors (including all sub-contractors and agents) are to wear high visibility vests with clear identification.
7. Contractors (including all sub-contractors) are to also wear over-shoes at all times when within the common parts, from the time of entering the building (main entrance) and on leaving the flat where the work is being undertaken.

8. At the end of each working day, contractors are responsible for cleaning any dust or dirt in the common parts arising from the works within flats. Whether or not more than one flat is being worked on at any one time in the same part of the block, additional cleaning must also be promptly carried out at other times in accordance with the estate manager's instructions and absolute discretion. Cleaning costs incurred by Campden Hill Tenants Ltd on the authority of the estate manager, because of contractors' failure to comply with this requirement, will immediately be recoverable on demand from the lessee responsible.
9. Builders' rubbish must normally be removed from the flat via a hoist and, in the event of minor works where a hoist has not been stipulated, must only be removed through the common parts with the estate manager's specific authority in sealed rubble sacks. Under no circumstances should any builders' rubble or refuse be left either within the common parts or the grounds of Campden Hill Court and under no circumstances should rubble or refuse cause a nuisance by blocking windows. Refuse must be removed directly to a skip or vehicle and cannot be stored overnight awaiting collection. Any scaffolding used at Campden Hill Court will need to be located in the rear light well areas. The installation of scaffolding on the front/principal elevations of Campden Hill Court will not be permitted.
10. All material must be taken into flats via a hoist or scaffold and not through the common parts, except with the estate manager's specific authority on each occasion.
11. Contractors' staff may use the lifts only if they respect residents' needs as first priority and if they leave the lifts clean and adhere to the lift weight restrictions. 24 hours' notice of intention to use the lift must be given to the site staff in order that protection can be put in place.
12. Radios, etc, must not be played so as to cause a disturbance to other residents and must not be audible within the common parts or outside the building.
13. Parking at Campden Hill Court is very limited and generally there is no facility for contractors to park. Any parking specifically permitted by the estate manager in the car park on the north side of the building does not imply any right to parking nor justify any expectation of parking to be provided at subsequent times.
14. Lessees and their representatives have a duty to comply promptly and at all times with the reasonable requests of the estate manager and the managing agent.
15. Any deviation by a lessee or their representatives from these *Rules and regulations*, and the *Procedure for works to flats within Campden Hill Court* of which they are part, will result in the relevant terms and conditions of the lease being strictly enforced against them by the Landlord.

16. In the event of such enforcement by whatever way in a case where a Licence for Alterations has been granted, the lessee's deposit made as a condition of such Licence may be forfeit in whole or part. Contractors and others working inside flats in Campden Hill Court should be made aware of this risk to the lessee.
17. The leaseholder's contractors must ensure that all main doors of Campden Hill Court are kept closed at all times. If it is necessary for the doors to be opened for any reason for any length of time, the leaseholder's contractor must provide a responsible person to supervise the entrance.
18. At commencement, the leaseholder's contractor will be able to obtain a key fob for the main entrance door from the estate manager. The estate manager will release a key fob only on the production of photo ID. The key fob must be returned each evening and must on no account be removed from the building.