



**Landlord's general conditions
for approval of alterations**

1. You will be required to pay Westminster City Council's survey and technical fees, legal costs, and administrative fees in respect of the alterations.
2. Your work will not begin until the Council's surveyor is satisfied that there are no risks associated with asbestos present. Part of the application fee includes an asbestos survey of your property to be undertaken by the Council's contractor. If asbestos is located, you will be liable to either encapsulate or remove it and ensure the preceding certificate is provided to our Leasehold Operations team before work begins.
3. By accepting this conditional approval you are agreeing not to work outside of the permitted hours for any audible works, which are:-

Monday to Friday	8.00 am to 6.00 pm
Saturdays	8.00 am to 1.00 pm
Sundays and Bank Holidays	No Working

4. That you notify your neighbours (we would require you to notify at least the flat either side of your flat, the flat directly below & directly above your flat) prior to works taking place of the start date and expected finish date of the works. You should also provide them with a contact telephone number that they can use whilst the works are taking place should there be any problems or they need to contact you about the works.
5. No alterations may be carried out without Westminster City Council's Leasehold Operations department's consent. Westminster City Council retains the right to refuse consent to alterations at any stage prior to completion.
6. Should any works be required elsewhere in the building as a direct result of your alterations, you will be required to reimburse the City Council for the costs of those works. This would include any damage to the lifts or communal areas.
7. Westminster City Council may carry out inspections during the course of the works and on completion, and stop the works if any of these conditions are not being met.

8. All safety facilities and precautions for the whole building must be maintained during the course of the works. This means that :-
 - No building materials or tools can be left in any communal areas; they must be stored in the property where the works are taking place.
 - No sawing drilling or cutting of any building materials can take place in communal areas.
 - If using a lift your contractors must take into account:-
 - The load bearing capacity of the lift
 - That the walls & floor of the lift are adequately protected whilst large objects, building materials, machinery, bags of rubble etc are being moved in the lift
 - That at the end of the use of the lift it is swept clear of any dust/dirt/rubble
 - That the doors are not wedged open or the lift prevented from moving
 - That your contractors do not prevent any residents from using the lifts
9. You will be liable for any damage to other parts of the building, directly or indirectly caused by works in progress.
10. In carrying out any alterations, you should have particular regard to the Building Act 1984, the London Building Acts 1930-39, the Building Regulations, and any relevant British Standards.
11. Any works carried out which do not conform to Westminster City Council's specification, and which you have been required to rectify to Westminster City Council's requirements, but which you have failed to rectify, the Council shall have the right to take down, remove or demolish those works, to then carry out the specified works, and recover in full from you its costs and expenses in connection therewith.
12. Before any alterations/improvements are commenced, you must clear any outstanding Management and Maintenance charges which are not covered by a valid repayment agreement.