



Rossiters Quay Freehold Ltd.

**Changes and Alterations to your
Property:
Landlord's Consent Process and
Application Guidance**

Landlord's Consent Process and Application Guidance V5.62 February 2021

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- Clarification of Fees
- Additional Fees Section
- Update to Application Form
- Update to Versadock/Floating Dock section
- Fixing minor typographical errors

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- Clarification of maximum awning size in Annex B

1 POINTS FOR TENANTS TO NOTE

Notwithstanding the terms of the leases of the properties in Rossiters Quay, Rossiters Quay Freehold Limited, as the current landlord, is at this time proposing to deal with requests for consent to alterations in the manner set out below. Please note that the landlord's position on how to deal with requests for consent to alterations may change from time to time and the approach and guidance set out in this document reflects the stance being taken as at the date of this document. Similarly the fees listed are current at the time of production but may change from time to time.

The terms of this document and/or any other guidance given by the landlord in relation to requests for consent to alterations do not in any way vary the terms of the leases of the properties in Rossiters Quay and the terms of such leases remain valid and in force.

2 THE CONSENT PROCESS

The purpose of this document is to outline the process(es) in place to provide the necessary formal landlord's consent as required by your lease for alterations and changes to properties in Rossiters Quay and at the same time, to offer some help and guidance to owners on the steps involved.

There are three categories of change/alteration to a property that are covered by this document; these are as follows:

Cat A. Those to be carried out on a like for like basis in terms of form, fit (dimensions) and function - including style, material and colours to upgrade or to rectify broken or worn fittings, materials; such changes may make use of more modern materials and fittings where available if these are covered in the approved design guide.

For example:

"Application to fit a replacement window having the same dimensions and openings in solid timber as originally fitted"

Cat B. Those to be carried out using an alternative pre-approved specification or design.

For example:

"Application to replace an original "open and over door" with a sectional vertical lifting door in black satin smooth finish."

Cat C. For all other alterations. Cat C covers alterations that are not standard and are likely to be at least partly unique to your property. Such alterations may or may not require Local Authority Planning Permission in addition to the formal Landlords consent being sought.

Cat D. A fourth process - Cat D - exists for minor works which do not require Landlords specific consent but which have to be notified to the Landlord. See section 6 and Annex D for more details.

Please note that all alterations (Cat A, B or C) require Landlords consent before any work is commenced. In the case of Cat C, Local Authority Planning Permission does not give automatic Landlord Approval and this must not be assumed.

If you commence works without Landlords consent having been granted you may be subject to legal action to halt work together with liability for the costs of such legal action.

The application process for all categories of change or alteration will be overseen and managed by the Rossiters Quay Managing Agents, Rebbeck Brothers, on behalf of the Rossiters Quay Freehold Ltd - your Landlord. Expert advice and guidance will be sought from Rossiters Quay Freehold Ltd's retained building surveyors Greenward Associates Ltd. (GWA).

3 **SUBMITTING CLASS A AND B APPLICATIONS**

For correctly submitted Cat A and Cat B applications a “fast-track” process will be used involving the following steps:

- Before making their application the owner should study the pre-approved design specifications in Annex B to this document in order to ensure that their application fully respects the criteria.
- The owner should then notify REBBECK BROTHERS of their wish to change their property using the application form at Annex A of this document together with any supporting documents such as drawings or photographs.
- The submitted application will be assessed by REBBECK BROTHERS to ensure that it properly complies with the criteria of being either Cat A or Cat B. If this point is ambiguous then REBBECK BROTHERS may refer the application to GWA for further scrutiny. (As an example this might happen if an application did not make clear the intention to use RQFL specified materials or products as in Annex B).
- The cost of such an application is £60 (incl VAT) which must be submitted with the application.

Acting on behalf of the RQFL Board and providing that the application meets all the necessary requirements, REBBECK BROTHERS will provide formal notification to the owner in the form of a “letter of consent” – generally within 10 working days of receipt of the application form.

4 **SUBMITTING CLASS C APPLICATIONS**

Correctly submitted Cat C applications should follow the following steps:

- Before ideas are formulated into a design, it is important that owners study the Design Criteria Guidance notes in Annex C to this document. While Annex C is not exhaustive in its scope, when developing a particular design owners should appreciate that the further their design deviates from the guidance offered, the more difficult or prolonged it may become to achieve an approval.
- Once a design has been settled upon, the owner must produce a full set of detailed drawings. As guidance, these drawings should be of the same standard and quality as those required when applying for LA planning permission.
- The owner should then notify REBBECK BROTHERS of their wish to change their property using the application form at Annex A of this document. Supporting documents must include the full set of drawings, although other supporting material such as photographs and/or technical literature may also be submitted.
- If LA planning permission is also required (this is for the owner to establish) then an application should be made at the same time (or a little before) as submitting the application form in Annex A to REBBECK BROTHERS.
- The submitted application will then be processed and coordinated by REBBECK BROTHERS on behalf of RQFL. All documentation will be forwarded by REBBECK BROTHERS to GWA for their attention. GWA will:

- a. Review the entire application and assess its relative compatibility with Annex C.
 - b. If necessary, contact the owner and arrange a site visit to fully understand the application.
 - c. If necessary discuss with the owner alterations to the design which might enhance the chances of approval.
 - d. Produce a report making a recommendation to the RQFL Board on whether the application should be approved or rejected. The report will contain clear grounds / explanation supporting the recommendation whether for approval or rejection.
- The RQFL Board will then consider the submission as submitted together with GWA's report and will decide whether or not permission should be granted for the alterations. This decision will be made on the basis of majority voting within the RQFL Board.
 - In the case of an approval and acting on behalf of the RQFL Board, REBBECK BROTHERS will provide formal notification to the owner in the form of a "licence".
 - When an application is rejected a copy of the GWA report will be made available with the notification which will be sent out by REBBECK BROTHERS.
 - The cost of a Category C application will reflect to some degree the level of work to be undertaken. A schedule of charges is below:

GWA Assessment and Survey Charge	£330*
Rebbecks Admin Charge	£120
Licence Charge	£180
Total	£630
* With complex Applications this charge may rise to £660	
All charges include VAT	

The initial fee of £120 for Rebbecks and £330 for GWA is due with the application form in a single payment of £450 to Rebbecks.

5 LICENCE (CAT C) & LETTER OF CONSENT (CAT A&B)

The licence or letter of consent issued for all classes of application is an important legal document which 'interacts' with your lease and formally recognizes the permission you have been given to adjust the 'Landlords Property' - your house.

Without this document you will find it extremely difficult to sell your house.

6 Minor Works - Category D

The Minor Works procedure outlined in Annex D below is designed to assist leaseholders to carry out minor works with the minimum of fuss but in a controlled manner which respects the restrictions of the lease and importantly ensures that the common asset of the estate is modified in a safe way.

It is designed to cover the following kinds of work:

- Minor electrical modifications
- Minor plumbing modifications (gas & water)
- Flue modifications (for existing boilers only)

See Annex D below for more information on the process.

Annex A

APPLICATION FOR ALTERATIONS - ROSSITERS QUAY FREEHOLD LIMITED

Please complete the appropriate details below and return to the address below together with your cheque for the fee which is non-returnable to cover initial administration costs. The fee is £60 inc VAT for Cat A and B applications, for Cat C applications see below. There is no fee for Cat D notifications but for convenience this form may still be used.

Name of Leaseholder applying for Consent:	RQ House No:
Full postal address and Postcode, Contact Telephone Numbers and Email address:	
Detailed description of proposed works (attach additional sheets as required)	
Desired Date for Commencement of Works:-	
Anticipated Date for Completion of Works:-	
Anticipated Category A B C D - Please circle the expected category	
Signed Leaseholder(s)	
Signed	
Date	

**Please return to: Rebbeck Brothers, The Square, 10 Exeter Road, Bournemouth BH2 5AQ.
(Agents on behalf of the Landlord)**

Application Fees

Category A - £60 inc VAT

Category B - £60 inc VAT

Category C

GWA Assessment and Survey Charge	£330*
Rebbecks Admin Charge	£120
Licence Charge	£180
Total	£630
* With complex Applications this charge may rise to £660	
All charges include VAT	

The initial fee of £120 for Rebbecks and £330 for GWA is due with the application form in a single payment of £450 to Rebbecks.

Category D Notification – no charge

Annex A1

RULES GOVERNING THE UNDERTAKING OF APPROVED ALTERATIONS AT ROSSITERS QUAY

Once an owner has received permission to carry out the desired works by way of a Letter of Consent there are important restrictions on the manner in which these works can be carried out.

The aim of these restrictions is to reasonably limit the disruption experienced by neighbours and, although enforceable, really does not go beyond what one might consider as good neighbourly practice.

In carrying out the Works the following provisions must be complied with:

- (a) the Works must be completed within a 6 month period commencing on the date of the licence;
- (b) the Tenant must notify the Landlord as soon as reasonably practicable after the Works have been completed and send the Landlord copy plans showing the Property as altered by the Works;
- (c) the Works may not be carried out at weekends or on Bank holidays in England save with the prior written consent of the Landlord;
- (d) the Works must not be carried out before 8am or after 6pm on any given day;
- (e) the duration for which any skips are present and building materials are stored in any open areas in connection with the Works is to be minimised so far as is practicable;
- (f) the positioning and storage of any skips and building materials must not cause a traffic flow obstruction or obstruction of access;
- (g) wherever possible all skips and building materials should be stored within the boundaries of the Property and/or within any garage or washing down area that the Tenant has exclusive rights to use (if any);
- (h) the Works must be carried out with all due diligence and speed and using good quality, new materials which are fit for the purpose for which they will be used;
- (i) the Works must be carried out in a good and workmanlike manner and in accordance with good building and other relevant practices, codes and guidance;
- (j) the Works must be carried out to the reasonable satisfaction of the Landlord and in accordance with the plans and specification attached to this licence;
- (k) the Tenant must comply with all laws and the terms of all other licences and consents and must cause as little disturbance and inconvenience as reasonably possible to the Landlord and the owners and occupiers of any neighbouring land;
- (l) when particularly noisy work is due to take place, the Tenant or its contractors must warn the Tenant's neighbours as soon as reasonably practicable and by no later than 8am on the day on which the works are due to take place;
- (m) the Tenant must not and must procure that its contractors do not cause any damage or disturbance to the structure of the Property;
- (n) the Tenant must not and must procure that its contractors do not cause any damage to any other land or property;

- (o) the Tenant must as soon as reasonably practicable make good, to the reasonable satisfaction of the Landlord, any damage (including decorative damage) to any land or property (other than the Property) which is caused by carrying out the Works;
- (p) the Tenant must comply with its obligations under the Construction (Design and Management) Regulations 2015 (SI 2015/51) (the “**CDM Regulations**”) including (without limitation) all requirements in relation to the provision and maintenance of a health and safety file;
- (q) the Tenant shall supply all information to the Landlord that the Landlord reasonably requires from time to time to comply with the Landlord's obligations under the CDM Regulations;
- (r) the Tenant must not and must procure that its contractors do not interrupt any access to or any service to or from any adjoining or neighbouring property;
- (s) the Tenant must not and must procure that its contractors do not create unreasonable levels of noise from the use of radios or other music playing devices;
- (t) the Tenant must remove and must procure that its contractors remove all debris and equipment from the Property as soon as reasonably practicable following completion of the Works; and
- (u) if any of the Works involve “hot works activities” such as plumbing, cutting, grinding or any other activity that might use naked flames, generate sparks or other source of ignition then the Tenant must comply and must procure that its contractors comply with the terms of any hot works procedure that the insurers of the Property require compliance with from time to time (the **Hot Works Procedure**); and
- (v) in the event that the Hot Works Procedure requires the Tenant and/or its contractors to complete a certificate in respect of compliance with the whole or any part of the Hot Works Procedure, the Tenant must forward a copy of such certificate to the Landlord within 5 days of completion of the same.

Annex B

Pre-approved Design and Material Specifications

ALTERNATIVE PATIO DOORS/FRENCH DOORS/WINDOWS

When the replacement of patio doors/French doors/windows is being considered on a like for like basis (i.e no changes in the size of opening and where the work will be fully compliant with the design standards given below, then the application will be considered to be a Category B change.

If the owner wishes to vary the overall configuration (size, shape, style or position) of the original patio doors/French doors/windows or any aspect of the work varies away from the design standard given below, then the application will be considered as Category C.

Frame Material:

RAL 9910 gloss white, (polymer-based) powder-coated, 75 mm. Dualframe aluminum. The replacement doors/windows are required to be designed, manufactured and fitted in full compliance with BS 6375 (performance characteristic of windows and doors for the UK market) and Building Regulations, Part L (conservation of fuel and power) by a FENSA-registered contractor, a certificate of compliance shall be issued by the Contractor on completion.

Glass:

The door/window glass panels shall be a minimum of 24 mm., double glazed units made of grade 'A' toughened, soft coat low emissivity glass, grade 'A' sealed with warm-edge spacer bars and filled with argon gas.

ALTERNATIVE GARAGE DOORS

Doors may be replaced by sectional vertical lifting doors manufactured and fitted according to the specification below, in which case the application will be considered a Category B change;

Corrosion resistant maintenance free sectional doors manufactured from premium grade galvanised steel with a black satin smooth finish with no door furniture and insulated to a minimum thickness of 40mm.

The door to have 8 horizontal ribs and to be at a fixed height of 7' (2134mm), see picture.

Electric automated operation to be Machinery Directive compliant.

Concealed emergency access release point if no internal access is available from within the property. Installation between or behind existing brick piers with surrounding white UPVC maintenance free trim.

Recognised approved manufacturers; Novoferm (Hi Tec), Hormann/Garador, Techentrup.



FRONT DOOR COLOURS

The following front door colours are approved for use at Rossiters Quay. As such front doors may be repainted or replaced under Category B provided the following colours are used:



Colour: Black
BS Code: 00 E 53



Colour: Monarch - U/C Red
BS Code: BS04D45



Colour: Greenwood
BS Code: 14 C 39 – U/c 6



Colour: Chelsea Blue
BS Code: 18 E 53 - U/c 20

Provided the choice of colour conforms with the above there are limited restrictions on the actual design or style of the front door and leaseholders may vary this according to taste under a Cat B application. For example the positioning and style of glass panels is not restricted.

The only restrictions that do apply to front door design are as follows:

1. The door must be only one colour chosen from the above. Multi coloured doors must be applied for under Cat C.
2. The overall proportion of glass as a percentage of the overall door area does not exceed 60%.

USING FLOATING DOCKS

Floating docks may be used at RQ subject to the following restrictions.

Only floating docks manufactured by Versa Dock may be installed and these should be unmodified and grey in colour. Lifting /air /pumped hydraulic driven docks have been given permission in the past but experience has shown this is not practical and will not now be accepted for any future installations.

Versa dock overall size should not exceed the boat maximum length and width as designated in your plot lease.

Versa dock should only be positioned as vessel is shown for your plot on the lease.

Versa dock should not be configured such that boat access to drive onto it is across a neighbours berth.

The installed dock must be such that it does not cause any problems for general navigation within the basin, creek or little Avon.

The installed dock must not cause detriment to the quiet enjoyment of their property by other leaseholders at Rossiters Quay.

The installed dock must be tethered to your pontoon or bank – it may not under any circumstances be anchored or founded on the basin floor or river bed.

Docks where the thrust loading from boats mounting the dock would be taken by vertical wooden posts that support boardwalks are only allowed if the engine HP is very small for example tinnies/ inflatable tenders . Versa dock can provide a winch system that installs on the dock to allow larger engines and protect the piles.

The installed dock depending on its location should not add to any environmental problems that will cause changes to water flow/build-up of silt.

Leaseholders will be responsible for removing docks and any associated securing points prior to any onset of dredging or maintenance.

Any connected damage caused to the RQ structures from the use of installed docks must be paid for by the plot leaseholder.

In circumstances where the above criteria are not met for new or existing docks that require an upgrade then a category C application must be made which will be considered on its impact upon others.

INSTALLING OVER WINDOW SUN AWNINGS

Sun Awning may be fitted above windows and door ways subject to the following restrictions.

Sun Awnings can only be fitted to an opening (window or door) located on the water facing side of your property. They cannot be fitted to side aspects or front aspects under any circumstances.

Sun Awnings must be designed to reflect the size of the open (or openings) they are aiming to protect and at ground floor level should extend no more than 2 meters out from the property.

Sun Awning must be of a soft material and retractable design.

A valid NICEIC certificate must be provided in respect of all electrical works associated with the fitting of the sun awning's retraction mechanism.

Annex C

Design Criteria Guidance - Category C Alterations

All alterations that are not covered under the arrangements for Category A or B alterations are classified as Category C and covered within this document.

Unlike Categories A & B where very specific materials and / or designs are specified, Category C inevitably covers alterations that are not standard and are likely to be at least in part unique to your property. This document therefore, cannot hope to prescribe strict design criteria but instead seeks to provide guidance as to the type of proposal that is likely to be granted permission with relative ease and, on the other hand the type that are likely to be resisted or even prohibited.

It must be understood that in all cases an application must be completed in line with this procedure and that this guidance must not be viewed as clearance to commence works under any circumstances.

The document has been prepared by the Board of RQFL during Summer 2016 and is the product of the following influences:

- Consideration of the works which have been permitted since the acquisition of the Freehold by RQFL in December 2012.
- Consideration of the results of the Shareholder Questionnaire issued in late 2015.
- Input from the Boards advisers.

In addition to requiring the Consent of your Landlord – Rossiters Quay Freehold Ltd it is also your responsibility to obtain all necessary Local Authority Planning permissions and Building Control approvals.

Area to be Altered	Outline Description of Alterations	Freeholder Guidance
Internal Alterations (excluding Garages)	Alterations to the layout of the inside of your property that are either structural and/or non-structural in nature but have <u>no</u> bearing on the external appearance of the property.	Where work is structural it will be necessary to provide building controls clearance and / or appropriate engineering calculations to 'prove' the integrity of the building will be preserved. Other than considerations for the generation of noise (for immediate neighbours) internal works are likely to be approved.
Internal Alterations - Garages	As above except where the nature of the alterations will change the use of some or all of the Garage space.	As above except concerns regarding degrading the overall parking assets at RQ are significant. Historically permission to conduct alterations to garages will require that at least 4.5m of garage are retained for vehicle parking use. This policy is expected to be continued.

Internal Installation of a Wood Burning Stove	Installation of a wood burning stove.	<p>This will only be considered in a property which has an original masonry chimney which is capable of safely supporting a (HETAS Approved) wood burning stove installation.</p> <p>As part of an application sufficient appropriate wood storage will have to be demonstrated. It is not acceptable to have wood stored outside the property.</p> <p>Installation of a wood burning stove needing new / additional flueing will not be considered.</p>
Garage Door Designs	The changing of the design of a garage door from the original and not complying with the design set out under Cat B.	Generally designs deviating from the Cat B approved designs will not be considered unless there are very compelling reasons.
Window Frame Designs	The changing of window frame designs from the original and not complying with the design set out under Cat B.	Designs deviating from the Cat B approved designs will not be permitted.
Extensions	Alterations leading to changes to the footprint of the building.	Such alterations will not be considered.
Pontoons and fixed landing stages.	Alterations to the floating finger pontoons and pile supported landing stages (lying outside the leaseholders' demise).	These areas are not demised to leaseholders. Only under very exceptional circumstances will alterations to these areas be considered - for example on the grounds of safety.
Patio / Garden areas	Alterations or permanent changes to outside areas that are demised to leaseholders. Alterations might include changes to paving type or to existing railings.	Various designs may be considered to these areas however due consideration will be given to the impact any changes may have on adjoining property and the overall impact on any 'block' of properties. In particular with regard to railings, where possible designs should be sympathetic to designs on neighbouring properties and be based around the use of either black painted steel, stainless steel and / or glass
Window and door openings	Alterations to the size, position and / or type of opening. (Note frame details are covered under Cat B Alterations)	Various changes / alterations to openings will be considered. Consideration will be given to the effect any change has on the privacy of surrounding property.
Creation of Dormer Windows	Alterations to existing Dormers or the addition of new Dormers into the roof line.	Consideration will be given to the effect any change has on the privacy of surrounding property. Consideration will also be given to the existing number of Dormer windows (and possibly Velux windows) in an area of the development and

		'over-crowding' of such windows on a section of roof will be viewed as undesirable.
Creation of 'inset balconies'	The creation of a balcony space within the pitched roof area of a property.	Consideration will be given to the effect any change has on the privacy of surrounding property. Consideration will also be given to the existing number of such balconies and the presence of Dormer windows (and possibly Velux windows) in an area of the development and 'over-crowding' of such windows on a section of roof will be viewed as undesirable.
Balconies (at 1st & 2nd Floor level)	The alteration in structure, size, design and or finish of any existing balcony.	Various changes / alterations to existing balconies will be considered. Wherever possible designs should be sympathetic to designs on neighbouring properties and be based around the use of either black painted steel, stainless steel and / or glass. Other colours will not be approved.
Velux Windows	The insertion of Velux windows into the pitched roof of a property.	Generally windows larger than 100cm x 80cm will not be permitted. Consideration will also be given to the existing number of Velux windows in an area of the development and 'over-crowding' of such windows on a section of roof will be viewed as undesirable.
Addition of Chimneys & Flue Pipes	The alteration of an existing chimney or the addition of any type of chimney or flue to the tiles aspect of a roof.	The installation of any kind of new flue or chimney for the purposes of facilitating a wood burning stove will not be permitted. The installation of additional chimneys or stainless steel flues for the purposes of venting a gas burning device <u>may</u> be considered if they are considered unobtrusive and the use of the existing ridge venting system is <u>not technically possible</u> . The safety and fire risk issues surrounding this type of change cannot be over stated and the need for full approval by all regulatory authorities.
Solar Panels and micro wind generation devices	The addition of solar panels or micro wind generation devices to roof or garden areas.	Such additions / alterations will not be considered

House exterior colours and finishes.	Changes to the exterior materials / finish of the property such as adding or removing cladding or painting / repainting brick work.	Such alterations will not be considered.
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Annex D

Minor Works - Category D

Introduction

This Annex is designed to assist leaseholders to carry out minor works with the minimum of fuss but in a controlled manner which respects the restrictions of the lease and importantly ensures that the common asset of the estate is modified in a safe way.

It is designed to cover the following kinds of work:

- Minor electrical modifications
- Minor plumbing modifications (gas & water)
- Flue modifications (for existing boilers only)

Legal Position of Annex D Works

It is very important to understand that carrying out minor works of the type described should require the consent of the Company and to carry out such works without approval would be a breach of the lease. The Company though is keen to simplify matters and to avoid the costs for leaseholders which would be associated with a formal approval service - hence this Annex.

Therefore if the leaseholder carries out minor works of the type described in this Annex, the Company instead of granting a formal licence, will for those works waive the remedies which would otherwise be available to it under the lease for the breach by the leaseholder. This though is entirely without prejudice to the Company's rights in the event that works are carried out beyond the scope of minor works or any other breach of the lease which might subsequently come to the Company's attention. The granting of the waiver avoids the need for a formal approval although a leaseholder may always use the Company's approval system for minor works if they wish to have a formal licence.

Details of Works Deemed to be Minor and Permitted under this Annex

The following work described can be carried out by simply notifying REBBECK BROTHERS of the intention to carry out the works and providing the details of the contractor used. You are obliged to use contractors that are members of the relevant trade body and that carry appropriate All Risks Insurance. At the conclusion of works you may be required to obtain the relevant certification form from the contractor (see table below).

These restrictions are simply good practice. Adherence will not only protect our jointly owned asset but also assist leaseholders in the future when a sale of their property is being considered.

Area to be Altered	Work Parameters and Examples	Leaseholder Action Required
Minor Electrical Works	<p>Work involving the fitting or relocation of fixed electrical wiring and / or fittings within the leaseholders demise. In all works, damage to plaster board and block work should be kept to a minimum.</p> <p>Examples:</p> <p>(1) relocating or fitting additional sockets.</p> <p>(2) relocating or fitting additional light switches or fittings.</p> <p>(3) possibly relocating wiring upon fitting a new kitchen.</p>	<p>Pre Works:</p> <p>(1) Select and vet your contractor. They should be NICEIC or NAPIT approved and carry at least £5M of PL insurance.</p> <p>(2) Notify REBBECK BROTHERS of intended works and the particulars of your contractor.</p> <p>Post Works:</p> <p>(3) Post works obtain a NICEIC / NAPIT Certificate covering the works undertaken and retain this.</p>
Minor Plumbing Works (GAS)	<p>Work involving the fitting or relocation of fixed gas installations within the leaseholders demise. In all works, damage to plaster board and block work should be kept to a minimum.</p> <p>Examples:</p> <p>(1) relocating of gas pipe work as part of a kitchen upgrade.</p> <p>(2) relocating of gas pipe work as part of a gas fire upgrade*.</p> <p>(3) relocating of gas pipe work as part of a boiler upgrade.</p> <p>(4) minor relocation of a balanced flue necessary as part of a boiler upgrade**.</p> <p>* it should be noted that gas fire upgrades requiring a new flue in an entirely new location <u>are not covered under this Annex</u>. Please refer to Annex C.</p> <p>** minor re-location means within 200mm of the existing flue and or enlargement or reshaping of the flue hole.</p>	<p>Pre Works:</p> <p>(1) Select and vet your contractor. They should be GASafe Registered and carry at least £5M of PL insurance.</p> <p>(2) Notify REBBECK BROTHERS of intended works and the particulars of your contractor.</p> <p>Post Works:</p> <p>(3) Post works obtain a Gas Safety Certificate covering the works undertaken and retain this.</p>

<p>Minor Plumbing Works (<u>non gas</u>)</p>	<p>Work involving the fitting or relocation of hot and cold water pipes within the leaseholders demise. In all works, damage to plaster board and block work should be kept to a minimum.</p> <p>Examples:</p> <p>(1) relocating of water pipes as part of a kitchen or bathroom upgrade where it is necessary to damage plaster boarding.</p> <p>(2) relocating or adding a central heating radiator.</p>	<p>Pre Works:</p> <p>(1) Select and vet your contractor. They should carry at least £5M of PL insurance.</p> <p>(2) Notify REBBECK BROTHERS of intended works and the particulars of your contractor.</p> <p>Post Works:</p> <p>(3) Keep a receipts and a written record of the work undertaken.</p>