

Flat Renovation Manual

A Guide for Owners



GLOBE WHARF
205 ROTHERHITE STREET

CONTENTS

SECTION 1 PROTOCOL

SECTION 2 SITE RULES AND REGULATIONS

SECTION 3 AGREEMENT

APPENDIX

A Sample Licence to Alter Checklist

SECTION 1 - PROTOCOL

INTRODUCTION

1. Owners (new and existing), together with their representatives, professional advisors and contractor(s) must be familiar with the content of this guide.
2. It is imperative that the process and requirements are fully understood prior to setting out on any works to their flat. This includes minor repairs to major renovation. It also includes works such as the installation of replacement boilers and associated work – *see item 10 for further information regarding this.*
3. In the first instance, owners (or their representative if they have express consent) must notify Principia Estate and Asset Management (hereinafter referred to as Principia) about the works which they intend to undertake. This is regardless of how minor the works may be.
4. Instructions for notifying Principia:

Owners must email:-

Victoria Plant on victoria.plant@principialondon.co.uk

And c/c:-

info@principialondon.co.uk
5. When notifying Principia, owners are to include a summary of the proposed scope of works. Existing and proposed plans are not essential for the initial notification but are always useful if applicable/available.
6. Principia will then share this information with the Freeholder's Surveyors who will then explain the next steps to be taken by the owners and provide a clear set of instructions in this regard. This will include confirmation of whether a Licence to Alter is required, together with the proportional control measures which are to be deployed.
7. The Freeholder's Surveyors will also advise whether any Statutory Approvals are required. This is particularly pertinent as Globe Wharf is a Grade II Listed Building.
8. It is imperative that the 'Agreement' is signed and returned prior to the commencement of any works (see Section 3).
9. In those situations where a Licence to Alter is required, the Freeholder's Surveyors will use the checklist (see sample in Appendix A) to facilitate this process. Owners are obliged to comply fully with the requirements of the checklist.
10. **Replacement Boilers and Associated Work** – Owners (or their representative if they have express consent) must notify Principia if they plan to replace their boilers. It is likely that this work will include the replacement of the existing flue system. Accordingly, this will affect the external fabric which will need to

be made good fully at the owner's expense. It will also be a pre-requisite of the consent that the building fabric is made good to a specific specification to be agreed in advance with the Freeholder's Surveyors. (Please note that the owner will also be responsible for paying the Freeholder's Surveyors' fees in this regard.)

11. **Making Penetrations for and Installation of New Roof Windows** – A Licence to Alter will be required in connection with the installation of new roof windows by Lessees. In addition, Listed Building Consent will need to be obtained and the Local Authority must be consulted regarding Planning Permission and Building Control.

In addition to the statutory approvals it would be a pre-requisite of the Freeholder's Consent that the Freeholder is indemnified against any future leaks associated with any new roof window installation including the actual roof window / glazing, the new opening formed within the roof covering and all associated flashings and weathering's. This is due to the type of existing roof coverings and their incompatibility with any large penetrations.

FEES AND DEPOSITS

1. All fees (including Principia and the Freeholder's Solicitors and Surveyors) in respect of the approval and (where applicable) grant of Licence, together with inspection, correspondence and reporting are the full responsibility of the owners and are a pre-requisite of any Agreement. (Note: Fees will largely depend upon the complexity of the works but will typically be between £250.00 - £750.00.)
2. The Licence (where applicable) will be prepared by the Freeholder's Solicitors.
3. There are 3 broad categories which flat renovations will typically fall under and the Freeholder's Surveyors will recommend to Principia which measures will apply. These 3 categories are:-
 - i. **Minor Works*** - those situations where it is deemed that a Licence to Alter is not required and the works are so minor that a deposit is not required and no fees will be charged. Examples include redecorations, flooring replacement, door replacement or minor internal repairs.
 - ii. **Medium Works*** - those situations where the planned works are significant but that a Licence to Alter is not required, the sum of £500.00 - £1,000.00 must be deposited with Principia against the proper performance of these Regulations by the owners' contractors during the works. In such instances, the Freeholder's Surveyors may still need to carry out a degree of monitoring – the fees for which are the full responsibility of the owners. Examples include boiler replacement, kitchen / bathroom renovation and electrical or plumbing installations.
 - iii. **Major Works** - those situations where the planned works are extensive or of special interest and it is deemed that a Licence to Alter

is required, the sum of £1,000.00 - £5,000.00 must be deposited with the Freeholder's Solicitors against the proper performance of these Regulations by the owners' contractors during the works. Examples include major internal layout changes, rooflight installation or replacement, anything potentially affecting the building structure, fire regulations or Landlords services.

4. Please note: * = Whilst a Licence to Alter is not applicable under these categories, consent is still required prior to commencing works.
5. Any deposit will be returned in whole (or in part) within 14 days after the works have been signed off by the Freeholder's Surveyors. Monies will be deducted for any expenditure incurred in respect of the non-compliance of the Regulations including additional legal, professional and management fees incurred as a result.
6. As noted above, monies will be deducted for any expenditure incurred in respect of the non-compliance of the Regulations. Please note that the Freeholder's Surveyors are authorised to carry out additional inspections/monitoring and introduce additional control measures if it is deemed that the Rules & Regulations are not being suitably adhered to – the cost of which will also be deducted from the deposit.

SECTION 2 – SITE RULES AND REGULATIONS

INTRODUCTION

The rules set out below have been drawn up for and on behalf of Globe Wharf RTM Ltd. They have been designed to strike a balance between the needs of flat owners having work done to their properties and the requirement not to disturb other residents whilst works are carried out. In addition, they seek to ensure that all common parts which carry traces of building works or spoil are thoroughly cleaned by those responsible at the end of every working day. They shall apply to all works to be carried out at Globe Wharf, regardless of whether the works are being carried out under Licence. All contractors must confirm they that they will comply with these rules by completing the Agreement within Section 3 of this guide.

WORKING HOURS AND CONDITIONS

1. The contractors are to provide a programme of works as a pre-requisite to any agreement.
2. Owners (or their contractor or representative if they have express consent) must carry out a schedule of condition of internal common parts, lifts and any other potentially affected area. **This must be received and acknowledged by Principia and/or the Freeholder's Surveyors prior to commencing works.** Please note that this may be requested regardless of whether the works are being carried out under Licence.
3. The contractors must introduce themselves to the concierge no less than 2 weeks prior to commencing works.
4. The contractors' personnel must not prop any communal door open if unattended.
5. Works may only be carried out on site between **9am and 6pm Mondays to Fridays and 9am and 6pm Saturday** excluding Bank Holidays except in case of emergency repairs.
6. Any noisy works such as drilling are to be carried out between

10am and 5pm Mondays to Fridays excluding Bank Holidays except in case of emergency repairs.

7. If radios are played on site no nuisance or inconvenience must be caused to other residents and the public.
8. Each day, the contractors must thoroughly clean all common parts affected by the works to the satisfaction of the concierge.
9. It is expected that any contractor appointed to carry out works on behalf of an owner is competent and suitably experienced to carry out the works in hand. If there is genuine reason to believe anything to the contrary, then Principia have the right to instruct the Contractor to cease works and to leave site until a further resolution is made.

DELIVERY, STORAGE AND REMOVAL OF MATERIALS AND REFUSE

1. All materials are to be stored in the relevant flat where works are being carried out. No materials are to be stored in common areas or car parks.
2. Refuse should preferably be

removed utilising a wait and load service at regular intervals as to avoid any accumulations. If the contractors do not do so, arrangements will be made to remove the refuse at the owners' and/or contractors' expense without prior warning.

3. The contractors are to avoid any damage to Globe Wharf. If any damage occurs, the owners and/or contractors are fully liable for any damage caused. The contractors are to protect the staircase walls and floors, carpets, walls, ceilings etc which may become damaged or dirty, with sheeting and boarding. The same areas are to be thoroughly cleaned daily.
4. If use of the lift(s) is required, written approval by Globe Wharf RTM Ltd. (or the Freeholder's Surveyors) is required. If granted permission, Globe Wharf RTM Ltd. and/or the Freeholder's Surveyors reserve the right to request that proprietary wall protection systems are installed for the duration of the works.
5. If the contractors break any part of these rules (and the contractors having given written notice by Globe Wharf RTM Ltd. of damage caused by such breach after allowing the contractors a reasonable time to make good such damage), Globe Wharf RTM Ltd. will take steps to remedy such damage at the owners' and/or contractors' expense.
6. If scaffolding or a skip is required, written approval by Globe Wharf RTM Ltd. (or the Freeholder's

Surveyors) is required. Furthermore, it will be the owners' and/or contractors' responsibility to ensure any relevant Licences are obtained from Southwark Council.

HEALTH AND SAFETY REGULATIONS AND SITE SECURITY

1. The contractors are to adhere to all relevant health and safety regulations.
2. When and where applicable, the contractors must also adhere to all government guidance pertaining to 'Social Distancing' or any other similar health & safety orientated control measures.
3. The contractors are to ensure that only its' employees or sub-contractors and their employees use the site and must keep on site a log of personnel who are on site from time to time.
4. The contractors must safeguard the security requirements of Globe Wharf / Globe Wharf RTM Ltd. and are responsible for all losses caused if they fail to do so.
5. The contractors must refrain from doing anything which may damage the common parts or interfere with integrated closed circuit television surveillance and fire security alarm systems that are installed at Globe Wharf.
6. The contractors must ensure that all fire doors are kept closed and unobstructed.

ESTIMATED START DATE:

ESTIMATED COMPLETION DATE:

AGREEMENT TO RULES AND REGULATIONS

<p>The owners hereby confirm that they have authorised the contractors to carry out the works and directed them to enter into this Agreement.</p>	<p>The contractors further agree to indemnify Globe Wharf RTM Ltd. in respect of all costs incurred in making good any damage to Globe Wharf which result directly or indirectly from any breach by the contractors of the Rules.</p>
<p>Signed (owners):</p>	<p>Signed (contractors):</p>
<p>Of (address where works being undertaken):</p>	<p>For and on behalf of (company name):</p>
<p>Dated:</p>	<p>Dated:</p>

Appendix A

Sample Licence to Alter Checklist

Licence to Alter Checklist



Address: _____ Freeholder Name: _____ Issue Nos.: 00
 Owners' Name: _____
 Summary of Proposed Work: _____ Date: _____
 Owners' Representative: _____

ITEM	REQUIREMENT	STATUS		DATE COMPLETED	OWNERS/REPRESENTATIVE COMMENTS	FREEHOLDER'S SURVEYOR COMMENTS	ACTION BY
		COMPLETED YES (✓)	NO (x)				
1	GATEWAY 1 - REQUIREMENTS PRIOR TO LICENCE AGREEMENT						
1.1	Submit outline plans and a basic schedule/summary of the proposed work for review by the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE/ FH'S SURVEYORS
1.2	Submit Structural Engineer's report in relation to any structural alterations supported by calculations and details where applicable for review by the Freeholder's Surveyors. Where no structural alterations are anticipated, owners to provide written confirmation. (Note: Can be provided under Gateway 2 if deemed acceptable by Freeholder's Surveyors.)						OWNERS OR REPRESENTATIVE/ FH'S SURVEYORS
1.3	Provide a copy of the Planning Approval/Listed Building Consent and any conditions attached thereto to the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
1.4	If required, security deposit to be paid.						OWNERS OR REPRESENTATIVE
1.5	Owners agreed to pay fees for drafting the Licence (or agreement by the owners that monies will be deducted/charged by other means)						OWNERS
1.6	Where applicable, owners agreed to pay Property Management Company Administration Fee.						OWNERS & PROPERTY MANAGEMENT CO.
1.7	Consideration given to whether any additional legal consents are required in connection with the alterations.						FH'S SURVEYOR
1.8	Licence signed by all parties.						OWNERS/FH & PROPERTY MANAGEMENT CO.
1.9	Freeholder's Surveyors to confirm compliance with all Gateway 1 requirements.					Checklist to be issued as 'Gateway 1 complete' upon compliance with items above. Start date for works to be agreed to be a minimum 2 weeks to allow compliance with section 2 items detailed below.	FH'S SURVEYORS
1.10	Freeholder's Surveyors to invoice on completion of Gateway 1.					Freeholder's Surveyors' fees levied at an hourly rate plus VAT and disbursements.	OWNERS OR REPRESENTATIVE
	GATEWAY 1 COMPLETE?	YES	NO				
2	GATEWAY 2 - REQUIREMENTS PRIOR TO WORKS COMMENCING (Conditions of Licence Agreement)						
2.1	Provide copies of the Building Control Plans Approval and any conditions attached thereto and a full set of the submitted details to the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE/ FH'S SURVEYORS
2.2	Submit Structural Engineers report in relation to any structural alterations supported by calculations and details where applicable for review by the Freeholder's Surveyors. Where no structural alterations are anticipated, owners to provide written confirmation.					Delete if provided under Gateway 1.	OWNERS OR REPRESENTATIVE
2.3	Provide confirmation of whether Asbestos Survey has been carried out and provide copies of such to the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
2.4	Provide copies of any Party Wall Notices issued (and any Awards which follow where applicable) for review by the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
2.5	Provide written Schedules of Condition of the flats adjacent and immediately above and/or below as applicable to be prepared by owners' representative.						OWNERS OR REPRESENTATIVE
2.6	Provide a written Schedule of Condition of the communal areas as applicable to be used for access to be prepared by owners' representative.						OWNERS OR REPRESENTATIVE
2.7	Provide Schedule of Condition of external areas prior to erection of scaffold/access platforms as applicable to be prepared by owners' representative.						OWNERS OR REPRESENTATIVE
2.8	Schedules of Condition - owners to provide written confirmation that any damage to adjacent areas identified shall be made good at their own cost to the satisfaction of the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE/ FH'S SURVEYORS

ITEM	REQUIREMENT	STATUS			OWNERS/REPRESENTATIVE COMMENTS	FREEHOLDER'S SURVEYOR COMMENTS	ACTION BY
		COMPLETED		DATE			
		YES (✓)	NO (x)	COMPLETED			
2.9	Provide details of any sound proofing proposals to wood/tiled floors to Freeholder's Surveyors for approval.						OWNERS OR REPRESENTATIVE/ FH'S SURVEYORS
2.10	If required under the Lease, provide test results for pre construction sound testing of floors where wood/tile finishes are proposed to Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
2.11	Provide confirmation that an uncoupling layer will be installed under tiled floor finishes similar to Ditra or Kerdi range manufactured by Schluter or equal approved. Provide full details of selected systems.					Owners to advise whether any floors are proposed to be tiled/re-tiled. The type of substrate will also dictate whether an uncoupling layer will be required.	OWNERS OR REPRESENTATIVE
2.12	Provide details of any waterproofing membranes and/or tanking systems proposed to wet areas.					Owners to advise if applicable.	OWNERS OR REPRESENTATIVE
2.13	Provide schedule of parties involved, including client, designer, engineer, main contractor and any other professionals.						OWNERS OR REPRESENTATIVE
2.14	Provide copies of PI insurance certificates for any other appointed professionals such as Architects and Engineers to Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
2.15	Main contractor (when/where) appointed to provide copy of public liability certificate/schedule for minimum 5 Million pounds to be in date for duration of project. Where designer appoints individual sub contracts the designer will be required to provide PL cover as stated.						CONTRACTORS
2.16	Property Management to confirm whether owners required to take out Contract Works Policy (Inc. PI Cover). Please Note: If required, this would be in addition to the contractors' insurance and not in lieu.						PROPERTY MANAGEMENT
2.17	Owners' Contract Works Policy (Inc. PI Cover) in place.						OWNERS OR REPRESENTATIVE
2.18	Confirm contract period.						OWNERS OR REPRESENTATIVE
2.19	Supply details of proposed access scaffolding detailing extent, positioning and design. Scaffold must include alarm and sensor lighting and must be designed to minimize impact on lower floors.						OWNERS OR REPRESENTATIVE
2.20	Provide details of extent of site supervision to be provided by the owners' appointed professionals.						OWNERS OR REPRESENTATIVE
2.21	Confirmation of the form of building contract to be entered into and insurance provisions selected. Provide copy to McCoy Pearce Partnership prior to start of works on site.						OWNERS OR REPRESENTATIVE
2.22	Owners to acknowledge that skips will not be permitted on site. Alternative method of waste disposal to be proposed.						OWNERS OR REPRESENTATIVE
2.23	Freeholder's Surveyors to confirm compliance with all Gateway 2 requirements.					Checklist to be issued as 'Gateway 2 complete' upon compliance with items above.	FH'S SURVEYORS
2.24	Freeholder's Surveyors to invoice on completion of Gateway 2.					Freeholder's Surveyors' fees levied at an hourly rate plus VAT and disbursements.	OWNERS OR REPRESENTATIVE
	GATEWAY 2 COMPLETE?	YES	NO				
3	GATEWAY 3 - SITE WORKS REQUIREMENTS (Conditions of Licence Agreement)						
3.1	Contractors to protect communal floor finishes by taping down 'Cordek' or similar to all traffic routes.						CONTRACTORS
3.2	Contractors to regularly clean down all communal areas affected by the works (once per week minimum or where advised by Freeholder and/or their Surveyors).						CONTRACTORS
3.3	Periodic inspections during the course of the works to be undertaken by Freeholder's Surveyors as necessary typically after strip out, on completion and any 'key' or 'critical' stages which should be agreed at the outset.					It is suggested that these are undertaken in the presence of the owners' appointed Architect/Surveyors/Project Manager.	FH'S SURVEYORS
3.4	Provide such further details and method statements as deemed necessary by the Freeholder's Surveyors.						OWNERS OR REPRESENTATIVE
3.5	Repair damage to adjacent areas if requested by the Freeholder's Surveyors prior to completion.						CONTRACTORS
	GATEWAY 3 COMPLETE?	YES	NO				
4	GATEWAY 4 - REQUIREMENTS AT COMPLETION OF WORKS (Conditions of Licence Agreement)						
4.1	Test results at completion for sound testing of floors if applicable.					Floor test must not be worse than base test undertaken prior to works start otherwise owners will have to overlay with sound deadening material. Access will be required into flat below for testing.	OWNERS OR REPRESENTATIVE
4.2	Provide copy of Building Control Completion Certificate.						OWNERS OR REPRESENTATIVE

ITEM	REQUIREMENT	STATUS		DATE COMPLETED	OWNERS/REPRESENTATIVE COMMENTS	FREEHOLDER'S SURVEYOR COMMENTS	ACTION BY
		COMPLETED					
		YES (✓)	NO (x)				
4.3	Provide set of As-Built drawings showing new layouts. Provide also mechanical and electrical layout drawings to McCoy Pearce Partnership as applicable.						OWNERS OR REPRESENTATIVE
4.4	Final inspection by Freeholder's Surveyors and review of SOC.					After completion of main works and removal of scaffold.	FH'S SURVEYORS
4.5	Freeholder's Surveyors to "Sign-Off" the works and provide final review.					Freeholder's Surveyors to write to all parties advising works have been completed in accordance with the Licence provisions and all requirements have been discharged "Sign-Off".	FH'S SURVEYORS
4.6	Return of security deposit at completion.					Subject to Surveyors' final inspection, Receipt of As-Built drawings, payment of Surveyors' fees and sign off at completion by McCoy Pearce Partnership.	PROPERTY MANAGEMENT CO.
4.7	Freeholder's Surveyors to invoice on completion of Gateway 4.					Freeholders' Surveyors' fees levied at an hourly rate plus VAT and disbursements.	OWNERS OR REPRESENTATIVE
	GATEWAY 4 COMPLETE?	YES	NO				