

## **Highsett Flats, Hills Road, Cambridge**

**Updated 26/06/2019**

### **Carrying out building works in flats – Guidance**

Please carefully read the information contained within this guide and return all of the required documents to Encore before any works are instructed inside your property. More detailed advice about what is required can be found in this guide: The documents you are required to submit are as follows:

- Plans/ drawings including before and after
- Work specifications
- Programme of works
- Contractor/s details
- Risk Assessment and Method Statement for each contractor who shall be completing works
- Public Liability Insurance Certificate for each contractor who shall be completing works
- List of adjoining properties that may be affected
- This form signed by flat Owner and Contractor

The Society, as Freeholder, is supportive of the refurbishment and modernisation of the flats. However, it is necessary to ensure that any refurbishment works carried out meet good standards, and the contractors working at Highsett are responsible and comply with the rules and regulations.

All building and refurbishment projects carried out at Highsett must be undertaken safely, conscientiously and professionally at all times, with minimum disruption to neighbours and residents of Highsett. Any works must have regard to the terms of the Lease and all owners must carefully check this before proceeding.

It is important that no detrimental impact to the common parts of the building occurs whilst work takes place; this includes drilling or damage to finished surfaces such as flooring and associated wall finishes of the building and the communal areas.

Encore Estate Management Ltd are the Managing Agents for the Society and will guide and oversee those wishing to undertake works, along with the estates representative from the Highsett Residents Society Committee. It is therefore essential that should any works be planned or even considered early contact with Encore is advised. You can contact Encore on 01223 866980 or by email at [info@encoreestates.co.uk](mailto:info@encoreestates.co.uk).

### **Important Note – Asbestos present within the Building**

It is known that asbestos is present within the fabric of the building at Highsett. If disturbed, this presents a serious health hazard to contractors and neighbours. Builders can sometimes be unaware of this risk when demolishing or stripping out flats. These materials can include floor tiles, floor coverings, wall panelling, cladding, and so on. It is therefore strongly advised that an asbestos survey is carried out prior to any works commencing.

## **The Process**

### **I. Submitting Information**

For internal alteration and general building works; including kitchen and bathroom replacements, flat owners are required to submit their proposed plans and detailed works specification to seek the necessary permission from the Society, via Encore, before commencing any work. A submission for interior redecorations is not required.

The specification and details, in writing, must set out how long the works are planned to take, including a proposed start and end date, as well as which adjoining properties may be affected. Details of any contractors must be included as well as their risk assessment and method statement for completing the works proposed. These will all ensure the works are carried out in a timely and efficient manner with the minimum of disruption to neighbours and confirmation that all the relevant authorities and parties have been notified.

The above information has to be submitted together with this form signed by the flat owner and main contractor.

## 2. Chartered Surveyor Involvement

The information submitted will be checked by a Chartered Surveyor nominated by the Society which fees will have to be met by the leaseholder directly. The nominated Chartered Surveyor will:

- Request any additional information, e.g. details of any statutory/neighbourly consents etc.
- Examine drawings and specifications and report on compliance with the building regulations and / or other statutory regulations as planning permission.
- Consult with statutory authorities, the professional team (i.e. their architect, surveyor) and the contractor
- Consider if the fire safety of the building will be affected.
- Consider any provisions in the lease regarding the proposed works.
- Prepare a recommendation report i.e. approved / approved with conditions / refused. One of the conditions could be the requirement of a final inspection and/or Completion Certificate

## 3. Approval by the Society

The Society will consider the recommendation report prepared by the nominated Surveyor and will finally approve, approve with conditions or refuse the proposed works.

### **General Responsibilities to flat owners / flat owner's contractors**

- Any statutory listed building and building regulations consents (if required) must be obtained, particularly if any structural alterations are being proposed. Details of any professional advisers are to be supplied to Encore and the neighbours. This may allow any nearby neighbour to make enquiries of the professional advisers as to how the works may affect them and their property. Please note: any owner about to undertake major works, possibly any building works, to their property is advised to contact the adjacent neighbour(s) as soon as possible to discuss the details.
- Where relevant, all refurbishment work must be overseen and inspected by Cambridge City Council building control services or through an approved building control inspector.
- Where structural alteration works are to be carried out, a qualified structural engineers report and calculations must be provided for inspection and approval before any works commence.
- Where cables or other utility services are to be adapted which run through common parts (i.e. running new mains power cables) it is a prerequisite that full details are provided to Encore. Running new conduits, cables or boxings through common parts of the building is not permitted under any circumstances, without prior written agreement.
- Current Insurance documents are to be provided for all contractors working on the property for the safety of all owners and the protection of the building. It may be necessary to advise the building insurers that works are being undertaken and if this is required and any costs are incurred these will be met by the owner undertaking the works.
- Job and task specific risk assessment, and method statements and other relevant health and safety documentation are required to be submitted for approval before work commences.
- Safe working practices in accordance with current health and safety law must be followed by all contractors and sub-contractors at all times whilst working at Highsett. Any breaches of health and safety, or incidents will be immediately reported to the health and safety executive.
- Any owner must supply the contact details (including mobile number) of the main contractor, foreman or person who is responsible for the day-to-day running of the project.

- It is essential that daily cleaning of the common parts, halls, stairs pathways etc. affected by any works is to be carried out by your contractors. Also around any skip that may be on site.
- Building materials, waste and debris must not be stored or left in the common parts or car parking areas at any time.
- The common parts are to be kept free of obstructions and potential trip hazards at all times.
- If builders do not reasonably clean away debris from all construction projects, the responsibility remains with flat owner. In the event mess or debris is not cleaned, Encore will contact the relevant owner and if this is not rectified will arrange cleaning by professional contractors and pass on all reasonable costs which are incurred.
- Provision for locating a skip can be made with Encore with reasonable advance notice. Any skip brought into the estate must only be kept there for a maximum of 5 working days. Ideally any rubbish to go in a skip should be kept in the flat and loaded up for immediate or next day removal. Skips should be covered at the end of each working day with a tarpaulin.
- All improvement works, particularly if noisy, must be carried out Monday to Friday between the hours of 8am and 4pm with no works taking place at weekends, evenings or night-time that would disturb other residents.
- Encore and the members of the Committee reserve the right to inspect works before, during and after completion, giving suitable notice.

**Parking Arrangements**

- Control of Parking is essential: Only one vehicle associated with the works may be parked in the car park, during the working hours noted above. Any other vehicles can be brought into the car park for purpose of unloading/collection but must not be parked in the car park. ANY vehicle associated with any building works must clearly display in the windscreen details of where the contractor/person may be working and how to contact them.
- Parking is on a first come – first serve basis. Vehicles must be parked within designated parking bays only. If there are no available spaces, alternative arrangements must be made off site. It is not permitted to park in front of garages, or on the yellow hatched areas clearly marked as “No Parking”.
- When carrying out work to a property, permission must be sought from the management committee for vehicle parking.
- In the interest of Estate Security, please do not provide the vehicle gate code to anyone who isn't a resident.

The Owner and their Contractor sign and date a copy of this Guidance confirming they have read and understand the contents.

Owner..... Dated:.....

Contractor..... Dated:.....

Contractors Details:

Name:

Contact information: