



CONTRACTORS WORKING REGULATIONS
FOR CONSENT FOR ALTERATIONS AND REFURBISHMENT

QUEEN'S CLUB GARDENS LONDON W14

CONTRACTORS WORKING REGULATIONS

**BUILDING WORKS REGULATIONS
AND OPERATIONAL PROCEDURES
(WHETHER OR NOT REQUIRING LANDLORD'S CONSENT)
AT**

QUEEN'S CLUB GARDENS, LONDON, W14

BUILDING SURVEYORS

Faraday Property Management Ltd

4th Floor
20 Red Lion Street
Holborn
London
WC1R 4PS

Tel: 020 3206 0066
Fax: 020 3206 0077

October 2024



CONTRACTORS WORKING REGULATIONS
FOR CONSENT FOR ALTERATIONS AND REFURBISHMENT

A. INTRODUCTION

Faraday Property Management (FPM) is retained as Building Surveyors by the Landlord, Queen's Club Gardens Ltd (QCGL). In addition to protecting the interests of our client and the fabric of the building, we also wish to look after the interests of the Lessee of the property in question, as well as safeguard the welfare of neighbours.

To support and protect all that may be affected by work, these rules and regulations have been written and we expect your strict adherence to these. Where we are able to assist in the smooth progress of your works, we will provide guidance and support.

By now, you or your contractor will have approached Faraday for Landlord's consent to carry out works to the apartment. If a Licence to Alter is required, an FPM surveyor will be appointed to oversee the works. Even if it is deemed by Faraday that a Licence to Alter is not required, the provisions contained in this document remain applicable and are enforceable.

ALL works must be carried out and completed strictly in accordance with plans and specifications you have supplied, which have subsequently been approved and any Licence granted. They are to be completed in a substantial, sound, and workmanlike manner with new, sound and proper materials to the entire satisfaction of Faraday and/or engineers, and/or other advisers and in accordance with the requirements of all statutory, local and other requisite authorities. Copies of all Completion Certificates and an as-built plan drawing should be forwarded to Faraday on completion of work.

In order to ensure the minimum amount of disruption and disturbance to fellow residents at QCG as a result of building works being undertaken within apartments, Lessees and their contractors are required to adhere to the regulations set out below.

B. WORKING REGULATIONS

Contractors must comply with the following working regulations. A copy of this document must be signed by the appointed contractor and returned to the Queen's Club Gardens Estate Office and copied to Faraday Property Management prior to any works commencing on site.



CONTRACTORS WORKING REGULATIONS
FOR CONSENT FOR ALTERATIONS AND REFURBISHMENT

AS A RESULT OF THE WORKS ANTICIPATED, THE FOLLOWING REGULATIONS MUST BE ADHERED TO:

Hours of Working

1. Building works can only be carried out Monday-Friday between the hours of 8 am and 5 pm. No drilling, hammering or grinding works where noise reverberates through the structure, can be carried out within the properties other than between the hours of 10am and 2pm Monday to Friday. Weekend working and working on public holidays is not permitted.
2. The contractor must provide complete information of works being carried out, labour on site and contact numbers in case of emergency.

Protection

3. Removed building materials should be placed within suitable rubble bags to protect the common parts.
4. All common parts areas should be protected with appropriate dust sheets/anti-slip carpet protection where building traffic is involved and thereafter cleaned and vacuumed at the end of each working day prior to any contractor leaving site. Contractors are to supply their own cleaning equipment.
5. Contractors are responsible for any damage caused to the common parts of the building, including carpets, walls, ceilings, doors, etc. Contractors must demonstrate that they have adequate Third Party Public Liability insurance to cover any eventualities for repair of damage caused and must cover all sub contractors. This is normally at a minimum requirement of £2,000,000. Such certification must be provided to Faraday prior to any work commencing.
6. Neither Faraday nor QCGL will be responsible for the security of any part of the contractor's areas, plants or machinery.
7. The contractor must ensure that the site is maintained at a high standard throughout the contract and therefore continual monitoring of dust and debris should be carried out.

Admission

8. Admission to the flat should be controlled by the contractor's site manager or site foreman and a daily log of attendees to the flat must be kept.
9. The site foreman is encouraged to liaise with the QCG Estate Office on a regular basis to discuss any site issues or neighbourly concerns.



CONTRACTORS WORKING REGULATIONS
FOR CONSENT FOR ALTERATIONS AND REFURBISHMENT

10. The Estate Office must be informed of all major deliveries at least 24 hours in advance.

Materials/Waste

11. All building materials and waste are to be removed by the builder/contractor from site and should on no account be stored or dumped at any time either within the common parts or on the access paths, courtyards or pavements outside the buildings.
12. No materials are to be stored outside the flat.
13. No skips are to be positioned on site without prior approval and will not be permitted on site over weekends. Locations are to be agreed with the Estate Office in advance.

Services

14. The contractor is on no account permitted to tamper with the door entry system. Only QCGL's contractor can carry out any adjustment or alteration to the system in question. No responsibility is held by QCGL for any repairs that thereafter become required through tampering with the existing door entry system.
15. On no account should any alterations be carried out to the soil or waste pipework arrangements. Where any such alterations are proposed, a full Licence for Alterations must be applied for.
16. All existing kitchen and bathroom vent systems are to be retained. Where any such alterations are proposed, a full Licence for Alterations must be applied for.
17. Unless internal overflow cisterns are installed, all bathroom cistern overflows must be vented externally. Where any such alterations are proposed, a full Licence for Alterations must be applied for.
18. In respect of gas installations, a Gas Safe Certificate is to be issued on completion of work.
19. In respect of electrical installations, only qualified and certified electricians are allowed to carry out any such alterations and a NICEIC certificate provided upon completion.

Structure

20. On no account should any tampering or alterations be carried out to the structural walls or supports. Where any such alterations are proposed, a full Licence for Alterations must be applied for.



CONTRACTORS WORKING REGULATIONS
FOR CONSENT FOR ALTERATIONS AND REFURBISHMENT

Dress and Behaviour

- 21. All contractors and their workforce must be suitably attired whilst working at QCG and on no account should workmen be inappropriately dressed whilst on site.
- 22. The contractor shall ensure that their operatives remain fully clothed throughout the contract and are at all times respectful of the residents and public on the estate; shouting and foul language will not be tolerated.
- 23. Moreover, all workmen should demonstrate a helpful and courteous manner with residents whilst on site.
- 24. The contractor must ensure that their operatives keep to the confines of the working site.
- 25. Faraday expects that the contractor will provide close liaison with all parties in order to maintain good relationships with other residents.

Completion Date

- 26. Should the works exceed the initial agreed period for completion, Lessees must submit another application for an extension of the works time period. This must be sent in advance to Faraday and if approved a new Licence will be drawn up.

Enforcement

- 27. Estate Office staff have the authority to enforce the above regulations and should contractors not adhere to the regulations, they will have the authority to request that the contractors be removed from site if necessary. These requirements can be legally enforced.

Neighbours

- 28. Once an application has been approved by Faraday Property Management Ltd on behalf of QCGL, an obligation exists for the Lessee to ensure that neighbours are notified of the proposed works. Where notification has not been provided to fellow residents, QCGL reserve the right to deny access to carry out the works until an approved application and the necessary written notification to other residents has been provided.

I/we confirm that I/we agree to abide by the Working Regulations set out above in respect of the proposed works at

Signed.....Print Name.....

October 2024 END.