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12th November 2021

Nora-Andreea Constantinescu

**Development Management**  
Regeneration and Planning  
London Borough of Camden  
Town Hall  
Judd Street  
London  
WC1H 9JE

Dear Nora,

**Re: 2021/5052/P, Green roof maintenance plan for Garden Flat, 9 Compayne Gardens, London, NW6 3DG**

General maintenance

Safe access to roof should be ensured and care should be taken when working at roof level to safeguard against injury. Only competent persons should use ladder to access roof. This should be done by leaning ladder against the roof on building owner's land, one person should foot the ladder to prevent it from slipping and another should carefully climb it. If necessary railing bars should be erected to protect against falling once on the roof.

All dead vegetation and debris should be removed from roof intermittently. Gutters and downpipes should be cleared to avoid blockages and leaks. A clear 150mm upstand should be maintained across the roof including the parapet and roof light. Check that rainwater drains sufficiently throughout the year.

The site is south facing but is substantially shaded by large deciduous trees that will lose their leaves and have potential to cause blockages to the roof drainage. Subsequently the drainage should be checked at regular intervals throughout the year with an emphasis on the spring and autumn months where falling leaves are most common.

Check flashing and coping to ensure they are in good working order.

Building owner should keep records of maintenance and feedback to Bauder in case of degradation or damage to waterproofing. During general maintenance care should be taken to avoid damage to waterproofing as damage caused after installation may invalidate guarantee

Any removed vegetation should be used to repair bare patches if required. The colour and growth of vegetation should be monitored by building owner to ensure even growth and fertiliser used as necessary.

Following the above procedures will ensure a healthy, well drained roof throughout the year. If the building owner has any problems they should contact Bauder on the below details immediately to solve the issue with their dedicated team with professional knowledge:

T: 0845 271 8801 E: [greenmaintenance@bauder.co.uk](mailto:greenmaintenance@bauder.co.uk)

Many thanks,

A handwritten signature in black ink, appearing to read 'Joe Scragg', with a stylized, cursive script.

Joe Scragg