

STRIDE & SON

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Somerstown - Application for Alterations to Flats

Introduction

We know that as owners and leaseholders you may wish to make changes to suit you - this alterations process will help you ensure that changes are safe and maintain the positive appearance of the estate.

To help you, this information sheet provides guidance on the process to follow if you would like to make changes to your home - and includes an application form for future work or for any alterations that have been previously made without consent.

Why do Alterations Need Consent?

Somerstown Management Company Ltd owns the estate grounds and the freehold of the flats, and therefore has responsibility to ensure the good appearance, safety and structural integrity of the estate, on behalf of all house owners and flat leaseholders.

It is essential for fire safety that all alterations to flats and houses meet the required standard.

Also, when homes are sold, your buyer's solicitors will almost certainly require proof that the alteration is acceptable to Somerstown Management Company Ltd before proceeding with the sale. It can lead to delays if consent has not been sought and may increase your costs.

Stride & Son will be pleased to discuss any planned work if you are unsure or have questions.

How Do I Obtain Consent?

To help you, we have included an application form to complete with details of your planned alteration to forward to Stride & Son. We make a nominal charge of £60 inc vat for processing the form and dealing with simple alterations. Complicated alterations may require, for example, advice from specialists which will cause additional costs; this would be discussed with you if required.

Please send the form, supporting information (such as drawings and images) and fee to us. If the matter does not require consent then no charge will be made and we will return documents to you.

What if I have already made Alterations?

You should make a retrospective application, again giving as much information as possible. Depending on what work has been carried out, it may be necessary for us or another professional adviser to visit you, or for documentation such as FENSA certificates for replacement windows to be provided.

How long will it take to obtain consent?

This will depend upon the complexity of the request. Usually, most matters will be dealt with during 6-8 weeks. You will be advised if the matter becomes more complex. In the case of retrospective applications, these will be prioritised in order of urgency.

Who should I contact for further information?

If you have technical queries, please contact Stride & Son. We will be happy to help. Given the costs involved for your alteration, we would suggest an early discussion with the Management Agent before instructing your professional advisers.

Application Process

Under the terms of your lease you will need consent for certain types of alterations to your property – in particular, anything which will affect the main structure or the outside appearance, or which may impact on fire safety. This is a summary only; please see your lease for full details of your obligations.

Most alterations require consent. Some examples are:

- Change of windows
- Any repair, alteration or replacement of the fire rated front door
- Internal alterations to walls such as knocking rooms together or creating new openings;
- Alterations affecting the flat hallway
- Installation of boilers or extractor fans needing a hole in the outside wall for flues (overflow pipes from condensing boilers must be run into an external drain to avoid staining the brickwork)
- Gas installations
- Some plumbing works where you will be creating a new connection into a central soil stack or where pipework extends through the ceiling/floor/wall
- Electrical works where your meter position is within a communal area
- Repairs where holes in the facade are no longer required.

There are further items which will be covered so if you are in any doubt you are advised to check with the managing agent before proceeding. Consent cannot be granted to third parties, so the application must be completed by the owner of the property.

All works are to be carried out at the owner's expense. We are not likely to restrict which tradesmen you use but they must hold valid public liability insurance and hold relevant qualifications if required (eg Gas-Safe, Fensa/Certass).

The Management Company will require any inappropriate alterations to be reversed or adapted.

The application should contain all the information needed to assess the project and make a decision. Following receipt of the application, the managing agent will consult with the Directors. You should not order works until you have written confirmation from the managing agent that consent has been granted.

Please note that in the event of major alterations it may be more appropriate for the consent process to be passed to the Management Company's solicitor for a Licence for Alterations to be drawn up. The flat owner concerned will be responsible for any legal costs. This process may take longer than usual.

The work involved in processing this application is in addition to Stride & Son's usual management work and therefore an additional fee of £60 including VAT will be needed to process the application. This payment should be made when submitting the application.

APPLICATION FOR LANDLORD'S CONSENT FOR ALTERATIONS

Name:

Address:

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Telephone/email

Address of flat
being altered (if different)

PROPOSED ALTERATION

Description of the proposal (please attached on separate sheet if more space is required)

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Will the alteration require Building Regulations consent? If so please provide supporting documents
YES / NO

Will the alteration require planning consent? If so please provide supporting documentation
YES / NO

Do you think there will be any effect to neighbouring properties? YES / NO

If the work is structural we may require a structural engineer's report. If you already have such a report please provide this now.

If you have already accepted a quote, please provide name, address and contact details for contractor and confirm if we may contact them direct in the event of queries.

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Plan/Sketch: Please attach a plan or photographs indicating the location of the work to be done, and provide any illustrations/sketches applicable.

Does your alteration require annual maintenance YES/NO
If yes, who will provide this

Will there be any noise or other disturbance to neighbours from the works being carried out, or from use of any equipment after installation (if so please give details) YES/NO

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PAYMENT

I attach my cheque for £60 (inc vat) made out to Stride & Son

Signed

Date

Please send the completed application form to: Property Management Department, Stride & Son, Southdown House, St John's Street, Chichester PO19 1XQ or Email: management@strideandson.co.uk

Provided all information has been received your application should be processed within four weeks of receipt. Please bear in mind that we need to consult with the Freeholder/Resident Management Company Directors. If the works are more complex then the consultation may take longer, and we will advise you if this is the case.

Receipt of this form by Stride & Son does NOT grant you with permission to carry out the works; you must wait for confirmation as to whether consent is granted and adhere to any conditions.

EXAMPLES OF COMMON TYPES OF ALTERATION AT SOMERSTOWN

ALTERATION	WHY IT IS IMPORTANT TO GET CONSENT	INFORMATION STRIDE & SMC WILL NEED
Replacement Windows	To preserve the common appearance; to comply with planning conditions; to ensure building regulations are met.	Proposed window installer's sketch drawing of the new windows.
Holes In Outside Wall – For Boiler Flue	To preserve the common appearance; to ensure the structural integrity of the building is maintained; to ensure GasSafe contractors are used ; to ensure condensate pipes run correctly; to avoid nuisance to other flats from the boiler plume (steam vapour); ensuring that any old flue positions are blocked up.	Either a plan of the location of the proposed flue opening, or a photograph of the relevant wall with the flue opening drawn on; details of the flue size and vent cover being used; reason for that location being used; details of condensate piping; details of the contractor who will be doing the work.
Holes In Outside Wall For Other Purposes – For Example: Washing Machine Waste, Extractor Vent	To preserve the common appearance; to ensure any old holes are correctly blocked up; to ensure no structural damage is caused.	A plan showing the location of the hole in the wall (or a photograph of the relevant wall with the location drawn on), details of the purpose, details of any pipe or vent cover being run through, including colour, and where any pipe will empty into.
Internal Rearrangement of Rooms	To preserve the structural integrity of the building; to ensure that building regulations (and in particular, with regard to fire safety precautions) are maintained.	This depends on the work being carried out. It may involve you obtaining a report from a structural engineer or contacting the Council for building control consent. Please contact us for further information and an initial discussion.
Fascias	To preserve the common appearance of Somerstown.	Drawings and details of proposals, including photographs.

FOR STRIDE & SON OFFICE USE ONLY

Date received:

Cheque Received/receipt issued:

Any additional information required:

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Date sent to Client:

Comments received from Client:

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Permission Granted YES / NO

Conditions applicable:

Standard conditions:

- The contractor must hold valid public liability insurance and must not leave any materials/debris in communal areas. In particular skips may only be sited at the property where there is an agreed suitable place on site with prior consent.
- The property owner is responsible for having any damage made good;
- The property owner is responsible for obtaining any relevant local authority consents (planning/building regs) and must provide a copy to the managing agent;

The property owner may only use contractors who hold valid public liability insurance (and where necessary hold appropriate qualification, eg Fensa, Certass)

- If there is to be any noisy work then the property owner must advise immediate neighbours prior to works starting.

Other conditions:

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Date of letter of consent to property owner:

Date MUS updated: