



Sussex Heights (Brighton) Ltd
St Margarets Place
Brighton

WORKS OF FLAT REFURBISHMENT

LICENCE TO ALTER

Issued by:
COUNTRYWIDE PROPERTY MANAGEMENT
20/22 Gloucester Place
Brighton, BN1 4AA
Telephone: 01273 608 746

Sussex Heights (Brighton) Ltd
St Margarets Place
Brighton

With this letter we have enclosed a copy of the Licence to Alter that you are required to enter into with the Lessor, Sussex Heights (Brighton) Ltd prior to undertaking any works of refurbishment. Please note that the Lessor will not grant permission for any wall to be removed as part of the refurbishment of any flat. Neither will the Lessor grant permission for any second bathrooms, or works of any kind that may result in the interference of the air vent between the toilet and bathroom or any puncturing of the exterior walls. It should also be noted that the Lessor will not grant permission for any works that may result in the obstruction of the water drainage hole of the balcony. For instance no partial enclosure of the balcony will be permitted. Under the category of refurbishment we would include; replacement of kitchen or bathroom fixtures and fittings, replacement of windows and doors, making small openings in certain walls, installing showers etc. Please note that this list is not exhaustive and if you are not sure whether the work you wish to carry out falls into the category of refurbishment we would advise you to contact the property manager whose details are shown below.

We also enclose the Site Rules for Contractors relevant to Sussex Heights

Kevin Baker
Countrywide Property Management,
Managing Agents,
20/22 Gloucester Place,
Brighton BN1 4AA

Telephone: 01273-608 746
Fax:01273-691 426

Please complete the areas highlighted in yellow on the enclosed Licence and return it to Kevin Baker at the above address, who will arrange for it to be passed to the Lessor for their approval.

Please Note that works must not commence until the Licence to Alter has been agreed by the Board of Directors of Sussex Heights (Brighton) Limited

FEES – The following fees will be payable:

1. Payable to the Managing Agents a fee for inspection of the works, and administration of the Licence, the fee will be £150 + Vat (£176.25) and your cheque should be made payable to Countrywide Residential Lettings. This sum includes £50 for the final inspection by Countrywide Property Management. If your application is refused then you will receive a refund of £100 +Vat (£117.50)

Note: These fees are subject to change and confirmation should be sought at the time the application for permission to undertake works of refurbishment is lodged with Managing Agents.

**Sussex Heights
St Margarets Place
Brighton**

SITE RULES FOR CONTRACTORS

1. Occupation of Premises

- a) The building is occupied as residential dwellings and Contractors must, therefore, avoid disturbance to residents as far as possible, commensurate with the nature of the work being carried out.

2. Working Hours

- a) Work may only take place from Monday to Friday between the hours of 8.00 am and 5.00 pm. Weekend working will not normally be allowed. Where circumstances arise requiring weekend working the prior written permission of the Board of Directors (the Management) of Sussex Heights (Brighton) Ltd. must be obtained. The Management reserves the right to stop immediately any weekend work carried out without permission irrespective of the disruption caused to the work, and no claim will be accepted from the Contractor or the Lessee concerned for any inconvenience or distress caused by immediate cessation of the works.

Note: Please note that contractors are prohibited from sleeping on site unless the property has been certified as habitable by the Directors of Sussex Heights (Bta) Limited or their agents.

3. Nuisances

- a) During the course of the works the principle Contractor
- (i) shall not at any time cause or permit any damage or any unreasonable nuisance, disturbance, annoyance or inconvenience to the Lessor or to the owner or occupier of any other flat in the building or of any other part of the building and
 - (ii) shall not at any time cause or permit infringement of any right enjoyed by the owner or occupier of any other flat in the building or of any adjoining or neighbouring premises or of any other part of the building.
- b) The burning of debris and rubbish on site will not be permitted under any circumstances.
- c) During and after the works the Contractor must ensure that no dirt or debris is allowed in the commonways and thoroughly clean up all debris, dirt and dust in the subject flat and in all common areas of the building, including the entrance hall, stairwell, lift car, lift landing and roof space. The Contractor must also provide, and clear away on completion, all dust sheets, tarpaulins, boarding and other means of protection to all internal and external surfaces in the common areas, and in the subject flat to prevent damage and dirt/dust contamination.

- d) The contractor must not allow, at any time, the storage of materials of any kind in the corridors or common ways
- e) The use of radios, CD players and other personal entertainment equipment will not be permitted.

4. Transporting Materials

- a) If materials are required to be carried by lift then the goods lift must be used. The Porter must be advised in advance. The gross weight of materials and persons travelling by lift must not exceed the stated capacity of the lift car. The Lift Engineers (Otis Lifts plc Tel: 01444-870470) must be contacted if the weight of materials and persons travelling by lift is likely to exceed the stated capacity of the lift car, or materials to be carried are of dimensions preventing them from being carried in the car in the normal manner. Any costs charged by Otis Lifts plc are the responsibility of the Contractor.
- b) Materials and components, which are too large or too heavy to be transported by lift, must be transported up the fire stairs. No items whatsoever may be manually raised up the exterior elevations of the building.
- c) To maintain a free passage for Emergency vehicles such as Ambulances, Police and Fire services, the parking of Contractors/Tradesmen's vehicles on the forecourt at the front of the building will not be permitted, save in exceptional circumstances authorised by the Lessor..

5. Services

- a) Existing power, lighting and water in the subject flat/area of work may normally be used but the prior permission of the Lessee concerned and the Lessor must be obtained prior to the use of existing services.
- b) The Contractor must protect and prevent damage to all existing service installations. If the works necessitate disconnection of, or disruption to, the service installations, adequate advance notice must be given and permission obtained except in the event of an emergency.

6. Health, Safety and Welfare

- a) The Contractor must comply with all relevant health, safety and welfare legislation, and no responsibility will be accepted by the Lessor if the Contractor fails to do so.
- b) The Contractor must ensure that in addition to other health safety and welfare requirements the Contractor complies with the Health & Safety etc. Act 1974, the Construction (Design and Management) Regulations 1994 as amended, and the Construction (Health, Safety and Welfare) Regulations 1996.

The Porter is instructed by the Lessor to ensure that the regulations and rules relating to any works being carried out are observed. Contractors are expected to comply with all the Porter's reasonable requests. Failure to do so could result in cessation of the work. The Managing Agent may be referred to in the case of a Porter's decision being disputed. The Managing Agents decision will be final.