



THE GRAMPIANS
SHEPHERDS BUSH ROAD
LONDON W6 7LN

PROCEDURE FOR LANDLORDS CONSENT
TO PROPOSED ALTERATIONS TO FLATS

Under the terms of the lease, the landlord's written consent to any alteration must be obtained **prior to the commencement of works to your flat.**

Alterations may consist of but not limited to any of the following.

- Changes to support columns, floor and ceiling slabs or beams, external walls, foundations and damp proofing elements.
- Removal of walls or partitions or creation of openings within walls or partitions, whether structural or not.
- Construction of new walls or partitions.
- Changes to the layout of the flat including change to use of rooms.
- Changes to the external appearance of the building. This includes by not limited to flues, vents, pipework and wiring, external additions and changes to the colour or appearance of windows and glazing.
- Changes to the colour or appearance of the flat's front door and rear door (if any).
- Significant changes to waste drainage arrangements.
- Changes to existing chimney flue arrangement (where applicable).

The landlord will reasonably consider granting consent to such proposed alterations subject to various conditions dependent of the scope of works. The consent will usually be in the form of a licence prepared by the landlord's solicitors (except in the case of a very minor alteration) and will contain the detailed conditions. The landlord will not entertain any of the following.

- Works that are not compliant with Building Regulations, GasSafe and electrical regulations.
- Pumped drainage system and macerators.
- Shower pumps.
- Waiver of any lease requirement to carpet floors.

The procedure for considering approval to proposed alterations is as follows.

1. A detailed scope of works must be submitted together with scaled existing and proposed layout drawings, preferably to architectural standard.
2. Completion of a standard questionnaire concerning the proposed alterations. This may be obtained from the managing agents.

Based on the submission, the landlords may require to appoint consultants such as a surveyor or a structural engineer to advise on the proposals. The lessee must be responsible for the reasonable fees to the landlords consultants as well the managing agents fees for dealing with the application and the landlords legal fees for preparing the licence (where this is necessary). The lessee will be required to make an on account payment based on an estimate of these fees before that matter can proceed.

The application and supporting information should be sent to the managing agents, **Esskay Management Services at Lane House, 24 Parsons Green Lane, London SW6 4HS.**