||NOI|RPK/626-RPK|||

Date: 13 November 2018

Property Reference: 38225

Contract Reference: RPK/626/ B47321

Officer: BRUNO FILIPPONI

**FIRST CLASS**

Mr Stephen Harding

Leaseholder Services

Camden Town Hall

Judd Street

London

WC1H 9JE

Leaseholder Services

Camden Town Hall
Judd Street
London
WC1H 9JE

capitalservices@camden.gov.uk

Tel: 020 7974 4444

Dear Leaseholder,

**Flat B, 36 Countess Road, London, NW5 2XJ**

**Re: Notice of Intention to carry out Major Repairs to: 36 COUNTESS ROAD (FLATS A-B)**

I am writing to inform you that the London Borough of Camden (‘the Council’) as your landlord is proposing to carry out Major Repairs to your block and/or estate.

These works are intended to be carried out under an existing long term agreement the General Mechanical & Electrical Repair and Maintenance Services contracts, previously consulted upon, which was awarded in April 2016.

These works are intended to be carried out under an existing long term agreement with Wates for the provision of day-to-day repairs, also known as reactive repairs. This Agreement was previously consulted upon.

Your enclosed Notice of Intention describes the proposed works, details your estimated contribution and explains why works are being carried out. Your consultation officer will be able to help provide any further information.

Please note that the Council may contact you in future to obtain feedback on your experience of this consultation process, any feedback that you do give will assist us in monitoring and improving our services in the future.

Should you have any questions regarding this letter and the enclosed documents please do not hesitate to contact me on 020 7974 6331.

Yours sincerely,

pp

**BRUNO FILIPPONI**

Consultation and Final Account Officer

capitalservices@camden.gov.uk

**Frequently Asked Questions**

**Why do leaseholders have to contribute towards these works?**

Under the terms of the lease, leaseholders have agreed to pay a contribution towards maintenance, repairs, renewals etc that the landlord carries out to their block and estate.

**How are the contributions calculated?**

Estimated contributions have been calculated using the rateable value of the property as a percentage of the rateable value of the block.

(Contract cost x (unit RV ÷ total Block RV) = Leaseholder’s cost of works). .

Details of this calculation can be seen on the enclosed document titled

“Notice of Intention – Leaseholder Summary”.

**I bought my property Right to Buy, am I limited to what I have to pay?**

If you bought your property under the Right to Buy we sent you a Section 125 Offer Notice which included details of any major works we anticipated would be carried out during the first five years of your lease.  We are limited to only charging you the amount quoted in the Section 125 Offer Notice plus inflation during the initial 5 year period. This notice does not take into account any Section 125 Appendix B limitations.

**Please explain the terms used in the notice of intention?**

**Indirect Costs** – This is the cost incurred by Camden in delivering major works. It includes salaries etc for Camden officers who carry out consultation, management of works and billing. The indirect cost is calculated on a yearly basis. To calculate the percentage to be added for indirect costs we apportion staff expenditure relating to major works over the total amount spent on major works in the year.

**Overhead Fees** - Relates to the contractors site set up costs and support. It includes costs for the site office and storing materials, as well as for staff such as site managers and Resident Liaison Officers.

**Contractors Central Overheads and Profits** - The central overheads and profit includes all other costs and profit that the contractor charges. For example staff training, IT equipment, their Legal and Corporate Finance teams and Purchasing.

**Major Works Supervision Fee** - This is charged when the services of a consultant are employed when work is on site.

**Why can’t I nominate a contractor?**

Leaseholders are not able to nominate a contractor where works are intended to be carried out under a long term agreement.

**When will the works start?**

The works will not begin before the end of the Schedule 3 consultation period,

**When will I have to pay for these works?**

This Notice is not an invoice for the works; it is to inform you of the works being proposed and of their estimated costs, and to invite your observations on them.

If you wish to obtain more information on payment options which may be available to you, please request the ‘Paying for Major Works’ booklet from the officer listed on this notice or see our website [www.camden.gov.uk/leaseholders](http://www.camden.gov.uk/leaseholders) for more information. If appropriate, please also begin budgeting for this future expense now.

If you are unable to make payment, please contact your Leasehold Officer (contact details will accompany any demand sent out to you) to discuss this matter.

13 November 2018

**Commonhold and Leasehold Reform Act 2002**

**Schedule 3 Notice of Intention to Undertake Works under an**

**Existing Long Term Agreement**

**Flat B, 36 Countess Road, London, NW5 2XJ**

To: Leaseholders in the block known as:

36 COUNTESS ROAD (FLATS A-B)

**1.Intention to carry out works**:

Please accept this as your formal Schedule 3 Notice of Intention to carry out Major Repairs to your block and/or estate:

**2.Contractors details**

The Council is proposing to let this work to Wates as part of our Framework Agreement. Wates has priced this work and the total estimated contract sum for the proposed work to your block is: £1,693.51

**3.Reasons and Descriptions for works**

The Council considers it necessary to carry out these works in order to maintain and protect the fabric of the building; this includes any necessary renewals and redecorations to meet our obligations under the lease.

|  |  |
| --- | --- |
| **Works Elements**  | **Reasons for Work**  |
|
| External Repairs | Age and Condition |

|  |
| --- |
| **Works Elements and Detailed Reasons for Work**  |
| **External Repairs** Pipework damaged and the path in rear garden has dropped allowing water to get into property causing damp within Flat A. Work may include but is not limited to the items detailed below:

|  |  |  |  |
| --- | --- | --- | --- |
| **SOR** | **Description** | **Quantity** | **Cost** |
| MANSPE | Variable SOR - Specialist treatments Supply and install ACO drains as required. Rear Garden | 1 | £325.00 |
| MANSPE | Variable SOR - Specialist treatments Excavate section of earth and lay shingle as required. Rear Garden | 1 | £165.00 |
| NF003007 | PATH:RENEW NE 100MM CONCRETE BED AND SUB-BASE | 10.5 | £542.96 |
| NF601107 | DOWNPIPE:RENEW NE 300MM PVCU OFFSET | 10 | £192.30 |
| NF601119 | DOWNPIPE:RENEW OR REFIX PVCU CLIP | 10 | £37.60 |
| NF601105 | DOWNPIPE:RENEW PVCU PIPE | 10 | £113.00 |
| NF011101 | HARDCORE:ADDITIONAL SUB-BASE OR BED NE 150 | 10.5 | £201.39 |
| NF003009 | FINISH:EXTRA FOR NON-SLIP FINISH TO PATH | 10.5 | £26.15 |

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**4.Leaseholder Summary**

Your personal contribution towards these works is **1,098.70.** This is calculated based on your rateable value.

|  |
| --- |
| **NOTICE OF INTENTION - LEASEHOLDER SUMMARY** |
| 13 November 2018 |  |   |
| Major Repairs |  |   |
| Flat B, 36 Countess Road, London, NW5 2XJ |  |   |
| Consultation Reference |  | RPK/626 |
| Property Reference |  | 38225 |
|   |   |   |
| Rateable Value |  | 290 |
| Block Rateable Value |  | 447 |
| Your % apportionment Block Costs |  | 64.8769575 |
|  |  |  |
| **Requirements** | **Block Cost** | **Property cost** |
| External Repairs | 1,603.40 | 1,040.24 |
| **Block Cost** | **1,603.40** | **1,040.24** |
| Central Overhead & Profit | **0.00** | **0.00** |
| **Camden Costs** |  |   |
| Indirect Costs | 90.11 | 58.46 |
| **Total Estimated Cost** | 1,693.51 | **1,098.70** |

**5.Observations**

We invite you to make written observations regarding the proposals contained in this notice by sending them to:

**BRUNO FILIPPONI**

**London Borough of Camden**

**Camden Town Hall
Judd Street
London
WC1H 9JE**

Email capitalservices@camden.gov.uk quoting Consultation reference Quoting RPK/626/ B47321 and Property Reference 38225.

Observations must be made in writing within the consultation period and should be received within 30 days from the date of this notice. I have enclosed an observation form for your convenience. The consultation period will end on 16 December 2018 and all observations should be received by this date.

Signed on behalf of Camden as landlord:

pp

BRUNO FILIPPONI

Consultation and Final Account Officer

Leaseholder Services

13 November 2018

**Commonhold and Leasehold Reform Act 2002**

**Schedule 3 Notice of Intention to Undertake Works under an**

**Existing Long Term Agreement**

**WRITTEN OBSERVATION**

Please complete this form and return it by 16 December 2018

To: **BRUNO FILIPPONI**

Leaseholder Services

Camden Town Hall
Judd Street
London
WC1H 9JE

Or post : Quoting RPK/626/ B47321 and Property Reference : 38225

Or email: capitalservices@camden.gov.uk

Quoting RPK/626/ B47321 and Property Reference 38225 in the subject line

Your Name : …………………………………………………………..

Property Address : Flat B, 36 Countess Road, London, NW5 2XJ

Contract Reference : RPK/626

Property Reference : 38225

Contract Name :Major Repairs

Please tick which box applies to you.

 I have no observations to make

 I wish to make the following observations (please detail these below)

|  |
| --- |
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|  |
|  |

*Please note you do not have to use this form, you can send your own document*

Signed by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_