

26 June 2018

Ms Alexandra Walsh
Flat 6,
Yeats Court
4 Tynemouth Road
London
N15 4UE



Dear Ms Walsh,

LICENCE TO IMPROVE PROPERTY

Thank you for your request for permission to complete improvement works. I am please to confirm we have no objections to the proposed works, which will be being carried out at your own expense.

- Double glazing front and back windows to improve heat efficiency, noise insulation and security

In completing these works you are agreeing to the following terms:

1. All works must comply with all current legislation and regulatory requirements.
2. Copies of Planning or Building Regulations Approval Notices under the Party Wall etc Act 1996 or any other statutory approvals, must be obtained and forwarded to this office before works begin. You may need permission from Building Control for a drop kerb.
3. That all works are agreed to by any neighbours affected and that their access/egress is unaffected.
4. That no use of power tools, hammering, breaking up of materials or other work that may result in noise nuisance will not take place between the hours of 6pm and 8:30am.
5. The works and all associated costs are to be at no expense to Metropolitan.
6. All works are conducted by competent tradesmen, who carry the appropriate Public Liability Insurance to the satisfaction of Metropolitan. **Please forward relevant certification to Metropolitan for any gas or electric works.**



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7. If you uncover or disturb asbestos during works, you will be responsible for managing the situation and taking necessary precautions to safeguard yourself, your contractors and the other residents and users of the building. Any removal and disposal of asbestos must be managed correctly.

For guidance on this please contact the HSE or your local authority, further information is also available in the leaseholder application pack:

<https://www.metropolitan.org.uk/customers/your-metropolitan/leaseholders/>

8. Any recessed spotlights must be fire rated or have a fire rated shroud above them.
9. Any damage caused to the property and communal areas is made good at your expense and to the satisfaction of Metropolitan.
10. Any future maintenance resulting from the works will be at your expense as leaseholder.
11. Should either party terminate your lease, we reserve the right to ask you to remove the works and reinstate the property to its former state entirely at your expense.
12. You must request to vary the lease by contact Metropolitan Home Ownership Team within three months of completing the works.
13. Where permission is granted for over-bath showers, the area above the bath up to the ceiling must be fully tiled and a shower rail and curtain fitted.
14. Fencing must be in keeping with other fencing in the area with compatible material, structure and preservative colour. The maximum permitted fence height is one metre (3'3") in front of the building line and 1.8m (6') to the rear. In the event of the leaseholder relinquishing their lease, the fence will become Metropolitan's fixture. Fencing must not be fixed to walls.
15. Sound reducing underlay and a floating floor must be used to minimise sound transfer and potential noise nuisance to other properties.
16. The flooring and underlay must be installed in accordance with the manufacturer's instructions and guidelines.
17. No wooden flooring to be laid in the kitchen or bathrooms.

18. Steps must be taken to minimise noise transfer at all times. Should any complaints be received by Metropolitan regarding noise as a result of laying the wood flooring, we may request it is removed.

To minimise noise transfer you may wish to consider the following:

- No hard shoes to be worn inside the flat
- Soft pads to the underside of chair and table legs
- Use of rugs
- Use of soft furnishings and curtains

19. Any tree planting must be at least four metres from any building structure and should not exceed a maximum height of four metres at maturity. Pruning and care is the leaseholder's responsibility. The planting of conifers, cypress, Lelandii or trees of a similar type are not permitted.

20. Any glazing must be as regulations require, e.g. weight for aperture, toughened/wired.

21. All sheds must be at least three metres from the main building and of standard quality and design. The shed must be removed at the leaseholder's costs on relinquishing the lease, unless prior written agreement by the new leaseholder is received with agreement of Metropolitan.

22. Metropolitan must be notified in writing when the works are complete to enable inspection by our technical teams.

23. Front Doors must be in keeping with the colour scheme and style of your estate and the door and frame must be compliant with the Fire Safety Order relevant to the location of your door. Further information can be found in the following Government published documentation which can be found at:

<http://www.planningportal.gov.uk/buildingregulations/approveddocuments/>

- Approved Document B (Fire Safety)
- Approved Document M (Ease of Access)
- Approved Document K(4) – (Glazing Safety England)
- Approved Document E (Acoustics)
- Approved Document N Glazing Safety (Wales)



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24. Where there are any charges or mortgages against the property, permission is further subject to permission being granted by the lending institution or charge holder. As a leaseholder you are responsible for ensuring you have received their approval in writing before starting works

We trust that you accept the above conditions as being fair and reasonable in the circumstances and that they are intended to protect the long term interests of metropolitans customers and its assets. If you wish to discuss any aspect of your request or the above conditions, please email **Contactus@metropolitan.org.uk** or **call 0203 535 3535**

Yours Sincerely

Planned Works and Repairs Admin Team