

## CRANMER COURT LONDON SW3

### APPLICATIONS FOR ALTERATIONS

1. The Leaseholder is obliged under the terms of the **Cranmer Court Lease** to make application for all alterations and improvements. Guidance notes and specifications can be found in:

- **“Guidance Notes for Alterations”**
- **“Regulations for Contractors”**.
- **“Guidance Notes for the Landlord’s Pipework Infrastructure Renewal & In-Flat Pipework Replacement”**
- **“Guidance Notes & Regulations for the Installation of Hard Flooring”**

The above documents must be discussed with your Interior Designer/Contractor to ensure that the specifications are fully understood to meet the requirements. The Leaseholder is entirely responsible to ensure that the Contractor is properly instructed and complies with the Cranmer Court regulations.

2. If extensive alterations to flooring, plumbing or structure are envisaged, the Property Manager will require all design and technical information to accompany the application and will seek approval by the Landlord’s surveyor before works will be authorised to start.

3. There are six different **Levels of Alteration**. The scope of works covered by Levels One and Two are simple in nature and cover basic works. Levels Three, Four, Five and Six require deposits and administration fees. If you are unsure of the extent of the works you are proposing, in particular works that may have Health & Safety issues, please ask the Property Manager for guidance.

4. Once you have identified the level that applies to your works, please sign the corresponding form and return together with a completed **“Application for Alteration”** (in black ink and capitals please) and return to:

The Property Manager, D&GBM,  
c/o The Estate Office, Cranmer Court, London SW3 3HH.

5. An **“Authority to Start Works”** letter will be issued following approval of the application and the applicant will then be in a position to liaise with the Building Manager in regard to a starting date.

6. The Landlord reserves the right to instruct their Agent to make up to three interim inspections, at the Leaseholders’ expense, as well as a final inspection to ensure that the works comply.

7. Following a satisfactory final inspection on completion of the works, the Property Manager will issue a **“Letter of Approval”** to the Leaseholder and refund any deposits.

8. Should the property be sold, D&G Block Management will, through the pre-contract enquiries, provide the Buyer’s Solicitor with a copy of the **“Letter of Approval”** or a note advising that the renovations were carried out without Landlord’s consent, contrary to the terms of the Lease.

9. The approval of Hard Flooring installation, as defined in the “Guidance Notes & Regulations For The Installation of Hard Flooring”, is in the form of a legally binding **“Licence to Install Hard Flooring”** issued by D&GBM after all criteria have been met. Please see Regulations “Guidance Notes & Regulations For The Installation of Hard Flooring” and also Paragraph 8 of “Guidance Note For Alterations” for more details.

10. Any “Additional Works”, over and above the works being submitted for approval in this application, are subject to the same approval processes outlined herewith. Please refer these to the Property Manager for further guidance.

## **APPLICATIONS FOR ALTERATIONS**

**Approved alterations completed prior to May 2015, when new regulations and procedures were introduced, are confirmed to have retrospective approval. However the following new works will NOT be granted approval:**

- CONNECTION OF TWO FLATS
- ADDITIONAL SHOWER ROOMS INTEGRATED INTO BEDROOMS
- CONSTRUCTION OF “WET ROOMS”
- WET UNDERFLOOR HEATING
- INSTALLATION OF POWER SHOWERS
- SANIFLOS
- INSTALLATION OF WASTE DISPOSAL MACERATORS
- STRUCTURAL CHANGE INVOLVING LOAD BEARING WALLS
- UPVC WINDOWS
- INSTALLATION OF AIR CONDITIONING
- INSTALLATION OF SATELLITE DISHES
- RELOCATION OF SMOKE OR HEAT DETECTORS FORMING PART OF THE COMMUNAL SYSTEM
- INSTALLATION OF HARD FLOORING ABOVE BEDROOM AREAS OF THE FLAT BELOW
- “WET OVER DRY” IS PROHIBITED
- INSTALLATION OF NEW KITCHENS UNDER EXISTING BEDROOMS IS PROHIBITED
- REPLACEMENT OF ANY EXISTING FLOORING WITHIN KITCHENS AND BATHROOMS WITH HARD FLOORING

## APPLICATION FOR ALTERATION - LEVEL ONE

### LEVEL ONE COVERS WORKS SUCH AS GENERAL MAINTENANCE, REPAIRS, DECORATION, JOINERY, CARPETING AND ALL WORKS NOT INVOLVING LEVEL TWO OR LEVEL THREE.

- **Level One** works are subject to the “**Regulations for Contractors**” regardless of scope. There are NO administration fees payable to D&G Block Management Ltd and NO deposit is required.
- The main reason for a **Level One** works application is security. It is vital that the Building Manager be notified when Contractors are employed in the building. Therefore all contractors are required to be registered with the Building Manager. Registration of your contractor’s name/contact number and date of work may be sent by email to [buildingmanager@cranmercourt.london](mailto:buildingmanager@cranmercourt.london) by phone call to Reception - 020 7589 7926, or in person. The Contractor is required to sign the Registration Book held in Reception before starting work.
- For these general maintenance and repairs the Building Manager can, if needed, supply contact details of appropriately qualified and skilled plumbers and electricians who attend Cranmer Court regularly and charge competitive rates.
- In an endeavour to minimise the risk of leaks or fires arising from installations by unqualified plumbers or electricians working in the building, all contractors must be affiliated to the relevant list of accredited contractors’ bodies held in the Estate Office OR register their accreditation with the Building Manager before works start.
- Repairs to existing windows that require removal and reinstatement constitute a Health & Safety risk. Full details of the anticipated repair works must be discussed with the Property Manager prior to commencement of the works.
- Any damage to the Common Parts caused during the course of the works, including additional cleaning, will be charged back to the Leaseholder by way of the **Service Charges**.

For all Level One works other than general maintenance and repairs please sign this form and complete the acceptance form “**Regulations for Contractors**”, signed by both yourself and your appointed Contractor, and return these to the Estate Office in advance of starting the works.

Flat Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

## APPLICATION FOR ALTERATION - LEVEL TWO

### LEVEL TWO COVERS “LIKE FOR LIKE” WORKS

- **Level Two** works are subject to the “**Regulations for Contractors**” regardless of scope. There are NO administration fees payable to D&G Block Management Ltd and NO deposit is required.
- **Level Two** works include the “Like for Like” replacement of WC’s, baths, sinks and appliances in the same position using existing water supplies and waste.
- **Level Two** “Like for Like” works do **NOT** include the replacement of existing Hard Flooring, Windows or extensive electrical works including re-wiring.
- In an endeavour to minimise the risk of leaks or fires arising from installations by unqualified plumbers or electricians working in the building, all contractors must be affiliated to the relevant list of accredited contractors’ bodies held in the Estate Office OR register their accreditation with the Building Manager before works start.
- Installation or renewal of gas appliances, including a gas fire or gas cooker must be undertaken by a Gas Safe registered contractor who must register their accreditation with the Estate Office before works start. <http://www.gassaferegister.co.uk/> A certificate of compliance must be provided at the completion of works to the Property Manager.
- Replacement of the front and back (or secondary front) doors to the flat must meet current Fire Safety Regulations standards as specified in the “**Guidance Notes for Alterations**”.
- Any damage to the Common Parts caused during the course of the works, including additional cleaning, will be charged back to the Leaseholder by way of the **Service Charges**.
- If there are indications once the works have started that these exceed **Level Two** “Like for Like” the Landlord reserves the right to instruct their Agent to carry out an inspection and, if necessary, suspend the works until an upgraded “**Application for Alteration**” is submitted and approved.

Please sign this form and complete the “**Application for Alteration**” form in full detail. Please return these to the Property Manager with the acceptance form “**Regulations for Contractors**”, signed by both Leaseholder and Contractor.

**Work must not start until the completed form has been received and an “AUTHORITY TO START WORKS” letter issued by the Property Manager.**

Flat Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_

## APPLICATION FOR ALTERATION – LEVEL THREE

### Examples of Works requiring Surveyor Approval excluding “Hard Flooring”

- ALTERATIONS TO THE KITCHEN, BATHROOM OR CLOAKROOM THAT INVOLVE ALTERED OR NEW CONNECTIONS TO THE COMMUNAL PIPEWORK.
- SHOWER INSTALLATION.
- ALTERATIONS INVOLVING CHANGE TO THE FLAT LAYOUT.
- STRUCTURAL CHANGE – INCLUDING DEMOLITION OF INTERNAL WALLS.
- EXTENSIVE ELECTRICAL WORKS INCLUDING REWIRING.
- INSTALLATION OF UNDERFLOOR ELECTRIC HEATING FOR KITCHENS & BATHROOMS.
- ALTERATION TO RADIATOR LOCATIONS, SIZE OR TYPE.
- REPLACEMENT OF WINDOWS.

**Level Three** works are subject to administration fees totalling £2,100 inc VAT and a £5,000 deposit is required. £7,100 must be transferred to the D&GBM Client Account at the time of application as follows:

**Account Name – D&GBM Ltd Ref: Receipts Client Account**  
**Sort Code – 60-00-01**  
**A/C Number – 48653063**  
**Payment Reference – Flat XXX - Cranmer Court AFA**

Funds are paid out as and when the amount is due and are fully accounted for upon completion of the works. Breakdown as follows:

- £250 + VAT payable to **D&G Block Management Ltd** for administering the “Application for Alteration”.
- £250 + VAT per riser payable to a **CCCTL** authorised plumber where draindown is required.
- £1,250 + VAT payable to **Harris Associates** the Landlord's appointed Consultant Building Surveyor for technical approval of alterations as detailed and for in-works inspections. The fee covers up to 8 hours of professional time - additional work will be charged at £165 per hour + VAT
- A deposit of £5,000 is held against any damage to the Common Parts, including additional cleaning, caused during the course of the works and will be returned on completion of the works less any sums deducted to defray costs incurred- Deductions may include the costs of additional Surveyor inspections if the six-month limitation for the works is exceeded.

Please sign this form and complete the “**Application for Alteration**” form in full detail. Please return these to the Property Manager with the acceptance form “**Regulations for Contractors**”, signed by both Leaseholder and Contractor, and confirmation of the bank transfer as detailed above.

**Work must not start until all completed forms and payments have been received and an “AUTHORITY TO START WORKS” letter issued by the Property Manager.**

**Flat Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

## APPLICATION FOR ALTERATION - LEVEL FOUR

### LEVEL FOUR COVERS THE “INSTALLATION OF HARD FLOORING”

**Level Four** works are subject to administration fees totalling £1,380 inc VAT and a £5,000 deposit is required. £6,380 must be transferred to the D&GBM Client Account at the time of application as follows:

Account Name – **D&GBM Ltd**    Ref: Receipts Client Account  
Sort Code – **60-00-01**  
A/C Number – **48653063**  
Payment Reference – **Flat XXX - Cranmer Court AFA**

Funds are paid out as and when the amount is due and are fully accounted for upon completion of the works. Breakdown as follows:

- £250 + VAT payable to **D&G Block Management Ltd** for administering the process for the “Application for Alteration” and the issuance of a “Licence to Install Hard Flooring”.
- £550 + VAT payable to **Adrian James Acoustics Ltd**, the Landlord's appointed Acoustic Consultants for the “**Post-Works Acoustic Sound Test**”.
- £350 + VAT payable to **Harris Associates** the Landlord's appointed Consultant Building Surveyor.
- A deposit of £5,000 is held against any damage to the Common Parts, including additional cleaning, caused during the course of the works and will be returned on completion of the works less any sums deducted to defray costs incurred. These deductions may include surveyor inspections if the six-month limitation for the works is exceeded.

Please sign and return to the Property Manager:

- The acceptance form “**Guidance Notes & Regulations for the Installation of Hard Flooring**” (accompanied by the supporting Acoustic Design Report and Initial Acoustic Sound Test)
- The acceptance form “**Regulations for Contractors**” signed by both Leaseholder and Contractor.
- This form accompanied by a completed “**Application for Alteration**” form in full detail.

**Work must not start until all completed forms and payments have been received and an “AUTHORITY TO START WORKS” letter issued by the Property Manager.**

Flat Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant's Signature \_\_\_\_\_

## APPLICATION FOR ALTERATION - LEVEL FIVE

### LEVEL THREE WORKS PLUS THE INSTALLATION OF HARD FLOORING

**Level Five** works are subject to administration fees totalling £3,180 inc VAT and a £10,000 deposit is required. £13,180 must be transferred to the D&GBM Client Account at the time of application as follows:

**Account Name – D&GBM Ltd    Ref: Receipts Client Account**  
**Sort Code – 60-00-01**  
**A/C Number – 48653063**  
**Payment Reference – Flat XXX - Cranmer Court AFA**

Funds are paid out as and when the amount is due and are fully accounted for upon completion of the works. Breakdown as follows:

- £250 + VAT payable to **D&G Block Management Ltd** for administering the process for the “Application for Alteration” and the issuance of a “Licence to Install Hard Flooring”.
- £250 + VAT per riser payable to a **CCCTL** authorised plumber where draindown is required.
- £550 + VAT payable to **Adrian James Acoustics Ltd**, the Landlord's appointed Acoustic Consultants for the “**Post-Works Acoustic Sound Test**”.
- £1,600 + VAT payable to **Harris Associates** the Landlord's appointed Consultant Building Surveyor for technical approval of alterations as detailed and for in-works inspections. The fee covers up to 10 hours of professional time - additional work will be charged at £165 per hour + VAT
- The deposit of £10,000 is held against any damage to the Common Parts, including additional cleaning, caused during the course of the works and will be returned on completion of the works less any sums deducted to defray costs incurred. These deductions may include the costs of surveyor inspections if the six-month limitation for the works is exceeded.

Please sign and return to the Property Manager:

- The acceptance form “**Regulations for the Installation of Hard Flooring**” (accompanied by the supporting Acoustic Design Report and Initial Acoustic Sound Test)
- The acceptance form “**Regulations for Contractors**” signed by both Leaseholder and Contractor.
- This form accompanied by a completed “**Application for Alteration**” form in full detail.

**Work must not start until all completed forms and payments have been received and an “AUTHORITY TO START WORKS” letter issued by the Property Manager.**

**Flat Number** \_\_\_\_\_ **Date** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_

## APPLICATION FOR ALTERATION - LEVEL SIX

### LEVEL SIX COVERS “IN-FLAT PIPEWORK REPLACEMENT – PHASE THREE”

It is absolutely essential that ALL details of the “**Guidance Notes for the Landlord’s Pipework Infrastructure Renewal & In-Flat Pipework Project**” are fully understood and accepted by the Leaseholder and the Leaseholder’s Plumber and Contractor. Failure to comply to procedural and technical requirements of these guidance notes will put at risk the implementation of Phase Four: the switch over and connection to the new pipework system, including not being able to connect to the heat interface units. (HIU’S)

Quinn Ross Consultants Limited (QRC) are the appointed Mechanical & Engineering Consultant for Cranmer Court. A pipework design layout pack for your flat will be issued to you by QRC and a copy held at the Estate Office at Cranmer Court. If you have not yet received your design pack please contact QRC directly (Victoria Sproul – tel 01795 841035). ) Upon submission of this AFA Level Six form to D&G Block Management at the Estate Office your flat will be put onto the “Live Works” list.

- **Level Six** works are subject to the “**Regulations for Contractors**” regardless of scope. There are NO direct administration fees payable to D&G Block Management Ltd.
- The works are subject to the “**Guidance Notes for the Landlord’s Pipework Infrastructure & In-Flat Pipework Replacement**” and require full technical approval by QRC who will inspect the installation at arranged stages.
- If the works applied for are exclusively AFA Level 6 a deposit of £2,000 is required. Upon completion of the works and receipt of the pipework installation compliance certificate issued by QRC: the “**Sign Off**”, together with confirmation that there was no damage caused during the course of the works, the deposit will be returned.
- The £2,000 should be transferred to the D&GBM Client Account at the time of application as follows:

Account Name –	D&GBM Ltd	Ref: Receipts Client Account
Sort Code –	60-00-01	
A/C Number –	48653063	
Payment Reference –	Flat XXX - Cranmer Court AFA	

Please sign and return this form to D&GBM accompanied by:

- A completed “**Application for Alteration**” form in full detail.
- The acceptance form for the “**Regulations for Contractors**” signed by both Leaseholder and Contractor.
- Work must not start until QRC have carried out their pre-works review and met with the Leaseholder and the Leaseholder’s Contractor. Once QRC are satisfied they will advise D&GBM that everything is in order and, subject to any other works that are taking place and which are covered by AFA’s 3, 4 or 5, an “**AUTHORITY TO START WORKS**” letter will be issued by D&GBM.

Flat Number \_\_\_\_\_ Date \_\_\_\_\_

Applicant’s Signature \_\_\_\_\_



# CRANMER COURT LONDON SW3

## APPLICATION FOR ALTERATION

### APPLICANT'S DETAILS

#### 1. CONTACT DETAILS

1.1      Applicant's name: \_\_\_\_\_ Title: \_\_\_\_\_

Cranmer Court Flat Number \_\_\_\_\_

Address (if other than at Cranmer Court) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Tel No/s: Home/Work \_\_\_\_\_ Mobile \_\_\_\_\_

Email Address: \_\_\_\_\_

1.2      Contractor's Name & Address

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No/s: Office \_\_\_\_\_ Mobile/Out of Hours \_\_\_\_\_

Email Address: \_\_\_\_\_

1.3 Plumber's Name & Address (for AFA Level 6 Installations and other applicable works)

---

---

---

Tel No/s: Office\_\_\_\_\_Mobile\_\_\_\_\_

Email Address:\_\_\_\_\_

1.4 Architect / Interior Designer details (where applicable)

---

---

---

Tel No/s: Office\_\_\_\_\_Mobile\_\_\_\_\_

Email Address:\_\_\_\_\_

1.5 Structural Engineer's details (where applicable)

---

---

---

Tel No/s: Office\_\_\_\_\_Mobile\_\_\_\_\_

Email Address:\_\_\_\_\_

## APPLICATION FOR ALTERATION

### DESCRIPTION AND SPECIFICATION OF WORKS

1. Brief description of work proposed:

---

---

---

2. Please attach existing and proposed plans at 1:50 scale prepared by a qualified architect or designer. (Three copies of each)

**NB: A diagram indicating the positioning of all stop cocks and valves and new distribution pipes, either under floor, within false ceilings or along skirtings, for eventual connection to the proposed new hot and cold water and heating supplies, must be provided for Building and Safety records.**

3. Does the work involve structural alterations? Yes / No

If Yes please attach copies of the following;

- a) Building Notice/Building Regulation Application
- b) Structural calculations

4. Do you intend to replace windows? Yes / No

Please refer to the **Paragraph 6 “Guidance Notes for Alterations”** which covers the Building Regulation requirements for replacement windows.

5. Are you proposing to introduce new floor finishes? Yes / No

Please refer to **Paragraphs 8 “Guidance Notes for Alterations”**

All Hard Flooring installations, including the replacement of existing Hard Flooring, are subject to Landlord approval in the form of a legally binding “Licence to Install Hard Flooring” drafted by the Landlord’s solicitors. Your attention is drawn to the **“Guidance Notes & Regulations for the Installation of Hard Flooring”**.

6. Do you intend to alter or renew the Sanitary/Plumbing installation? Yes / No

Please refer to **Paragraphs 2 & 4 “Guidance Notes for Alterations”** which cover the requirements for Plumbing & Radiators.

Details of the proposals:

---

---

7. Are you planning to install **In-Flat Replacement Pipework**? Yes / No

Your attention is drawn to the **“Guidance Notes for the Landlord’s Pipework Infrastructure & In-Flat Pipework Replacement”**. This will require the Leaseholder to install new distribution pipes within each flat, either under floor, within false ceilings or along skirtings, to connect to the new hot and cold water and heating supply. It is strongly advised to put these in place at the time of your proposed works to minimise disruption at a later date.

**Please tick box to confirm you have read and taken note of the above**

☐

8. Do you intend to alter existing Electrical installations or renew the Electric wiring?

Please refer to **Paragraph 3 “Guidance Notes for Alterations”** which cover the requirements for Electrical Works.

Details of the proposals:

---

---

9. Other proposals – brief description below

---

---

10. Please provide details of the estimated duration of the works from start to finish, accompanied by programme of works.

---

**NB:** All works are limited to a maximum of six months. In the event of an unnecessary delay the Landlord reserves the right to request their Surveyor to carry out weekly interim inspections at an additional cost to the Leaseholder of £165 + VAT per hour.