

CRANMER COURT LONDON SW3

GUIDANCE NOTES FOR ALTERATIONS

1. GENERAL

- a. All works must comply with Statutory Building Regulations, Fire Regulations and Local Planning Requirements and are subject to Surveyor approval as deemed necessary by the Property Manager.
- b. Your attention is drawn to CDM 2015 regulations covering Health & Safety standards related to works within domestic properties. All sub-contractors must be CDM compliant.
- c. The Leaseholder must provide written evidence, if requested, to the satisfaction of the Property Manager, that Third Party Insurance Cover held by all contractors, and sub-contractors, involved in the works is sufficient to cover potential liabilities.
- d. Approved alterations completed prior to May 2015, when new regulations and procedures were introduced, are confirmed to have retrospective approval.
- e. Consent will not be granted for the conversion of rooms into bathrooms/shower rooms or the integration of shower rooms into bedrooms. This is to avoid disturbance to rooms above or below. "Wet over Dry" alterations to rooms in the demised property are prohibited.
- f. Consent will not be granted for the installation of new kitchens under existing bedrooms.
- g. Creating a bedroom or living space under a kitchen or bathroom in the flat above is strongly discouraged to avoid potential noise nuisance. Where such alterations are proposed the lessee (of the flat carrying out the alteration works) accepts that noise nuisance due to drainage, running water and services installations from the flat above is a risk and accepts that no such claim for such nuisance(s) can be made against either the lessee of the flat above or the Landlord.
- h. Permission for the connection of two flats will not be granted.
- i. Extractor ventilation units may not be placed in the external walls. The use of Common Parts of the Building for ducting, ventilation or other similar purposes will not be allowed.
- j. Gas Fires should not exceed 6.9kw to avoid the need to install firebricks or permanent ventilation. The accredited installer's certificate of compliance must include a comprehensive flue inspection and smoke test certification.
- k. The installation of Air Conditioning equipment is not permitted, excluding portable equipment contained within the flat.
- l. The installation of Satellite Dishes is not permitted. The Reception can provide details of line rental costs to the communal system.
- m. Where flats have heat detectors connected to the Communal Fire Alarm these must be protected at all times during the works. At completion of works the heat sensors must be certified in good working order to the Property Manager.
- n. The Leaseholder will be responsible for any damage caused in adjoining flats or common parts as a result of alterations to their flat and will be liable for the cost of making good any such damage.

2. PLUMBING

Under the terms of the Cranmer Court Leases, the supply of hot & cold water and heating to each flat is the Landlord's responsibility, whereas radiators and pipework within the demised property are the Leaseholder's. The existing central pipework system dates back to the building's construction in the 1930's and works on a replacement system started in June 2019. The new supply system will run to individual heat interface units (HIUs) serving each flat. Each Leaseholder is required to install new distribution pipes within their flat, either under floor, within false ceilings or boxed in along skirting boards, to connect to the new hot and cold water and heating supply. Leaseholders are strongly advised to put these in place at the time of any other refurbishment in order to minimise future disruption. Your attention is brought to the **"Guidance Notes for the Landlord's Pipework Infrastructure Renewal & In-Flat Pipework Replacement"**.

- a. Wet underfloor heating is not permitted.
- b. The construction of what are commonly called "wet rooms" is not permitted.
- c. When replacing bathroom suites it is requested that a waterproof membrane or tanking system to minimise the risk of leaks into the flat below.
- d. The installation of showers will be considered provided that adequate measures are taken to prevent water penetration into the flat below. Full design details should be submitted with the application for Landlord's Surveyor Approval.
- e. Power showers / Shower Pumps are not permitted to avoid imbalances in the flow of water. The central water delivery system is pump assisted and all flats have good water pressure.
- f. Saniflors are not permitted. Ascending spray type bidets are not permitted.
- g. The connection of all sanitary fittings to the waste and soil stacks must be carried out by a CCCTL authorised plumber in accordance with industry standards particularly with regard to pipe diameters, falls and fittings. Permission may be granted, subject to Surveyor approval, to break into waste soil stacks to move or to make new connections.
- h. Pipe freezing is permitted under certain circumstances. Water supply pipes can be drained down by prior arrangements with the managing agents. The cost of drain down to be met by the Leaseholder.
- i. All fittings must be capable of being individually isolated and such valves must be readily accessible. Valve and stopcock locations must be made known to tenants and to the Managing Agents for inclusion in the Register of Valves for the buildings by way of the scale drawings submitted with the application.
- j. Access panels are essential to access all plumbing apparatus such as stopcocks and valves to bathrooms, kitchens and heating irrespective of aesthetic considerations. The panels must be large enough to allow access for maintenance and in cases of emergency.
- k. The capping off of redundant supply branch pipes, central heating pipes and radiators must be at source, not solely by means of valves and this work must be undertaken by a CCCTL authorised plumber.
- l. Waste pipes from kitchen appliances are to be plumbed into the system directly.
- m. Macerators/garbage waste disposal sink units are not permitted.
- n. Copper Pipework must be installed with compression and soldered joints. Plastic Pipework and Pushfit connections must conform to current industry standards, be properly lagged and care taken to separate hot and cold.
- o. The replacement and / or removal of radiators (where such replacement or removal does not form part of the in flat infrastructure renewal programme) must only be carried out once approval has been provided by QRC. The costs of QRC involvement and any necessary drain downs will be met by the Leaseholder.

3. ELECTRICAL

- a. Full details of electrical rewiring must accompany the application for Landlord's Surveyor Approval. The work must conform to the Approved Document P to the Building Regulations, BS7671 and the latest addition of IEE Regulations.
- b. Electric or television cables are not permitted to be attached to an outside wall or window.
- c. The installation of Electric Underfloor Heating is restricted to Kitchens and Bathrooms and requires Landlord's Surveyor Approval.

4. STRUCTURAL WORKS

- a. Full details and plans by a structural engineer, at the Lessee's expense, must be submitted if the removal of internal walls is being applied for. The removal of Load Bearing walls is not permitted under any circumstances.
- b. It is not permitted to make any structural alterations that may adversely affect fire escape routes. The blocking or removal of a door leading into the common service staircase is not permitted. Secondary fire escape routes may not be altered.

5. WINDOWS

- a. No deviation from the current external appearance of Cranmer Court is allowed. All replacement windows are required to meet the specifications laid down by the Landlord as regards permissible materials, design details and external colour.
- b. Full Design & Manufacturer details must be included in the application.
- c. Replacement windows must comply with Building Regulation LIB (2013 amended) in respect to thermal performance standards. Current regulations require all replacement windows to be double glazed.
- d. The colour specifications are: Timber windows – Gardenia 3033 - Dulux Gloss – Weathershield - Crittall windows - Dulux Gloss – Metalshield.
- e. UPVC windows are not permitted

7. DOORS

- a. Replacement of front or back doors must conform to current Building & Fire Regulations. The doors must have intumescent strips, smoke seals, and must fit tightly into existing frames to provide half hour fire resistance.
- b. All new doors are to have compliant hinges, are to be effectively self-closing by the fitting of a suitable door closer. Letterboxes are to be effectively protected.
- c. In the interest of uniformity it is requested that the doors be unpainted, without panelling, solid core to a minimum of 44mm and American Black Walnut veneer.

8. FLOORING

- a. Unless approval for Hard Flooring is being applied for, all floors (including hallways) should be covered with carpet, except kitchens, toilets and bathrooms, where suitable material e.g. vinyl tiles (or similar) to prevent the transmission of noise may be used instead of carpets.
- b. If flooring is replaced in kitchens or bathrooms the requirements of the leases are to be strictly adhered to. No new or replacement hard flooring within kitchens or bathrooms will be permitted.
- c. For all Hard Flooring, including replacement of **“Like for Like”** Hard Flooring, please refer to the **“Guidance Notes & Regulations for the Installation of Hard Flooring”**. Approval is in the form of a legally binding **“Licence to Install Hard Flooring”**.
- d. The installation of Electric Underfloor Heating is restricted to Kitchens and Bathrooms and requires Landlord’s Surveyor Approval.
- d. Wet Underfloor heating is not permitted.

9. CONTRACTORS

- a. Please refer to **“Regulations for Contractors”**. It is the Leaseholders responsibility to ensure that their appointed Contractor is aware of and agrees to these regulations in addition to those in the **“Guidance Notes for Alterations”**.
- b. For security reasons it is vital that the Building Manager and Managing Agent are made aware whenever Contractors are employed in the building.

10. PROCEDURE

- a. It is recommended that the applicant meet with the Property Manager for a preliminary meeting to discuss the works before incurring significant costs regarding the design and potential refurbishment of their property. Advice will be given as to the extent of Surveyor fees, Damages Deposits, and any other associated costs.
- b. Explanation will be given to any questions you may have in respect to an **“Applications for Alterations”**, the **“Guidance Notes & Regulations for the Installation of Hard Flooring”** or **“Guidance Notes for the Landlord’s Pipework Infrastructure & In-Flat Pipework Replacement”**
- c. When the property is sold D&G Block Management Ltd, through the pre-sale enquiries, will provide the Buyer’s Solicitors with either a copy of the **“Letter of Approval”** or a note stating that the renovations were carried out without consent. Cranmer Court (Chelsea) Tenants Ltd and D&G Block Management have no liability with respect to any possible defects.
- d. It is the company policy of D&G Block Management Ltd that all communication is responded to within three working days. If you have not received a response to any enquiry regarding your application within this timeframe please re-send the details by email to manager@dngbm.co.uk

**IF YOU REQUIRE FURTHER CLARIFICATION OF THESE GUIDANCE NOTES PLEASE CONTACT:
THE PROPERTY MANAGER, D&G BLOCK MANAGEMENT ON 020 7932 8505**