

8th August 2022

Mrs Sarah Fuller
10 The Boathouse
100 Riverdene Place,
Bitterne Park,
Southampton,
Hampshire,
SO18 1ER

4th floor, 100 Holdenhurst Road,
Bournemouth, BH8 8AQ.
W: mccarthystone.co.uk

Dear Mrs Sarah Fuller,

APPLICATION TO CARRY OUT ALTERATIONS TO APARTMENT 5 Catherine Court.

I acknowledge receipt of your application to carry out alterations to your apartment as follows:

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- To replace living room window with patio doors.

On behalf of the Landlord, please be advised that this installation is against company policy, however the decision has been taken to allow it in this case in relation to a facilitate the sale of the apartment in question, following confusion over the outcome of the initial decision. I confirm that you have permission to carry out these works, providing that the following conditions must be applied, and works will only be allowed to start when McCarthy Stone are satisfied all conditions are/can be met:

Before works start:

1. Drawings of the proposed works should be provided to McCarthy Stone showing the arrangement of the door and proposed specification of the unit before any works begin.
2. The proposed specification of the door set should match that of the existing development. This should be confirmed to McCarthy Stone before works begin.
3. Relevant planning permission approval should be presented to McCarthy Stone Management Services before any works are started.
4. Relevant building control approval should be presented to McCarthy Stone Management Services before any works are started.
5. A hardstanding area outside the french doors will need to be installed at the homeowner's expense as installation of doors will constitute a secondary means of escape and this should be onto hard standing. Drawings of the likely arrangement of this should be received by McCarthy Stone Management Services before any works are started.

6. It should also be noted that any hard standing installed as above will be situated in the demise of the landlord and will therefore be subject to alteration, maintenance and removal should it be required in line with the lease.

If works are allowed to go ahead upon review of the above:

7. The homeowner must appoint a suitable Contract Administrator, with approval from McCarthy Stone, at their own expense to ensure that:

- a. A suitable form of minor works contract (JCT or otherwise) is signed by both parties and contains appropriate clauses for the resolution of disputes, liquidated asset damages and defects.
- b. The Contracts Administrator should ensure that all Construction, Design Management 2015 (CDM) requirements are met, and that works are not permitted to start until this is confirmed.
- c. To brief the contractor on McCarthy Stone policy, operational measures, and fire alarm testing as a minimum.
- d. Works are completed to a satisfactory standard and are signed off and confirmed sent to McCarthy Stone as landlord for final approval.

8. The contractor selected should have a minimum liability insurance level of £5m and should be SIPP accredited as a minimum.

9. The contractor must nominate a representative to provide daily progress updates to the McCarthy Stone representative at the development or to the Operations Manager.

10. The Contract Administrator must nominate a representative to provide progress updates to the McCarthy Stone representative at the development or to the Operations Manager.

11. A construction phase plan, risk assessment and method statement must be received and reviewed by McCarthy Stone Management Services before any works are started onsite. McCarthy Stone Management Services reserve the right to refuse entry to contractors should this not be received.

12. If not included in the above, a full logistic plan should be provided to McCarthy Stone identifying, as a minimum, where the contractor will park their vehicles, where skips (if any) will be located and what times they will be working.

13. The House/Estate Manager should be kept fully informed as to the logical arrangements so that communications can be distributed to other homeowners to ensure they are aware of the works being carried out.

14. Working hours must be limited to between 09:00 and 17:00. Works should not be carried out outside these hours.

15. Photographs of the works at the following stages must be provided to McCarthy Stone Management Services: a. Before works are started
b. On removal of the window
c. On removal of the brickwork below the current window
d. On the making good of the new door reveal
e. On the installation of the french door set
f. On completion of the works

16. McCarthy Stone retain the right to request the homeowner makes good any defect, substandard workmanship or alteration that is deemed to be required to ensure compliance to company policy and to ensure the safety of other homeowners.

17. Should the above request not be complied with; McCarthy Stone retain the right to make good any perceived defect by means of appointment of a wholly separate contractor and to pass any expense incurred to the applicant.

18. The works are undertaken by a bona fide contractor

19. The workmen give due consideration to staff and other residents in the development during the time the works are in progress.

20. Any flood, power failure or other damage to your own apartment will be your responsibility.

21. Any flood, power failure or other damage to another apartment or the development arising from these works will be your responsibility, and we will seek to recover costs from you to cover any such damage or loss.

22. The contractor engaged to carry out the work will not be permitted to park any vehicles on the development. However, they will be able to drop off and collect materials as necessary.

Please note that we retain the right to inspect the work on reasonable notice during or after completion of the works to ensure that it has been completed in accordance with this permission.

I trust that the above is satisfactory, and I would be grateful if you would kindly sign and return the enclosed copy of this letter as your agreement to the above.

Please return the signed copy to the address below for the attention of MS Permissions.

If you have any queries please contact the permissions team on 01202508299 by telephone or ms.permissions@mccarthyandstone.co.uk by email.

Yours sincerely,

Michelle Coles

**Under the delegated authority of the Managing Director of McCarthy & Stone
Management Services**

4th Floor, 100 Holdenhurst Road, Bournemouth, BH8 8AQ

Signed:

Date:

Mrs Sarah Fuller