

London Borough of Hammersmith & Fulham
Housing and Regeneration, Leasehold Services
3rd Floor, 145 King Street, London W6 9XY
Tel: 0800 840 4501
Fax: 020 8753 1729
Email: service.charges@lbhf.gov.uk
Web: www.lbhf.gov.uk

Date: 30/10/2014
Our Ref.: Lift Modernisation NoP/PPM0060
Your Ref.:

SECOND STAGE CONSULTATION NOTICE RE MAJOR WORKS

Works: Lift Modernisation
Property:

Dear Leaseholder,

In Brief:

Hammersmith & Fulham Council, as the freeholder of the property, is planning to carry out the above works to the building, or estate, of which your property forms part.

As a leaseholder you will be asked to contribute towards the cost of these works under the terms of your lease. Your estimated individual contribution is £5,726.12. Please see the 'Table of Proposed Works' on the last page of this letter for further details of the work and how your share has been calculated.

Please note that **you will only be asked to pay your share of the estimated cost of the works once the works are underway.**

You have 30 days (until 01/12/2014) to submit comments and observations regarding the proposed works.

We ask that you take a little time to read this letter and the enclosed documentation as it contains important information for you. The Notice of Proposal sets out proposed works relevant to all properties within the contract. A more detailed explanation of what is proposed for each property can be found in the draft scope of works and outline specification that will be available and can be viewed during normal office hours at: 3rd Floor Town Hall Extension, King Street, Hammersmith London, W6 9JU. Please telephone the number above for an appointment and quote: Lift Modernisation NoP/PPM0060

What happens next?

After 12/1/2014 the winning tenderer will be appointed and the contract may commence.

Proposed Start Date

The Council will not start any of the proposed works until the consultation process has been completed. We are therefore planning for the works to begin no earlier than December / January 2015.

Estimated Invoice

Once the works are underway and the Council have incurred costs you will be sent an invoice for your share of the estimated cost of the works. Full details of the available payment options will be included with this estimated invoice. Once the works have been completed, and the final accounts have been received from the contractor, you will be notified and your charge will be adjusted to reflect the actual cost of the works.

Questions & Observations

Please check the Frequently Asked Questions, further on in this letter, before submitting a comment or query.

Although we are happy to answer queries by phone, if you would like to submit observations or have a number of questions, that are not answered in the FAQ, please submit them using the form provided at the end of this letter, or by email via service.charges@lbhf.gov.uk (please quote the reference : Lift Modernisation NoP/PPM0060. You have 30 days from the date of this letter to submit written observations ending on 01/12/2014.

Legislation states that a landlord must have due regard for any written observations it receives from leaseholders and is obliged to provide you with a response. We strongly recommend that you submit any observations you may have as this will provide the council with the opportunity to consider your concerns at an early stage.

The Council consults with its leaseholders in accordance with the requirements contained within the Commonhold and Leasehold Reform Act 2002. For further information on the major works consultation process followed by the Council please see: www.lbhf.gov.uk >Housing > Council leaseholders > Major works > Major works consultation > section 20 explained

Please note that although this document mentions H&F Homes, the Council's housing is now managed directly by the Council.

Yours sincerely



Jana Du Preez
Head of Leasehold Services
London Borough of Hammersmith & Fulham

Melbourne Barrett MBA MRICS
Executive Director of Housing and
Regeneration

STATUTORY NOTICE IN ACCORDANCE WITH SECTION 20, LANDLORD AND TENANT ACT 1985 AS AMENDED BY SECTION 151 SCHEDULE 4 (PART 2) COMMONHOLD AND LEASEHOLD REFORM ACT

NOTICE OF ESTIMATE OF PROPOSED WORKS

Lift Modernisation

To:
Of:
Re:

1. This notice is given following the notice of intention issued on 07/08/2013. The consultation period in respect of the notice of intention ended on 07/09/2013.

The work to be carried out under the agreement is Lift Modernisation works.

The work is necessary because major parts of the existing equipment in the passenger lifts are obsolete. Many of the parts have extended their economic useable lift span of 25 years, thus resulting in high numbers of lift breakdowns and unreliability. Components are now difficult to obtain, which can result in lengthy shutdowns whilst parts are sought or made to order. The work to be carried out under the agreement is the complete modernisation of the existing passenger lifts at Cobbs Hall and Ash Lodge. This includes replacement of the majority of components i.e. drives, controls, associated shaft equipment and wiring, but excludes the existing guides and counter weights. These are to be retained.

2. During the first stage of consultation we received 0 contractor nomination(s). We have now obtained estimates in respect of the works to be carried out. 6 contractors were invited to tender, and 4 tenders were returned from which to make the final choice of contractor. Below is a summary of the top two (and any nominated) tenders and estimated costs to you (including fees).

Tenderers	Estimated Contract Cost	Estimated Block Cost	Your % as per your lease	Your Estimated Cost
Liftec Lifts Ltd	£376,441.84	£132,243.00	4.3300%	£5,726.12
Guideline Lift Service Ltd	£384,968.50	£151,400.00	4.3300%	£6,555.62

There is no connection between any of the contractors and the Council.

3. The Council's proposal, subject to this Section 20 consultation process, is to accept the lowest tender from Liftec Lifts Ltd, 21 Decimus Park, Kingstanding Way, Tunbridge Wells, Kent TN2 3GP. We will not enter into the contract until we have had due regard to all leaseholder comments received during the observation period.

All of the estimates obtained may be inspected between 9am and 5pm, Monday to Friday during the observation period at: 3rd Floor Town Hall Extension, King Street, Hammersmith London, W6 9JU by appointment by calling the Major Works Team on 0800 840 4501.

4. The estimated cost of works to your block have been apportioned by using the block percentage as set out in your lease. The estimated total cost of works for the proposed contract is £376,441.84 (£337,616.00 plus fees of £38,825.84). The estimated total cost of the works to your block is £132,243.00 including fees.
5. We invite you to make written observations in relation to any of the estimates by sending them to: The Major Works Team, 3rd Floor 145 King Street, London, W6 9XY. Or e-mail: service.charges@lbhf.gov.uk Ref: Ash lodge & Cobb's Hall Lift Modernisation NoP/PPM0060
Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on: 01/12/2014.
6. Summary of Observations
We received 0 observations in relation to the notice of intention.

Signed:



Jana Du Preez

Head of Leasehold Services

London borough of Hammersmith & Fulham

Date: 30/10/2014

Frequently Asked Questions

To assist you, we have produced a set of 'Frequently Asked Questions' to address some of the commonly asked questions that are raised during the consultation process.

Why have I been sent this Notice?

This is a statutory consultation notice. Whenever we plan to carry out works to a block that are likely to cost a homeowner more than £250, we are required by law to serve a formal consultation notice that includes, in brief, a description of the proposed works and a second, follow-on notice, that includes the anticipated costs and your estimated contribution.

Will I be required to pay for the works?

Yes. As your landlord we have an obligation to repair and renew the common and structural parts of your building and, where applicable, the estate. Under the terms of your lease, you are required to pay a proportion of any costs we incur in carrying out this work.

When will I be billed for this work?

Once the works are underway you will be sent an invoice based on the estimated cost of the works. When the works have been completed and the final accounts have been received you will be notified and your charge will be adjusted to reflect the actual cost of the works.

How do you expect me to pay this?

You may pay for the works over up to 3 years interest free and a further 2 years with interest at the rate set out in your lease. Full details of all the payment options will be included on the invoice letter.

Isn't the cost of this work covered by my day-to-day service charges?

Your service charges are for the provision of day-to-day services and any minor repairs that we estimate will cost under £250. They do not cover the cost of major works that need be carried out from time to time.

How is my estimate calculated?

Your contribution toward block costs is set out in your lease (and on consultation notices and invoices you receive). It represents the size of your property as a proportion of the total of all of the properties that make up your block. Your contribution towards estate works is derived in a similar way but based on your property as a proportion of all the properties that make up your estate. You must then pay these proportions towards any corresponding costs incurred in maintaining the building and estate.

Are there any limitations?

As a rule, you must simply pay your proportion of costs. However, if you purchased your property through Right To Buy within the last five years, your contribution will be limited to those works specified on your Section 125 notice in your Offer of Sale.

Can I opt out of having this work done?

It is not possible for you to simply opt out of having this work done. As your landlord, LBHF has an obligation to repair and maintain, or improve where necessary, the structural and common parts of the building and to keep it in good order and condition for all residents. This consultation does however give you the opportunity to inform the specification of works.

What is the 'Contingency Sum' for?

A contingency sum is included to cover the cost of any relevant unforeseen works that come to light during the project. If no extra works are needed this sum will not be charged.

What are covered by 'Preliminaries'?

Preliminaries are the contractors costs associated with managing all works that are undertaken. They typically include site set-up including personnel who will manage the works and the cost of utility services that are used during the works e.g. water, electricity, etc.

Can I apply to purchase the freehold?

If you want to buy the freehold to your block under your lease, your block must be entirely leasehold and 75% of homeowners must opt in to the scheme. There are slightly different conditions for enfranchisement, and if you would like more information, you are invited to contact the Homebuy Team on 020 8753 6464 or via email at: h&fHome-Buy@lbhf.gov.uk.

How can I find out more about my rights as a Leaseholder?

Further information may be obtained by contacting L.E.A.S.E (formerly the Leasehold Advisory Service), an independent body set up by central government: <http://www.lease-advice.org/> (tel: 020 7383 9800)

**Section 20, Landlord and Tenant Act 1985 as amended by Section 151 Schedule 4
(part 2) Commonhold and Leasehold Reform Act**

Written Observations

Please complete this form and return it to **The Major Works Team, 3rd Floor 145 King Street, London, W6 9XY** by 01/12/2014

Or e-mail: service.charges@lbhf.gov.uk quoting contract reference: Lift Modernisation NoP/PPM0060 in the subject line.

To:
Of:
Re:

E-mail address

Home Phone **Mobile**.....

For office use only: Section 20 Start and End dates: **30/10/2014** to **01/12/2014**

Please tick which block applies to you:-

- I have no observations
- I wish to make the following observations (please detail these below)

Signed:

Date:

NOTE: If you wish to continue you observations on a further sheet please feel free to do so.

The Housing and Regeneration Department – Privacy Notice

The Housing and Regeneration Department (HRD) in the London Borough of Hammersmith and Fulham (H&F) is committed to complying with the 8 principles of the Data Protection Act 1998, as well as people's rights to confidentiality and respect for privacy. The information you have supplied in this form will be used by the Leasehold Services Team to contact you. Your information will be shared with other H&F departments or third parties/service delivery partners who deliver these services. To see a current list of who we provide your data to so they can deliver services on our behalf please visit www.lbhf.gov.uk > Council and Democracy > Data Protection and Freedom of Information > Data Protection Act

Developing and testing business applications

HRD and their service delivery partners (see above) may use the information you give us to maintain and improve the services which we deliver, this includes developing and upgrading the systems which we use to process your information.

Corporate business intelligence

HRD may share the information you give us with other council services and service delivery partners (see above) for research and analysis purposes, to help us design the services we provide and to identify and contact residents who may benefit from them.

Prevention and detection of fraud

HRD may share and compare your information with other council services and other organisations to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud. These other organisations include government departments, other local authorities and private sector organisations such as banks or organisations that lend money.

Legal requirements

H&F will use all information held by us for the purposes of law enforcement, regulation and licensing, criminal



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