

LICENCE TO ALTER

POLICY

If you are considering making any alterations in the property, you will need to contact Vere Osborne the Estate Manager at the following email address: estatemanager@stpaulscourt.co.uk for a licence to alter application form, to request consent and a formal licence from St Paul's Court.

The lease contains a provision prohibiting alterations, improvements, or additions to the property, except with the written consent of the landlord, St Paul's Court Limited in the form of a Licence to Alter. This licence applies to such works as changes to layout, the removal of any walls and replacing the specified carpet floor coverings with wood or laminate.

The licence application must be received, and the licence granted before any relevant work is started on your property.

To protect you and your neighbours, St Paul's Court will appoint a Chartered Surveyor to assess the works and check that no damage is caused to common parts or neighbouring flats. The surveyor will confirm if any structural engineers' calculations are needed and what documents will be required for final sign off the works, these might include copies of planning consents, building regulations or installation and safety certificates.

PROCEDURE

In order to apply for a licence, the following information should be provided.

1. A list of planned works together with two copies of annotated drawings clearly showing the property both before and after the proposed alterations. The plan should also show address of the dwelling and the general location of the adjoining dwellings with their address as well as the date the plans are drawn.
2. The estimated time for completion of the works, together with the planned start date for the works.

3. A brief specification indicating the proposed standard of construction, materials, and its finishes.
4. Please note that if your contractor/installer needs to isolate the hot water or heating service (which is communal to the Estate), they must contact the Estate Office's heating engineer, who is the only approved operative to undertake this and will charge you directly for this service.
5. Copies of catalogues showing specific details of any fixed water/heating appliances approved.
6. Once you have appointed contractors, you will need to provide a copy of their insurances, health and safety policy and a method statement
7. Once all relevant information has been received, the Estate surveyor will review the documentation and submit to the Estate Office to prepare the licence.
8. All costs such as surveyors, consultants and admin fees must be met by you.
9. If you anticipate any noisy works that might disturb the surrounding properties, please inform your neighbours prior to work commencing.
10. Please ensure that rubbish is not left in the communal areas.

Prior to work starting the Estate Surveyor will need to inspect your property, the neighbouring flats, and the common parts to prepare a schedule of condition.

James Froud MRICS MCIOB MFPWS BSc Hons
Chartered Building Surveyor

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Tom Whitewood, the Estate plumber's contact number is: 07788-256-075. Tom will be required to inspect alterations to the heating and hot water system. To be used as evidence if there are any claims for damage caused due to the works.

RETROSPECTIVE CONSENT.

If for any reason alterations that require consent, have been carried out without a licence or agreement from the Landlord you are technically in breach of the lease and at risk of forfeiture action by the freeholder.

The process for requesting consent is similar to the procedure for obtaining a licence before carrying out the work.

1. The Landlord will employ a building surveyor to inspect and assess the extent of the works.
2. The surveyor will then inform you exactly what information is required for consideration to be given to granting a retrospective licence.
3. Once all of this is provided the surveyor will assess the information and confirm if any changes to the works are needed and recommend to the Freeholder whether consent should or should not be granted.
4. Until consent is granted, the freeholder will have to treat you as in breach of the lease.
5. You will be responsible for all costs involved in the consideration of the granting of a licence and it is not guaranteed that a licence will be granted. You may be required to re-instate the property.