

## Internal Flat Works – A Guide

This guide is for Brockwell Gate leaseholders planning work inside their flat.

### 1. Your responsibilities

- You are responsible for all and any works that you commission inside your flat.
- You are responsible for managing and risk assessing the contractors commissioned by you to carry out works inside your flat.
- You are responsible for ensuring that your contractors keep the communal areas and landings clear at all times, in accordance with the requirement of your lease, fire safety and health and safety requirements.
- You are responsible for ensuring that your contractor adheres to Brockwell Gate parking regulations. There is visitor parking in Bascombe Street, Selwood Street and Brockwell Park Row, except where indicated by private numbered bays and red lines. There are height restrictions in place on the estate, and large or articulated vehicles are not permitted.
- You are responsible for ensuring that your contractor removes all waste and redundant items from Brockwell Gate.

### 2. Communal areas

- Your contractors must not park on red lines, pavements or in private numbered parking bays unless with specific permission from the owner of that bay. They must not leave their vehicles on the estate overnight.
- Your contractors must not leave paint, tools, materials and property waste in or on the communal areas, hallways, stairwells, carpets, lifts, bin stores and pavements.
- Main block entrance doors must be kept shut at all times. Doors must not be wedged open as this can affect the closure mechanism and create security issues.
- Your contractors must take reasonable care when bringing furnishings, fittings, tools, materials, paints and items in and out of the building.
- If your contractors cause damage to, or fly tip anywhere in the communal areas, they should put right any damage caused. If they fail to do so, you may be charged administration and repair costs under the terms of your lease.

### 3. Neighbours

- You are responsible for ensuring that works do not disturb or inconvenience neighbours. Works should not take place outside of 9am to 5pm Monday to Friday, and noisy works at evenings and weekends must be avoided.
- You should inform your neighbours of the nature of the works, timing and duration ideally personally, perhaps with a courtesy note in the relevant letterboxes, and/or through the [Brockwell Gate Residents Google Group](#).

### 4. Consents

- Significant changes to the internal structure of your flat, for example removal of a non-load bearing wall and relocation of boiler flue pipes, can only go ahead with prior written consent from [Brockwell Gate Management Company Limited](#) (The Manager), and your landlord, The Freeholder, via [Estates and Management Limited](#)

## **5. Like-for-like replacement**

- Like-for-like replacement of certain fixtures and fittings, bathrooms, kitchens, boilers, and internal flat redecorations do not normally require BGMCL consent.

## **6. Flooring**

- If you are replacing your carpets with wooden flooring, your lease requires that the flooring must have sound dampening qualities so as not to disturb neighbours.

## **7. Flat front doors**

- If you are repainting the front door to your flat, your lease requires that your front door must be 'in keeping' with those of neighbouring properties (i.e. it must be the same colour).

## **8. Windows and balconies**

- The windows of your flat are yours to maintain and keep clean and in good condition.
- If you have a Juliet balcony, you are responsible for painting it. If there is any structural concern relating to its fitting to the building please contact BGMCL.

## **9. Property waste, redundant items and skip arrangements**

- You must ensure that your contractor removes all property waste and redundant items away from Brockwell Gate.
- [Property waste clearances](#) can be booked online with Lambeth Council.
- If you require a skip e.g. in your parking space, should you have one, please seek BGMCL's prior consent. It must not obstruct the drains, or the ability of other residents to park in their own space. BGMCL is unable to restrict parking on the estate for a skip.

## **10. Alarms and entry phone handset**

- Please ensure that any alarms fitted in your flat are in good working order.
- The entry phone handset permits block front door access, and vehicle gate entry via the intercom. For entry phone defects, please contact BGMCL.

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