



# ENQUIRY & APPLICATION FOR FLAT ALTERATIONS

## Notes on Flat Alterations *Only valid if conditions initialled and both pages returned*

In general, owners and residents are not permitted to make alterations to the fabric of leasehold flats. Flat owners must contact the Management Company in advance with full details to consider if consent can be granted for any proposed work other than routine redecoration. Consent can only be granted if there will be no adverse effect on the building and its fire resistance, nor to any other owner or resident.

The owner will be required to pay the cost of any professional advice that the Management Company needs to take on the proposed alterations, for example, from a surveyor or structural engineer, whether or not consent is granted. If consent is granted, it may be subject to conditions and, depending on the alterations, extra work may be required to protect other owners and residents. For example, additional sound insulation to appropriate standards would be required underneath wooden flooring. The owner will also be required to agree to the conditions below, including that they would pay to rectify any damage that may be caused by the work and for remedial work if conditions are not complied with or if extra work required is not carried out.

Under the flat leases, Management Company consent is required before work can be carried out. This will only be given after the Management Company or their Managing Agents receive a signed copy of this application or an online application at <http://www.stbentooting.co.uk/online> agreeing to the conditions. This is necessary for the protection of all owners. Once we receive the initial enquiry, we will contact you to provide full details of the proposed work. **Please apply in sufficient time, as the Managing Agent has 5 working days to reply to such queries and the Management Company will need time to consider the proposed alterations and, if necessary, to take professional advice.**

Conditions of Consent	(Initial)	Explanatory Notes	Owner must initial
1. I agree that I will comply with the Building Regulations.		<i>This is necessary to ensure that the work is legal.</i>	
2. I agree to pay the costs notified in advance of any professional advice that the Management Company needs to take on the proposed alterations.		<i>The Management Company may need to take advice from architects, structural engineers or other professionals to ensure that the work will not adversely affect the building, its fire resistance or other owners and residents.</i>	
3. When making the alterations, I agree to comply with any conditions set by the Management Company and to carry out waste disposal and any extra work required at my expense.		<i>Conditions or extra work may be required to protect other owners and residents. Building waste must be disposed of legally by a licensed contractor or the Council, not dumped on the Estate or elsewhere.</i>	
4. I agree to repair at my cost within 30 days any damage to other properties, Estate facilities and garden areas caused by my contractors or as a result of this work.		<i>This is necessary so that the Management Company and other owners do not risk being left to pay for damage caused.</i>	
5. If any waste disposal is not completed within 7 days or any extra work or repair is required and is not completed within 30 days, I agree that the Management Company or its agents may carry this out at my expense.		<i>This is necessary to ensure that any work required will be carried out.</i>	
6. I agree that the Management Company may add any costs it incurs to the service charge account for my property.		<i>This is necessary so that the Management Company does not risk being left to pursue companies or to recover money from them at other owners' expense. You are advised to establish, as part of the quotation by the company, what work they will perform, what access they need, how they will dispose of waste, what steps they will take to avoid damage and what insurance cover they hold for third party liability.</i>	
7. I certify that I am not in breach of my lease and that my service charges are not in arrears.		<i>This is necessary so that granting consent does not risk causing acceptance of a breach of lease.</i>	
8. I agree that the Management Company, its Managing Agent and professional advisers may hold and use the data submitted.		<i>This is necessary under the General Data Protection Regulation.</i>	



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<b>For Owners to Complete</b>		<i>Only valid if conditions initialled and both pages returned</i>	
<b>Address of Property:</b>			
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<b>Name of Owner:</b>			
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<b>Owner Contact Telephone:</b>		<b>(Daytime)</b>	<b>(Evening)</b>
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<b>Owner Contact E-mail:</b>			
<b>Proposed Alterations:</b>			
<i>Please give a brief summary and we will then contact you for full details before considering whether to grant consent</i>			
<b>Owner Signature agreeing to the Conditions of Consent:</b>		<b>(Signature)</b>	
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		<b>(Print name)</b>	<b>(Date)</b>