Home Improvements Pack

Spring 2024

Essential rules and application forms
for Long Lessees and their contractors
wishing to undertake alterations to
flats on the Barbican Estate

INTRODUCTION

This Home Improvements Pack has been prepared to assist “Long Lessees” (you) and your designers/contractors with the legal formalities, duties and responsibilities involved when planning alteration works to the interiors of your homes on the Barbican Estate. The pack details your responsibilities and those of the Barbican Estate Office.

Many alterations to Barbican homes require the consent of the Barbican Estate Office (us/we) on behalf of the City of London as landlord. The Landlord’s Consent for alterations is conditional on you following the standard conditions contained in this pack. If you do not follow these conditions, you may be in breach of Landlord’s Consent and your lease. You will also owe a legal duty of care to fellow residents in relation to health and safety issues such as the safe removal and disposal of any asbestos or other dangerous waste arising from the works proposed. You and any contractors you engage for the alterations must follow the advice and rules in this pack to ensure that you and they do not inadvertently break the law and endanger fellow residents, their guests or City of London employees.

The rules for considerate working are also included which set out hours of work and protocols for noisy works, use of the lifts, and management of dust and rubbish (see page 18). Works should be completed wherever possible within one year of Landlord’s Approval being sought. You should also have due regard to the terms of your lease.

Responsibility for compliance lies wholly with you whilst carrying out your works. Landlord’s Consent is always conditional upon all these responsibilities having been properly discharged. Additionally, it is not for us to advise or control what a Long Lessee’s subcontractors are doing. Breaches under Building Control and Planning are dealt with by other authorities.

Obtaining Landlord’s Consent is also your safeguard that, should you sell your flat in the future, you will have the documentary evidence necessary to prove to your buyer that consent was obtained for any alterations. Not having this documentation can be both slow and expensive to correct at the time of the sale, and your sale is unlikely to proceed until you can demonstrate that consent was obtained.

We have included a flow chart, checklist and simple diagram showing “what works require Landlord’s Consent” to help you through the process. The role and responsibilities of all the stakeholders including the District Surveyor and the Planning Department are also laid out.

CONTENTS

Do I need Landlord's Consent?

Do I need to apply for LANDLORD'S CONSENT for my proposed work?*

NO
if you are only:

- Removing and renewing carpets
- Painting or decorating the walls
- Retiling
- Undertaking minor repairs of existing fabric, fittings or installations
- Changes to the light fittings
- Hanging pictures, mirrors or shelves
- Replacing your kitchen cupboard doors
- Adding or removing cladding from the original skirting detail without causing permanent damage

Read from page 18

YES
you must apply for Landlord's Consent if you are:

- Refurbishing or replacing kitchens e.g. cabinets, sinks and worktops or removing the Garchey
- Refurbishing or replacing bathroom sanitary ware
- Making alterations to the ventilation system
- Making alterations to room shape, size and location
- Removing asbestos
- Installing a mezzanine floor
- Altering or refurbishing an internal staircase
- Alterations to glazing eg. secondary glazing, adding film
- Any electrical work that requires a Minor Works certificate
- Adding a suspended ceiling

Read from page 7

***These lists are not exhaustive. Contact your House Officer to check on other types of proposed home improvements.**

Items that will NOT be given Permission to Commence or Landlord's Approval

- Permanent air conditioning units. Drilling through external walls or frames and altering the glazing is not allowed. Water fed air condition units will also be declined. Portable units are acceptable provided they do not obstruct a fire escape.
- EDA (electrical duct access) and PDA (plumbers duct access) doors shall not be modified in any way.
- If false ceilings are installed, EDA doors must open without modification.
- Ancillary equipment must not be installed outside the demise of your property eg. shower pumps in Landlord service cupboards
- Decking and astroturf on balconies.
- Nothing is to be attached externally. Eg. trellis.
- Wooden and other hard flooring.

Flow chart showing process for alteration works

<table>
<tr><th>Stage 1A</th><th>Stage 1</th><th>Stage 1B</th></tr>
<tr><td>If you plan to do structural, plumbing, or electrical work, you must contact the relevant Building Control Authority (see page 8) and provide a copy of the acceptance letter regarding your Building Notice Application.

Ensure your plans conform to the Building Regulations.</td><td>Your initial enquiry

Home Improvements Pack is sent to you by us or is available here</td><td>For your planned improvements
• Refer to the Listed Building Management Guidelines
• If in doubt, contact the Planning Department regarding Listed Building Consent</td></tr>
<tr><td colspan="3">Stage 2
• Send your completed forms from the Home Improvement Pack back to us
• You must read all the pack.
• You must provide all the forms including a signed declaration of compliance.</td></tr>
<tr><td colspan="3">Stage 3
• We will review your application and if acceptable, will provide a “Permission to Commence Work” letter.
• You must notify your neighbours before the works commence (with approximate start and finish dates if possible).</td></tr>
<tr><td colspan="3">Stage 4
• Your home improvements work may commence once your Permission to Commence has been granted. In the interest of clarity, this includes stripping out of walls, fixtures and fittings.
• You must ensure your contractors follow the guidelines throughout your project.
• We reserve the right to halt your project if we consider works are being carried out in a dangerous manner.</td></tr>
<tr><td colspan="3">Stage 5
• We may wish to inspect during your project. We expect your contractors to grant access when requested.</td></tr>
<tr><td colspan="3">Stage 6
• Your home improvements are now finished.
• You must complete the Notification of Completion form and send to us within a week of the works being completed.
• We will carry out a post-works inspection alongside inspections of the Garchey (if appropriate)</td></tr>
</table>

Stage 7
Landlord's Consent will now be given. Or If works have not been carried out to your specification and our satisfaction • You will be given 3 weeks to rectify • A further inspection will be required to gain Landlord's Consent
Stages 1 - 3 providing you have completed all the appropriate forms correctly; this process can take up 6 weeks **Stages 1A & 1B** Other consents can be applied for concurrently with **Stage 1** – most planning applications are decided within 2 months, but large and complex applications can take up to 3 months. You must ensure that all appropriate consents have been applied for – otherwise it could invalidate your Landlord's Consent.

Roles and Responsibilities

Roles and responsibilities are detailed below:

As Long lessee

- You are required to obtain Landlord's Consent for alterations under the terms of your lease.
- You are responsible for ensuring that you and your contractors have read and will abide by the conditions outlined in this pack by returning the declaration of compliance form.
- You are responsible for obtaining and returning any necessary Waste Carrier Licences, removal of Garchey forms. You must not commence alterations to your property that require Landlord Consent until you have received our consent.
- You are responsible for your contractors and any alteration works to your property.
- You are responsible for obtaining consents from the relevant Building Control Authority for any structural, plumbing or electrical works and Planning Consent and Listed Building Consent from the Planning Department – refer to page 21.
- Whilst carrying out works, we advise that if not already in place, you install mains wired fire detection to LD2 standard.

You may ask your contractor or architect to apply for Landlord's Consent for alterations on your behalf, but obtaining the consent remains the responsibility of the Long Lessee.

If you do not apply for Landlord's Consent when carrying out works you may subsequently find it difficult to sell your property as you will be required to provide evidence of Landlord's Consent during the sales process.

If you apply for any of these permissions retrospectively, you may have to carry out additional works to bring the alterations up to a standard before permission is granted and there is a risk that permission may be refused.

Barbican Estate Office – we, as your landlord, are responsible for granting **Landlord's Consent** to any necessary alteration works. We are not responsible for "policing" your alteration works but we will investigate issues raised by your neighbours associated with your works and contact you as the responsible person. Your lease contains a covenant against doing anything which causes a nuisance or annoyance to your neighbours, and an indemnity to the City against costs incurred as a result of you breaching the covenant. We therefore reserve the right to charge you for the cost of our time incurred in handling complaints from neighbours as a result of your works.

Building Safety Regulator (BSR) - As of 1 October 2023, the BSR has responsibility for higher risk residential buildings. For example those at least 7 floors or at least 18 in height, and has at least 2 residential dwellings.

The entire estate (with the exception of: Brandon Mews, Lambert Jones Mews, Postern & Wallside) are classed as 'higher risk residential buildings'.

City of London District Surveyor – is responsible for ensuring that any structural, plumbing, ventilation, or electrical alterations you are making conform to **Building Regulations**. They are still the Building Control Authority for the four Mews blocks. You must contact the District Surveyor to ensure that you have their consent before any such alterations are carried out. Whilst you are free to employ your own Approved Inspector (AI), our preference would be for you to engage City of London Building Control. Please be aware that we reserve the right to request joint inspections with your AI and please factor this into your costing calculations.

City of London Planning Department – is responsible for enforcing **Planning and Listed Building Management consent**. You must refer to the Listed Building Management Guidelines as they set out those works that will or will not normally require listed building consent. Some works may require planning consent – if further information is required or in doubt you must contact the Planning Department. It is your responsibility to make an application if required for planning permission and or Listed Building Consent.

CHECKLIST

Below is a checklist of what you need to provide with your initial application for Landlord's Consent

On Application		
	Description	
1	Full address of the property.	
2	Name of person/s proposing the works & contact details	
3	Your contractor/s contact details	
4	Sufficient detail in a floor plan to enable the location for the works within the flat/block to be determined, together with a written description of the proposed works.	
5	Before/after (existing/proposed) plans giving details of any changes and as much outline detail of proposed equipment/installations as is readily available. (Manufacturer's brochures can sometimes be of use). The plan must be scaled and include dimensions. Plans to include any changes to access panels with dimensions provided. **Please note - it may be necessary in certain cases for more accurate or detailed drawings to be provided by the Long Lessee if we deem this necessary.**	
6	Anticipated commencement date, estimated duration of the works and anticipated completion date, to enable inspections, if necessary, to take place either during progress or after completion.	
7	A suitable Waste Carrier Licence if your contractor is arranging disposal of spoil or waste results from the works.	
8	Signed Declaration of Compliance confirming that you and your contractors will comply with the Standard Conditions for Proposed Work and Alterations on the Barbican Estate	
9	Garchey System terms & conditions – (if applicable)	
10	Your contractor's Public Liability Insurance details	
11	A copy of the acceptance letter regarding your Building Notice Application.	

On Completion		
12	Notification of Completion	

INFORMATION FOR YOUR CONTRACTOR

Please pass on this information to all contractors you engage to work on your flat. We also recommend you read this section, so you are aware of some of the special considerations that apply to building work carried out by anyone on the Barbican Estate.

LANDLORD'S AREA OF WORKS

The following works must not be undertaken unless written permission and consent is obtained from us:

- The positioning or installation of equipment in connection with services e.g., ventilation
- structures or finishes in ducts
- service cupboards (including doors, door furniture and access hatches)
- communal areas
- plant rooms
- other locations outside your property
- electrical connections or alterations outside the immediate electrical system of the flat normally terminating at the main consumer unit.

ASBESTOS

Asbestos is present on the Barbican Estate because at the time the Estate was constructed, asbestos was a building material in common use. In compliance with Government guidelines, it is intended to retain asbestos in situ and manage it, except where removal is recommended for specific reasons.

In these circumstances, it is a requirement that any replacement be of a suitable fire rated material to the appropriate time rating.

It is your responsibility to ensure your contractors are aware of the risks of asbestos.

We have collated some information on the presence of Asbestos on the Estate and this information is logged onto our database. It is not always possible to know whether a material is asbestos-containing or not without sending it for laboratory analysis. Normally, if the material is not likely to be disturbed, this does not cause concern. For example, Barbican flats originally had a section of asbestos board installed under the hotplates in the kitchen, flats that held City of London tenants had these replaced in the 1980s.

However, as a rough guide, here are some of the locations where asbestos-containing materials have been located in the past. Please note that this is not an exhaustive list:

- Some service ducts between flats and common parts may contain asbestos, as it was commonly used to stop the spread of fire.
- Most flats had a vanity unit containing an electrical shaving point installed within the bathroom and the rear of this vanity unit is protected with asbestos board.

- Asbestos board was installed under the hotplates in the kitchen, although in many cases this has been removed.

Each car park office and lobby desk have a file on site containing the information relating to their block. asbestos data - all blocks.pdf

ASBESTOS REMOVAL

Works that involve working with or the removal of asbestos used in the existing construction, must be carried out in accordance with the current Asbestos Regulations. Failure to comply with these regulations may lead to conviction and a fine. Asbestos must be removed in a controlled manner by a Licensed Asbestos Removal Contractor. Any unlicensed removal will be subject to a charge for the disposal of the asbestos material, the cost of carrying out air tests for asbestos fibres within the flat or flats affected, together with the subsequent costs of any asbestos clearance work and any necessary decontamination. There will be an additional charge for the cost of our time.

Click on https://www.cityoflondon.gov.uk/services/barbican-estate/barbican-estate-home-improvements for further asbestos information on the Barbican. Our contractors and all contractors working for you who come to us for consents, will be reminded of the possible existence of asbestos and the need for controlled working conditions. This is one of the reasons why we ask you to ensure that any building or alteration work receives Landlord's Consent before starting.

ELECTRICAL INSTALLATIONS

All work must be carried out by a competent approved contractor and to the current BS 7671 standard and an inspection certificate must be provided by the contractor and a copy sent to us for information purposes. All works may be subject to inspection on completion. Any chasing out of walls, floors and ceilings for electrical wiring will **not** get landlord's consent.

All new electrical appliances, equipment, fittings, and the like shall be installed in accordance with the Manufacturer's Instructions. (Particular note must be made of the ventilation requirements of built-in ovens and built in or free-standing fridge/freezer units).

Where electrical installation work in dwellings is carried out by an installer registered with an authorised Part P competent person scheme (see Schedule 2A of the Building Regulations 2000, as amended), there is no requirement to submit a building notice or full plans to the local authority. Regulation 16A authorises the local authority to accept a certificate from the person carrying out the work as evidence that the requirements of Regulations 4 and 7 have been satisfied.

Where, however, notifiable electrical installation work is to be carried out by a person not registered with a Part P competent person scheme, a building notice or full plans must be submitted to the local authority. Under section 91 of the Building Act 1984 http://www.legislation.gov.uk/ukpga/1984/55, local authorities are then under a duty to enforce the relevant building regulations in their areas. Regulation 18 allows local authorities to make such tests as may be necessary to establish whether building work (including electrical installation work) complies with the requirements in Schedule 1 to the Regulations.
Please see the flow chart on page 7 which indicates if the Building Control Section will need to be contacted.

For further information on electrical safety see:

https://www.planningportal.co.uk/applications/building-control-applications/building-control/approved-documents/part-p-electrical-safety/approved-document-p

FLOOR FIXINGS, PARTITIONS AND BACKGROUND HEATING

Background (or Landlord's) heating within your flat is from electric underfloor heating elements situated in the floor screed. No mechanical fixings whatsoever must be used in the floors of your flat.

You should check with your flooring supplier that it is compatible with an underfloor heating system. **Additionally, please note that the lease requires you 'to carpet all the floors in your flat from wall to wall' (excluding bathrooms and kitchens).**

Removal of internal partition walls will not be permitted if the particular wall incorporates an underfloor heating connection point. There is no satisfactory method of re-locating the connection point.

Should the heating be damaged, the cost of repairs will be charged to you.

Please note that any changes to room layout may affect the level of Background Underfloor Heating you perceive.

GARCHEY

If the Garchey Waste Disposal unit is to be removed, it is essential that the entire system is removed, and a new waste system installed in strict accordance with the specification and drawing that follows.

You must advise us when the Garchey system is being removed so that parts for spares (inner Garchey unit only) may be collected by us if required, in particular the unit itself which sits in the sink. We do not require the plastic bowl or cast-iron trap; these must be disposed of by your contractor removing the Garchey.

Please contact us at barbican.estate@cityoflondon.gov.uk for details of contractors who remove Garcheys. Please note, these will not be recommendations.

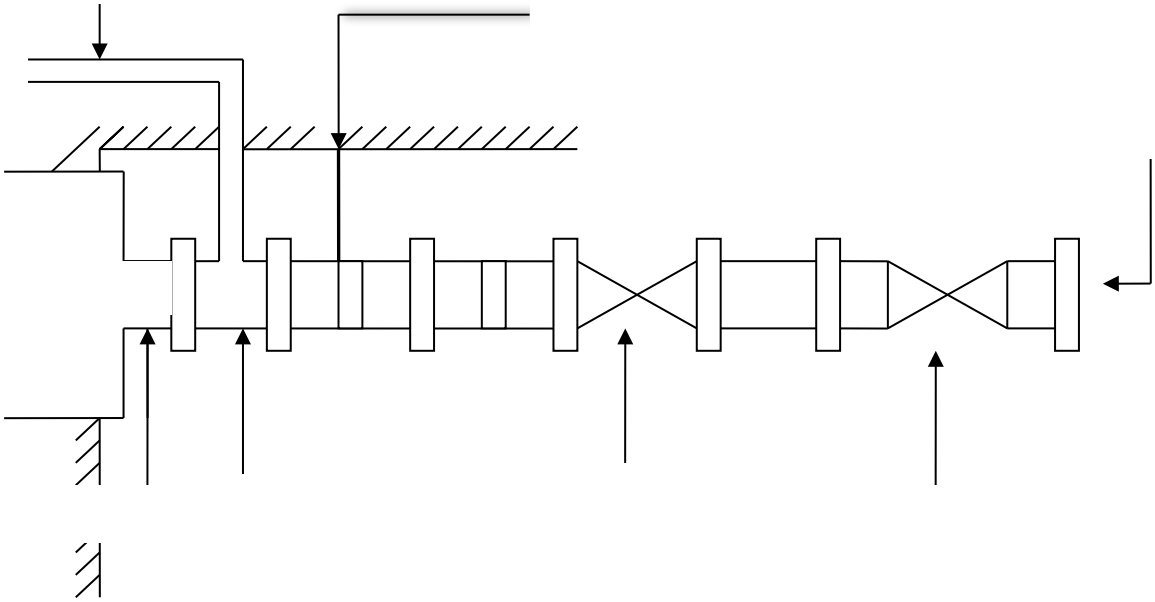
SPECIFICATION FOR THE REMOVAL OF GARCHEY BOWL

1. Remove Garchey bowl and trap, returning inner Garchey unit to Property Services (020 7029 3909)
2. Burn out Garchey trap from stack and caulk into existing LCC socket a 150mm No. DC T70 (Drainage Castings) blank end drilled and tapped 2" BSPT. The joint between the socket and blank end shall be made with a gasket of hemp or yarn and metallic lead properly caulked. Cold caulking is not acceptable.
3. From the new 2" (min) BSPT connection fit a male union connector picking up a 2" (min) full flow gate valve and the Hattersley P.N.25 check valve as shown on the attached typical layout drawing. The main waste pipe to all new fitments must be made of copper and a minimum 50mm diameter.
4. Note: An anti-siphonage pipe must be connected before the full flow gate valve as shown on the attached drawing. Minimum size 42mm.
5. You must note that all connections beyond the Hattersley P.N.25 check valve are notifiable works under Part H of the Building Regulations as a controlled

connection and consent must be required by means of application to the City of London District Surveyors Office.

ARRANGEMENT FOR REMOVAL OF GARCHEY BOWL

Connection of New Waste Fittings to Garchey Stack



INSTALLATION OF ADDITIONAL INSULATION

This is something the BEO is likely to approve as part of your permission to commence, as this will increase the energy performance as well as noise insulation of your property. This does need to be specifically referenced in your application including fixings, product details and surface spread of flame.

INSURANCE – PUBLIC LIABILITY

Your contractors are expected to have Public Liability Insurance to a minimum value of £5,000,000. The BEO (Barbican Estate Office) reserves the right to request a higher level of cover, dependent upon the project. Please note this applies to all contractors you, as leaseholder, directly engage. Contractors should ensure that the policy does not contain any exclusions or conditions relating to the location and work being carried out that might limit the cover provided.

MAINTENANCE ACCESS

(This includes ventilation, PDA and EDA)

If panels forming ducts or duct covers within your flat are removed or replaced, any new covers or ducts must have at least the same fireproof integrity as existing.

NOTE: SOME PANELS MAY CONTAIN ASBESTOS MATERIAL (see section on asbestos)

For access during routine maintenance and servicing, and in case of emergency (e.g., water leaks) all access panels to original ducts, service runs, and the like shall be maintained, and all new work **must** incorporate suitable access panels where necessary. All such panels shall be designed and installed/maintained to be quickly and easily removable and replaceable.

Particular areas requiring easy operable access are to shower controls and taps, pipe work beneath baths, and main stop/isolation valves.

PLUMBING, WATER SUPPLY AND DRAINAGE

You as leaseholder are responsible for all plumbing services after the incoming Landlord's Isolation Valve (stopcock).

All new or altered plumbing, water supply and drainage installations shall:

- **Be subject to separate consent where necessary by the District Surveyor/Building Control Officer.**
- Comply generally and particularly with The Water Supply Regulations and the requirements of the WRC Water fittings directory.
- All alterations to drainage must comply with Part H of the Building Regulations.
- Additional appliances that require a water supply may be declined.
- Please note, changes from original bore to "micro bore" or "small bore" pipes will result in reduced flow at outlet.
- Please ensure any appliances installed will operate with available water pressure.
- Stop valve locations will not be altered and access must be maintained.
- Boosted water supply. This must not cause a nuisance to your neighbours, or we will ask for it to be removed.

You must deal directly with the District Surveyor on matters relating to drainage works.

Due to variations in water pressure within the Estate, it is important when installing or replacing certain items, particularly electric stored water heaters, that a 'high pressure' model is utilised. Unvented water heaters are not permitted.

STRUCTURAL WORKS, ALTERATIONS AND REMOVAL OF PARTITIONING

Should proposed alterations require the removal of any walls or other elements of structure, you will need to obtain the approval of a Structural Engineer, such approval being commissioned and paid for separately by you. This report should also include how the alteration will affect the structure as a whole.

Copies of such approval and supporting documentation, if any, shall be made available to us for perusal and retention in the Estate records.

(Should it be proposed to install heavy or substantial granite, marble or other stone in worktops or units, due account must be taken of the additional weight and hence structural loading. If in doubt a Structural Engineer must be consulted). Alterations affecting party walls must comply with the 1996 Party Wall Act.

FIRE COMPARTMENTATION

Where altering or removing walls or access panels to communal service ducts, replacement should be with a proprietary fire tested solution. This should achieve 120 minutes of fire protection for the three towers, and 90 minutes to all other blocks.

VENTILATION – MECHANICAL AND DUCTED

All new or altered ventilation shall:

- **Be subject to separate consent where necessary by the District Surveyor/Building Control Officer.**

Please contact us on barbican.estate@cityoflondon.gov.uk or on 020 7029 3958 to inform the Property Services Team, before commencing alterations to your ventilation.

The ventilation to the kitchen, bathroom and toilet is provided by a communal duct system with fans usually located at the roof level. The system operates continuously and is balanced to provide equal ventilation to each flat. It is important that this balance is not upset but some minor modifications can be carried out providing that the following guidelines are observed.

KITCHEN VENTILATION

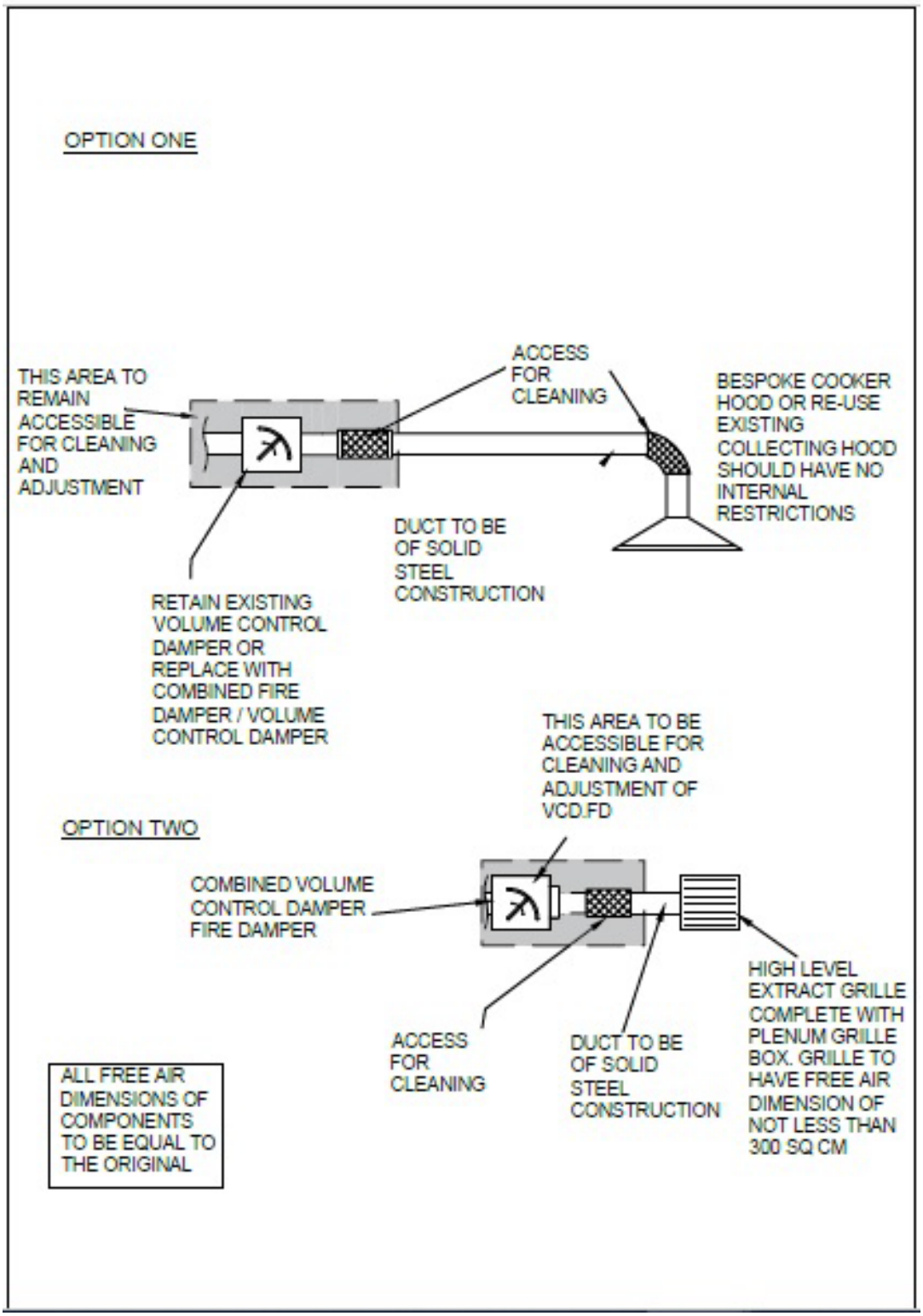
Two methods can be adopted for the kitchen alteration:

- You must connect your new ductwork to the existing Volume Control Damper (VCD). If you wish to replace the VCD this must be with a combined Volume Control Damper/Fire Damper (VCD/FD). All ductwork is to be of solid steel and have suitable access for cleaning and visual inspection.
  A cooker hood, that does not incorporate electrically operated fans, can then be connected via a short length of flexible ducting. This arrangement must then be commissioned to achieve an extract rate of 30 litres per second.

- The existing VCD shall be removed and replaced with a VCD/FD. Locate the existing extract spigot connecting to the main duct; connect to this by way of solid wall steel ducting to the VCD/FD. A suitably sized inlet grille can then be sited at high level which must incorporate a metal plenum/grille box at the rear of the grille This must then be commissioned to achieve an extract rate of 30 litres per second.
  A stand-alone re-circulation fan can be used in conjunction with this method but must not be connected to the communal duct and must discharge back into the kitchen directly (not into a cupboard).

For both arrangements, the volume control damper and fire damper must remain accessible for maintenance. An indicative drawing for both methods is provided in this document but either installation will require the approval of the Barbican Estate Engineering team prior to installation. Proof of compliance will be required for all fire rated components.

Cleaning
Manufacturer's recommendations for cleaning and frequency must be adhered to.



BATHROOM AND TOILET VENTILATION

Bathroom and toilet ventilation grills are to be maintained in the original position, but new grills can be fitted. Any new grills must have a free area not less than that of the original and must be easily removable to facilitate duct cleaning.

SALVAGE STORE

A Salvage Store has been established on the Barbican Estate by a group of volunteer residents who collect and maintain a stock of old fixtures and fittings that have been removed following renovations to flats. The Store is located under Willoughby House and is open by appointment only.

Visit the site https://barbicansalvage.org/ for further information and contact details.

For collection, contact the Salvage team before appointing the contractor, they will inspect your flat and establish what can be salvaged among the unwanted items. Your Contractor will have to deliver the items to the store by appointment. Items left outside the store will be considered abandoned and therefore “fly-tipped.” These items must be disposed of by the estate office. This will result in additional charges to the service charge.

The Salvage team are being particularly careful in monitoring items coming in and out to ensure that they contain no asbestos (see the section on asbestos on the Barbican Salvage website).

RULES FOR CONSIDERATE WORKING

Make sure your contractors stick to these rules and you will stay friends with your neighbours!

You are responsible for ensuring that you and your contractors have read and will abide by the conditions outlined in this pack by returning the declaration of compliance form. These rules include the restrictions on noisy work and other conditions laid out below:

HOURS OF WORK

All works may only be carried out only between **09.00** and **17.00**, Monday to Friday only. No work may be carried out at Weekends or Bank Holidays.

NOISY WORK

Due to the Barbican's concrete structure, works can be very noisy. Noisy work such as drilling or removal of structural elements or partitions and installing suspended ceilings may only take place between **I0.00 and 16.00**.

Keep the front door of the property always closed to ensure noise and dust does not enter the common parts of the building, as well as sealing up extraction ducts.

COMMUNICATION

You must inform your neighbours in the form of a notice to be delivered to individual flats or placed on the notice boards with an indication of the duration of the works (if possible). Highlighting episodes of especially noisy work is also useful for your neighbours – though it is not always possible. Make sure your contact telephone number is with the Estate Concierge or the Lobby Porter.

SMOKING

Smoking is not permitted in the common parts of the estate.

LIFTS

When using the lift to transport equipment, you must use the lift curtains as they will help prevent scratching and damage to the lift. Lift curtains must be organised via your estate concierge or lobby porter. Try not to use the lift at peak times of use by other residents e.g., coming and going from work. Any damage that can be proved to be caused by a contractor will be recharged to you.

MANAGEMENT OF DUST

It is essential that dust is not allowed to escape into adjacent areas such as other flats (via the ventilation system) or common parts and appropriate measures must be carried out to ensure this does not happen.

Your contractors should ensure that common areas such as staircases, corridors and lifts remain clear of tools, debris and clean from building materials or dust. Any additional cleaning costs will be recharged to you if your contractor does not comply with these arrangements.

COMMON PARTS

The lobbies, balcony, and forecourts of the block are not to be used as a storage area at any time as it is the fire escape for the building. They are not to be used as a working area.

RUBBISH & CLEANING

All debris and rubbish must be cleared away from the Estate on a daily basis. Skips are not permitted upon the estate unless a prior arrangement is made with us. A skip will be allowed in the car park for one day only between the hours of **10.00** and **16.00**. **Common parts including the lift must be left in a clean and tidy condition at the end of each working day**

Material removed from flats (or indeed new building materials intended for installation) should not be placed against the concrete facades or common areas of the block as it can damage the surface.

In addition, the following guidance must be followed for disposing of rubbish in the City which includes the Barbican Estate.

Spoil arising from the work of your contractors engaged by you to carry out any alterations or improvements within your flat is classified as commercial waste. It may not be disposed of in the residents' communal waste and recycling areas within the Estate, which are provided solely for the disposal of domestic waste. This also includes carpets and pallets.

Producers of commercial waste must ensure that it is properly stored, transported, and disposed of. A Waste Transfer/Carrier Licence must be provided.

You are reminded that waste deposited on land or property without our permission is in effect fly-tipping. You will be charged for its removal.

POWER SUPPLIES

Power should not be taken from the common parts of the building.

TEMPORARY CAR PARKING

Temporary car parking is available for your contractors currently based on five hours free of charge and then a flat rate charge per 24-hour period will be charged. Please contact your local car park concierge for further details

A guide to being a Good Neighbour can be found here:

www.cityoflondon.gov.uk/services/barbican-estate/barbican-estate-resident-information-pack/barbican-estate-communal-living

LISTED BUILDING CONSENT

It is your responsibility to obtain all necessary consents. Copies of all consents must be presented to us for retention in the Estate records.

Decisions on Listed Building Consent are delegated to the City of London's Planning Department. The determination of an application normally takes up to two months and the Planning Department can give you advice and assistance in completing the forms. There is no fee for this service. (You will normally also have to provide a drawing to scale which can be interpreted by an officer).

The Planning Department can also employ Building Control for post-work inspections.

The Planning Department can also provide a letter where Listed Building Consent is not required, which may be useful if you sell your flat in the future.

Proposed alterations should be assessed against the Barbican Listed Building Management Guidelines to consider whether Listed Building Consent is required.

The guidelines are available via a link from the Barbican Estate website at https://www.cityoflondon.gov.uk/services/planning/historic-environment/barbican-estate-listed-building-management-guidelines

CONTACT LIST

Your application for Landlord's Consent should be sent to:

Barbican Estate Office, 3 Lauderdale Place, Barbican, London, EC2Y 8EN

Email barbican.estate@cityoflondon.gov.uk or 020 7029 3958

The Planning Department are not presently accepting postal applications, they have an online portal.

To submit applications please check the website for update information.

Submit a planning application - City of London

USEFUL LINKS

Planning

https://www.cityoflondon.gov.uk/services/planning/planning-application-forms-and-validation-checklists

Building Control

https://www.cityoflondon.gov.uk/services/business-standards/building-control

Electrical safety

https://www.planningportal.co.uk/applications/building-control-applications/building-control/approved-documents/part-p-electrical-safety/approved-document-p

Party Wall Act 1996

https://www.gov.uk/government/publications/preventing-and-resolving-disputes-in-relation-to-party-walls/the-party-wall-etc-act-1996-explanatory-booklet

Barbican Listed Building Management Guidelines

https://www.cityoflondon.gov.uk/services/

N.B. Although the City of London Corporation ("CoL") has taken care over what is said in this Home Improvements Pack ("Pack") it has not attempted to give exhaustive statements of law or any opinions on specific legal issues or on any matter dealt within the pack.

This pack does not provide nor offer legal or other professional advice, nor should it be treated as doing so. You should not rely on it as legal advice.

The CoL does not accept liability for any person who does seek to rely on information given in this pack as legal or other advice.

This pack does not take precedence over, limit or waive in any way the terms of any long lease, tenancy agreement or other legal agreement relating in any way to the Barbican Estate.

The contents of this pack are believed to be up to date at time of publication, but some of the information will be subject to change over time.

APPENDIX: FORMS

DECLARATION OF COMPLIANCE

This notification must be sent with your initial application for Landlord's Consent

- I have read your standard conditions in respect of obtaining Landlord's Consent for alterations and improvements outlined in this pack and I agree to abide by them.
- I understand that if I do not follow these conditions, I may be in breach of landlord's consent and my lease.
- I will ensure that my contractor has received a copy of this pack and complies with the conditions.
- I will ensure that any spoil or waste is removed safely by my contractor, or I will make other arrangements for it to be disposed of appropriately. If works are likely to disturb asbestos, I will engage a Licensed Asbestos Removal Contractor to comply with the current regulations on asbestos.
- I will ensure that adequate measures are in place to minimise the impact of vibration, dust, light, and noise pollution.
- I understand that any damage to common parts caused by my contractors will be recharged back to me.
- I will inform my neighbours and estate staff of the work and give my contact details so they can contact me if a problem arises.

Name	
Address (Where works are being carried out)	
Address (If different from above)	
Your telephone number	Your email address
Your contractor's telephone number	Your contractor's email address
Signed	Date
Anticipated start date:	Anticipated Finish date:

Please return to:

Barbican Estate Office, 3 Lauderdale Place, Barbican, London, EC2Y 8EN

Barbican Estate Office
3 Lauderdale Place
Barbican
London EC2Y 8EN

Dear Resident

REMOVAL OF GARCHEY SYSTEM - TERMS & CONDITIONS

The Barbican Estate Office will not object to the Garchey removal and the installation of a sink waste disposal unit provided that the following conditions are met:

1. You undertake to dispose of all bottles and cans.
2. You are liable to pay service charges with respect to the Garchey system as the service pipework of the Garchey system will still continue to carry the waste of the sink waste disposal unit.
3. The work is to be carried out to our entire satisfaction and that you must **sign and return the Completion Notice in this pack** on completion, so that we can arrange access for inspection to ensure that the modifications to the system have been carried out in accordance with the specification for removal.

Would you please sign below accepting the terms and conditions and return it to us. Once permission is granted and the removal inspected, you will receive a letter confirming it has been completed to specification. **It is your responsibility to keep a copy of the letter for your records.** If you have any technical queries, please contact us on barbican.estate@cityoflondon.gov.uk or 020 7029 3958.

Name	
Address	
Signed	
Date	

COMPLETION NOTIFICATION

Landlord's Approval will not be granted until after this has been received and works have been inspected.

This notification must be forwarded to us within one week of the completion date. Officers will liaise with the appropriate Property Services officer(s) to arrange inspections

I confirm that the following works have been completed and are now ready for inspection. (If appropriate)

	Tick all that apply
Garchey removal and installation of a sink waste disposal	☐
Alterations to the Ventilation System* *Please contact us on barbican.estate@cityoflondon.gov.uk or 020 7029 3958 to speak to a Property Services Officer before commencing alterations to the ventilation	☐
I enclose a copy of the consents from the District Surveyor	☐
I enclose a copy of the consents from the Planning Department (or letter where Listed Building Consent was not required)	☐

Please tick one box in the row below

No asbestos has been affected by the alterations carried out in my property	☐	All asbestos has been removed from the areas detailed in the **attached report** and disposed of by a licensed asbestos removal contractor, **disposal certificate attached**	☐

Name	
Address	
Telephone Number	

Access Arrangements

Key Permission	☐	Please contact me to make an Appointment	☐

Please return to: Barbican Estate Office, 3 Lauderdale Place, Barbican, London, EC2Y 8EN