

Bickenhall Freehold Limited

BICKENHALL MANSIONS

BICKENHALL STREET, LONDON W1

LANDLORD'S REGULATIONS

FOR

**WORKS OF ALTERATION
AND REDECORATION TO INDIVIDUAL FLATS**

Last Review: 23rd September 2022

1.0 Introduction

The leases for each of the flats within Bickenhall Mansions prohibit the carrying out of any alterations without Landlord's consent which cannot be unreasonably withheld. Applications for consent must be made using the Application Form, a copy of which is available on the Intranet or from the Management office.

The purpose of these regulations is to set out the general principles to be followed by any lessee(s) who wish(es) to undertake alterations to their flat and to set out common standards of workmanship, materials and manner of working that must be followed when employing contractors.

Except in the case of minor works where consent may be given by way of a letter licence, consent will be given by way of a formal or intermediate licence for alterations.

A full licence for alterations will be required for works such as:

- Adapting, amending or otherwise altering any of the service installations including (but not limited to) hot and cold water services and ventilation or waste drainage systems.
- Altering internal partition layouts.
- Creating new openings in any of the walls, whether load-bearing or not.
- Carrying out any works to chimneys, flues or gas fire installations.
- Altering any external joinery.
- Upgrading or altering the electrical supply, rewiring power and lighting circuits or modifying lighting systems.
- Introducing or altering any alarm or detection systems or any telephone or television cable or aerial¹.
- Fitting new wood strip flooring or other floor surfacing material apart from those permitted by the lease.
- Installation of comfort cooling/heating systems that are wholly within the demised premises.

An intermediate licence for alterations will be granted for works that would normally require a formal licence, but do not include any works of structural alteration (work to load bearing structures).

Also two or more items, or areas, of minor works (refer to list of works under letter licence) will require an intermediate licence.

An insurance licence should be handled by loss adjuster & BMML office contact at all times. Lessee does not pay any fees. In the case of works which are similar to a Decoration & Letter License, loss adjuster will be given BFL regulations by BMML office in order to be compliant with Landlord Regulations. If loss adjuster decides to appoint a surveyor, surveyor will be given BFL regulations. In the case of works which are similar to an Intermediate &

¹ The building is provided with central cable, satellite and terrestrial television receiver systems. Consequently, individual satellite dishes are not necessary and will not be permitted.

Full License, BMML office will ask the loss adjuster to appoint a surveyor to be compliant with BFL regulations.

Lessees should strongly consider Tenants Improvement Insurance for expensive fixtures and fittings and contents insurance for other items, in case a lessee apartment is damaged due to a problem with a neighbouring apartment e.g. a leak, a fire etc.

A letter licence is job specific and may be used where the intended works comprise only one item of the following areas of work within a flat:

- Replacing internal or external doors
- Upgrading fitted furniture and fittings to the demise (sanitary or otherwise) where this does not require any modification to be made to the existing electrical, plumbing or drainage systems (i.e. existing incoming and outgoing supplies and wastes are not being modified in any way). This includes installing fitted joinery or secondary glazing of any kind.
- Replacing radiators or radiator valves to existing radiators (where these use existing pipework without modification of any sort).

Replacing flooring to an existing Lessee demise irrespective of the material being used except in the event that a like for like carpet is being replaced which does not require a Letter Licence.

A decoration permit is for decoration only with no exceptions. In the event that a Lessee plans decorative works inside their demise, BMML office must be notified by email or writing of the proposed works with 14 days prior notice. The contractors name and address with insurance details should be given to the office and a refundable deposit of £1,000 placed with BMML for the duration of the works. The Security Desk in the North block reserves the right to deny decorative works from progressing if they deem that the above guidance is not being adhered to.

2.0 Definitions

Within these regulations the following words shall mean: -

The “Landlord” - Bickenhall Freehold Limited

The “Building” - Bickenhall Mansions, Bickenhall Street, London, W1

The “Lessee” - The Leaseholder/s applying for Landlord’s Consent

The “Landlord's Surveyor” - shall mean the firm of Surveyors employed by the “Landlord”, currently:

Earl Kendrick
Contact: Bill Pryke BA(Hons) DipSurv

Tel: 020 3667 1510
Mob: 07714 744 727
email: bill@licencetoalter.com

The “Landlord’s

Solicitors” - shall mean the firm of solicitors employed by the “Landlord”,
Ellen-Marie Parker
Karslakes Solicitors
Tel: 01483 454242
email: eparker@karslakes.com;

The “Landlord’s
Brokers” -

shall mean the firm of buildings insurance brokers employed by
the “Landlord”, currently: -

Towergate
Videcom House, Newtown Road,
Henley on Thames, RG9 1HG
Tel: 44 (0)1491 573813
Email: neil.d'mello@towergate.co.uk

“The Management Company”

Bickenhall Mansions Management Limited,
Flat 24A, Bickenhall Mansions,
Bickenhall Street,
London, W1U 6BR

Attn: The Building Manager

Tel: 020 7935 3227
email: info@bickenhallmansions.co.uk

“Licence Fees”

means the professional and administrative costs of the
Landlord and the Management Company, which were
reviewed at a Director’s meeting of Bickenhall Freehold
Limited on 9th April 2020 and agreed to be as follows:

in the case of a full licence:

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- Landlord’s Solicitors’ fees: £750 plus VAT;
- Landlord’s Surveyor’s provisional fees: £1,000 plus VAT (plus disbursements) to include two inspections;
- Landlord’s Structural Engineer: £100-£150 per hour plus VAT
- Landlord’s Administration fees: £250 and the Management Company fees £300;
- Wear and Tear on Common Parts payable to the Management Company £300;
- Scaffolding fees if applicable (see section below)

In the case of an intermediate licence: -

- Landlord’s Solicitors’ fees: £750 plus VAT;
- Landlord’s Surveyor’s provisional fees: £750 plus VAT³ (plus disbursements) to include one inspection upon completion of the work.
- Landlord’s Administration fees: £250 and the Management Company fees £300;
- Wear and Tear on Common Parts payable to the Management Company £300;
- Scaffolding fees if applicable (see section below) or

In the case of an insurance licence: -

- Landlord’s Surveyor’s provisional fees: £150+VAT⁴
- Wear and Tear on Common Parts payable to the Management Company £300; or

in the case of a letter licence: -

- Landlord’s Surveyor’s provisional fees: £150 plus VAT⁴
- Management Company fees £100;

Any lessee(s) who wish(es) to apply for consent to carry out works should check with the Property Manager as to the current level of Licence Fees before making an application for consent. These are listed in the Application Form.

IMPORTANT: The above fees do not include for the recording of schedules of condition by the Landlord’s Surveyor or for any time required by his advising engineer, should these be required. Outline fees for these works are noted on page 11. These fees are invoiced upon completion of the matter and are separate from any other fees previously paid.

“Licence for Alterations” includes both formal and intermediate licences for alterations and an informal, letter licence.

“Management Company” means Bickenhall Mansions Management Limited.

³ This fee allows for only two site visits. If more than two site visits are required, then the fee for each such additional visit shall be £100-£150 per visit plus VAT.

⁴ This fee does not allow for site visits. The Landlord reserves the right to require a Surveyor’s inspection of the works and if required, this will be charged at £150 plus VAT.

3.0 Scope of regulations

3.1 These regulations must be observed by the lessee(s) to whom consent is given for the carrying out of any works to a flat. The lessee(s) concerned shall ensure that these regulations

are observed by all professional consultants, contractors and sub-contractors employed by the lessee(s) and to the satisfaction of the Landlord's Surveyor. The decision of the Landlord's Surveyor as to whether or not these regulations have been complied with shall be final and binding as to all questions of fact.

3.2 Any reference in these regulations to a lessee(s) shall be construed as reference not just to the lessee(s) to whom consent for carrying out works is given but also to whoever succeeds them as the owner of the lease of the relevant flat.

4.0 Application for Consent

4.1 All applications for a full Licence for Alterations should be forwarded to **The Management Company** allowing a minimum of **one month prior** to the anticipated commencement of work for the consultation process with the Landlord's Surveyor, together with proof of payment for the Licence Fees and deposit (see Clauses 11.0 & 12.0) as follows:

- Total payment of £7,830 made of:
- £5,000 for deposit
- £300 for Management Fee
- £250 for Landlord Fee
- £300 for Wear and Tear
- £750 plus VAT (£1000) for the Landlord's Surveyor's fee
- £750 plus VAT (£900) for the Landlord's Solicitor's fee
- Payment to be made to: EEML re Bickenhall Mansions Deposit Client A/C
Bank: Barclays
Sort Code: 201722
Account Number: 53413101
IBAN: GB82BARC20172203223949
SWIFT/BIC: BUKBGB22

The Landlord's Surveyor shall then be provided with a complete and signed (by all relevant lessees) Application Form and plans as detailed on the Form for his appraisal and comment. A competent person must manage the entire project and BFL will require details of the surveyor, architect or project manager being employed to manage the proposed works without causing nuisance to other residents and in accordance with the Landlord's Regulations. In the event that BFL decides that the works are not proceeding as planned, BFL reserves the right to require the Lessee to instruct a RICS registered Chartered Surveyor to project manage the works on behalf of the Lessee at the Lessee's cost.

4.2 All applications for an Intermediate Licence for Alterations should be forwarded to **The Management Company** allowing a minimum of **one month prior** to the anticipated commencement of work for the consultation process with the Landlord's Surveyor, together with proof of payment for the Licence Fees and deposit (see Clauses 11.0 & 12.0) as follows:

- Total payment of £7,530 made of:
- £5,000 for deposit
- £300 for Management Fee
- £250 for Landlord Fee
- £300 for Wear and Tear
- £750 plus VAT (£900) for the Landlord's Surveyor's fee
- £750 plus VAT (£900) for the Landlord's Solicitor's fee
- Payment to be made to: EEML re Bickenhall Mansions Deposit Client A/c
Bank: Barclays
Sort Code: 201722
Account Number: 53413101
IBAN: GB82BARC20172203223949
SWIFT/BIC: BUKBGB22

The Landlord's Surveyor shall then be provided with one copy of the proposed plans and schedules of works for his appraisal and comment.

4.3 All applications for an Insurance Licence should be forwarded to **The Management Company** allowing a minimum of **one month prior** to the anticipated commencement of work for the consultation process with the Landlord's Surveyor, together with proof of payment (see Clauses 11.0 & 12.0) as follows:

- Total payment of £480 calculated as follows:
- £300 for Wear and Tear
- £150 plus VAT for the Landlord's Surveyor's fee.
- Payment to be made to: EEML re Bickenhall Mansions Deposit Client A/c
Bank: Barclays
Sort Code: 201722
Account Number: 53413101
IBAN: GB82BARC20172203223949
SWIFT/BIC: BUKBGB22

4.4 Applications for a minor works Letter Licence shall be made to **The Management Company** together with a written description of the works to be undertaken and proof of payment for the deposit plus the Licence fees **not less than 14 days prior to the proposed commencement of the works** (see Clauses 11.0 & 12.0) as follows:

- Total payment of £1,100 made of:
- £1,000 for deposit
- £100 for Management Fee
- Payment to be made to: EEML re Bickenhall Mansions Deposit Client A/c
Bank: Barclays
Sort Code: 201722
Account Number: 53413101
IBAN: GB82BARC20172203223949
SWIFT/BIC: BUKBGB22

5.0 Scope of Works

- 5.1 The Landlord's Surveyor shall, if required, meet the Lessee or his designer to discuss the proposals and agree in principle the scope of the works and the form of Licence required.
- 5.2 Where it is intended to alter or adapt the structure of the building, all design calculations, constructional drawings, and details shall be prepared by suitably professionally qualified persons for the approval of the Landlord's Surveyor.
- 5.3 Approval will not be given for any work that would affect the external front elevations of the building. Neither will permission be granted for any alteration to the entry phone or aerial systems. Any request to modify these systems will be considered separately and any agreed modification is to be carried out by the specialist contractors who, from time to time, are employed by the Landlord to maintain these systems. The lessee shall meet the full cost of any such modification.
- 5.4 Approval will not be given for any proposal involving the formation of new, or the relocation of existing kitchens or bathrooms/shower rooms (hereinafter referred to as "wet rooms"), where this would mean that the new wet room would be within an area of the stack (defined as "the entirety of the height of the building through the space in question") where such a room would break the "50% rule". The "50% rule" is defined as follows: at least 50% of the stack (including the flat in question with the proposed reconfigured layout) should comprise a "wet" room within the same footprint within the stack (e.g. at least 4 floors out of 8). Additionally, the principle of minimisation of pipework throughout the building is applied where the Landlord reserves the right to refuse an alteration request if, in the Landlord's opinion, this will cause an unnecessary risk of potential leaks affecting other leaseholders where such pipework runs could be minimised.

"Wet over wet and dry over dry" is a principle supported by all Board members to minimise the risk of leaks affecting dry rooms (e.g. bedrooms, reception rooms etc)." For the avoidance of doubt, BFL reserves its right to decline a reconfiguration proposal. The process for establishing whether the 50% rule has been met is as follows:

1. All requisite fees and deposits are to be paid and the application form fully completed by the applicant.
 2. Following this and a request by the applicant to the management office, the management office will contact the leaseholders in the relevant stack to request any current floorplans of their flat.
 3. A period of two weeks will be given for floorplans in existence to be provided.
 4. Where floorplans are not provided, the applicant will be required to pay costs for an independent draughtsman instructed by the Landlord to attend and prepare floorplans of the flats above and below in the stack and provide these to the Landlord's surveyor in order for him to make an assessment and provide recommendations to the Landlord in this regard.
- 5.5 New configurations must also ensure that wet areas are serviced efficiently by external waste & fresh water pipes - this involves taking the shortest distance to connect to external pipework with the shortest length of fall on waste pipes. This is to ensure that pipework does not run across floor spaces and cause future damage to the building as a result of wet areas being situated along Marylebone Road, Gloucester Place and Bickenhall Street elevations.

5.6 Applicants are reminded that their proposals should not contravene the requirements of their Lease and that any approvals given by the Landlord's Surveyor shall not supersede the terms of any Lease.

6.0 Approval of Plans

6.1 On completion of the consultation process, the Lessee should submit to the Landlord's Surveyor, via the Management Company, a complete electronic set of the existing and proposed plans, elevations and sections as appropriate, to a scale of not less than 1:50; together with a Schedule of the proposed works supported by specifications for the works and comprehensive details of any plant and equipment they are proposing to install. Details of the proposed floor finishes for each room of the Flat should also be noted on the drawings.

The Lessee should also submit with the drawings a copy of the contractor's insurance policy (See 7.2) and the programme of works. Any works extending this programme may incur additional fees relating to inspection visits by the Landlord's Surveyor.

6.2 The Landlord's Surveyor shall consider the information package submitted and providing it meets with his approval he shall recommend that a Licence for Alterations be granted.

7.0 Insurance

7.1 The Landlord's Insurance Brokers are to be advised of the proposed works in order that the building's policy will not be prejudiced. Cover for losses resulting from collapse, subsidence, heave, vibration and weakening of removal of support must be taken out. This cover under the JCT 1980 and 1986 Regulations (standard form of contract) is known as 21.2.1 cover. Other forms of contract have provisions for similar cover.

7.2 The Landlord's Brokers shall be provided (to be provided with the Application form) with written evidence, to their satisfaction, that the insurance cover held by all contractors and sub contractors working in the building is sufficient. **This shall not in any event provide cover less than £5,000,000 in respect of Public and Products Liability.**

7.3 The Landlord's Brokers shall notify the Lessee or contractor if any additional cover is required. Any fee charged by the Brokers shall be for the account of the Lessee.

7.4 **No works requiring a Full, Intermediate or Insurance Licence will be allowed to commence before satisfactory insurance cover is approved and in place. For the avoidance of doubt, responsibility for any losses arising as a result of the works will firmly rest with the Lessee only and no claims will normally be made on the Landlord's policy.**

8.0 Statutory Consents

8.1 The Lessee shall be responsible for obtaining Planning, Building Regulations, Means of Escape and any other necessary statutory consents and, as a condition of the Licence, shall provide copies of the appropriate consents to the Landlord's Surveyor.

8.2 For the avoidance of doubt, it will be necessary to obtain Building Regulations Approval from Westminster District Surveyors Services or an Approved Inspector for works requiring Building Regulations approval.

8.3 Failure to make a proper application for building regulation approval is a criminal offence.

9.0 Statutory Requirements

9.1 Works are to be carried out in accordance with all current legislation in force for the time being, including the Building Regulations; the relevant sections of the Construction (Design and Management) Regulations 2015 relating to design and the need for the contractor to notify the Health & Safety Executive of any relevant work; the Control of Pollution Act 1974 as amended; the Control of Substances Hazardous to Health 1989 Regulations; the Environmental Protection Act 1990; The Fire Precautions Act 1971; The Health & Safety at Work Act 1974; The Party Wall etc. Act 1996 and all other byelaws and statutory enactments of the Local and other Authorities.

9.2 **Where works of demolition or refurbishment are to be undertaken the lessee shall arrange for a Refurbishment and Demolition Asbestos Survey to be carried out within the flat and a copy of the report shall be included in the Licence submission.** A Refurbishment and Demolition survey is needed before any refurbishment or demolition work is carried out. This type of survey is used to locate and describe, as far as reasonably practicable, all ACMs (Asbestos Containing Materials) in the area where the refurbishment work or demolition work will take place. The survey will be fully intrusive and involve destructive inspection, as necessary, to gain access to all areas, including those that may be difficult to reach. A refurbishment and demolition survey may also be required in other circumstances, e.g. when more intrusive maintenance and repair work will be carried out or for plant removal or dismantling.

9.3 GAS SAFE registered installers, who shall provide Completion Certificates covering their installations, must install all gas appliances. A copy of the installer's registration details shall be submitted to the Landlord's Surveyor prior to commencing any work to gas appliances.

9.4 All electrical work is to be undertaken by suitably qualified electricians, fully in accordance with the requirements of the electrical supply authority and the current Wiring Regulations issued by the Institution of Electrical Engineers. A satisfactory test certificate and Part P certificate under the Building Regulations (where the works fall under the Building Regulations) are to be provided to the Landlord's Surveyor upon completion of the electrical works.

9.5 Irrespective of the type of work being carried out, all Lessees are strongly encouraged to upgrade their heat and smoke detectors to meet current Building Regulations standards.

10.0 Party Wall etc. Act 1996 and Schedules of Condition

10.1 Where appropriate the requirements of the Party Wall etc. Act 1996 shall be complied with and, as a condition of the Licence, the Landlord's Surveyor shall be provided with a copy of any consent or Award in relation to the works.

10.2 Whether the works are notifiable under the Party Wall etc. Act 1996 or not, the Landlord shall require preparation of a schedule of condition of each adjoining flat by the Landlord's Surveyor before the works commence and a photographic schedule of the common parts, from the Lessee's flat to the exit from the building to be used by the contractor for removal of debris and delivery of materials, to be recorded. No works will be allowed to commence before all necessary schedules of condition are prepared and published. The typical cost of a schedule of condition of two-bedroom flat is £500 plus VAT and for a three bedroom flat (or larger) £750 plus VAT. Photographic schedules are charged at £100-£200 plus VAT depending on the location of the flat in relation to the exit.

These schedules shall be checked and agreed by the adjoining lessees after the works have been completed and any damage occasioned by the works shall be made good at the lessee's expense. The Landlord reserves the right to charge for the Surveyor's time in dealing with matters arising from damage caused at a rate of £150 per hour plus VAT.

11.0 Costs

11.1 The Lessee will be responsible for payment of all standard fees of the Landlord, the Landlord's Solicitors, the Landlord's Surveyor, and any specialist that may be called upon to assist in the approval of the submitted proposals, whether or not the work proceeds. For Full and Intermediate Licence works, the Landlord charges an administration fee of £250 and the Management Company charges a fee of £300. In addition, a charge of £300 incl VAT, payable to the Management Company, shall be made to cover the costs of specialist cleaning of the carpets in the common parts upon completion of a project from the Wear & Tear caused by dust and increased traffic by contractors. The Solicitor's fees of £900 incl. VAT are for preparing the Licence document. The Surveyor's fees of £1,200 incl. VAT for Full Licence works or £900 incl. VAT for Intermediate Licence works are for considering the proposed work, meeting on site as appropriate, processing all technical correspondence, checking structural proposals and calculations (save for where engineering advice is required) and subsequently recommending to the Landlord that a Licence should be granted.

The Landlord's Surveyor may visit the site to inspect the works in progress; should further visits be necessary they will be charged at the rate of £150 per hour per visit. Costs are summarised on the next page.

In the event of a breach of these regulations and or the License to Alter, the Lessee will be required to pay for all of BFL costs as per the Lease between BFL and the Lessee. These costs include but are not limited to:

- i) Landlord Surveyor fees ii) Landlord Solicitor fees for advice and any pursuant litigation**
- iii) BFL Director fees for dealing with breaches and associated remedy for BFL**

BFL reserves the right to offset these costs against any deposit held on behalf of the Lessee.

Type of Licence	Landlords Admin Fee	Management Company Fee	Landlords Solicitors Fees	Landlords Surveyors Fee for valuing the landlord	Landlords Surveyors advising engineer	Wear and Tear Cost	Deposit	Cost of Schedule of Condition	Scaffolding Fees
Decoration Permit	Zero	Zero	Zero	Zero	Zero	Zero	£1,000	Zero	Zero
Letter Licence	Zero	£100	Zero	£150 plus VAT. Surveyor issues Letter License.	Zero	Zero	£1,000	Zero	Zero
Intermediate Licence	£250	£300	£750 plus VAT	£750 plus VAT	£100150 per hour plus VAT	£300 and BFL reserves its rights	£5,000	£500 +VAT per 2 bed flat, £750+VAT per 3 bed flat, £100-£200 +VAT for photographic schedule of common parts	Zero, Less than 6 weeks. 6-12 weeks: £100 per week, 12-18 weeks: £300 per week, £500 per week greater than 18 weeks
Full Licence	£250	£300	£750 plus VAT	£1,000 plus VAT	£100-150 per hour plus VAT	£300 and BFL reserves its rights	£5,000	£500 +VAT per 2 bed flat, £750 +VAT per 3 bed flat, £100-£200 +VAT for photographic schedule of common parts	Zero, Less than 6 weeks. 6-12 weeks: £100 per week, 12-18 weeks: £300 per week, £500 per week greater than 18 weeks
Insurance Licence	Zero	Zero	Not Applicable	£150 plus VAT.	£100-150 per hour plus VAT	£300 and BFL reserves its rights	Zero	£500 +VAT per 2 bed flat, £750 +VAT per 3 bed flat, £100-£200 +VAT for photographic schedule of common parts	Zero, Less than 6 weeks. 6-12 weeks: £100 per week, 12-18 weeks: £300 per week, £500 per week greater than 18 weeks

All costs are inclusive of VAT where applicable (unless otherwise stated)

11.2 Payment of all professional fees and charges will be required before proceeding with consideration of the proposed works. Surveyors fees are payable whether or not a formal Licence is required and received invoices will be issued when the application is approved for a Licence.

11.3 The Surveyor's fee for preparing a Letter Licence will be £150 plus. VAT, should further visits be necessary they will be charged at £150 per hour per visit plus VAT. The Management Company charges an administration fee of £100.

12.0 Deposits

12.1 As a condition of the Licence, a building bond should be deposited with **The Management Company** upon submission of any application according to the schedule below.

The deposit shall be either:

£1,000 for Letter Licence works

£5,000 for Formal/ Intermediate/ Insurance Licence works

12.2 Deposits shall be returned upon satisfactory completion of the work, including the making good of any damage caused by the contractor in the common areas of the building, and handing over to the Landlord's Surveyor "As Built" information, workmanship certificates and the Certificate of Completion issued by Westminster District Surveyors Services or an Approved Inspector.

12.3 Contractors nominated by the Landlord's surveyor will undertake remedial work to any damage caused by the lessee's contractor and not properly made good. The costs of such remedial works shall be deducted from the deposit; and any shortfall recovered from the Lessee.

13.0 Commencement

13.1 No works shall commence on site prior to the Landlord's Surveyor recommending that a Licence for Alterations be granted and the Landlord's Brokers approve the contractor's insurances. During the consultation process, and at the discretion of the Landlord's Surveyor, the lessee will be allowed to undertake investigation works as may be required.

13.2 The works may commence once they are approved by the Landlord's Surveyor and the issue of a formal Licence for Alterations if applicable. The lessee shall then confirm the programme for the works and notify the Landlord's Surveyor and the Managing Agents of their intended start date so that arrangements for inspections and notifications to the Commissionaires can be made.

- 13.3 The approved works shall, in any event, commence within three months of the date of completion of the Licence for Alterations or the issue of Licence. The works shall proceed diligently in accordance with the agreed programme. The Landlord's Surveyor is to be notified in writing of any amendments to the agreed programme and any extension of the contract period should be reprogrammed to complete the works within a reasonable period. The lessee will be responsible for the cost of additional inspections undertaken by the Landlord's Surveyor.
- 13.4 The approved works are to be carried out in accordance with the plans and specifications approved. Any changes to the Licensed works are to be referred to the Landlord's Surveyor for his approval before the amended work is commenced. Electronic copies of the amended drawings and specifications shall be submitted to the Management Company so that an Addendum to the Licence for Alterations may be prepared. The reasonable fees for preparing the Addendum shall be paid by the Lessee.
- 13.5 The approved works are to be carried out totally within the demise of the flat. Under no circumstances will the contractor be allowed to carry out any of his operations in the common parts of the building. The common parts shall only be used for access to the flat and removal of rubbish, see paragraph 20.**
- 13.6 All works are to be carried out and completed within 8 months of commencement date.
- 13.7 Any remedial works to be undertaken as a result of defective workmanship during works, the subject of a Licence to Alter, may be carried out within 12 months of the date of the original Licence subject to the Landlord's approval. The costs involved are at the discretion of the Landlord and dependent on the complexity and extent of the remedial works proposed.
- 13.8 If the Permitted Works are not commenced within three months of the date of the Licence the provisions of the Licence shall cease to have effect

14.0 Site personnel

- 14.1 All contractors' personnel and professional consultants working within the building must report initially each day to the Commissionaires located at the reception desk in the main entrance. Access to the building will only be permitted to persons authorised by lessee.
- 14.2 Contractor's operatives and all other persons employed on the site shall wear identification at all times in the form of a badge or identity card indicating their name and the name of the contractor.
- 14.3 The lessee should arrange for his contractor to have at least one English speaking operative on site at all times to deal with emergencies that might arise.
- 14.4 Lessees should not give keys or door fobs to their contractors or consultants to allow them to enter the building without reporting to the Commissionaires. In order to protect the security of the building keys should be lodged with the Commissionaires together with a list of personnel permitted to access the flat.
- 14.5 All site personnel must wear full Personal Protection Equipment (PPE) at all times whilst on site. The Landlord will advise of any breaches discovered and these must be remedied

immediately. Any further breaches will be reported to the Health and Safety Executive (HSE) without further warning.

14.6 The Landlord retains a list of contractors who have a proven track record of carrying out works in the building to an acceptable standard. This list is available by request from the Management office or on the Intranet.

15.0 Permitted Hours of Work

15.1 Work shall only be carried out between the hours of 8.00am and 5.00pm Monday to Friday. No work is permitted outside of these hours, on a Saturday, Sunday or a Bank Holiday.

15.2 Any noisy work, i.e. work that is likely to be audible outside the premises and likely to give rise to vibration etc. through the structure shall be undertaken in accordance with a programme to be agreed with the Landlord's Surveyor. In any event such work shall only be undertaken between the hours of 10.00 a.m. and 4.00 p.m. Monday to Friday.

16.0 Sign Boards

16.1 No contractor's or consultant's advertising boards are to be erected upon the building.

16.2 Notices relating to the works, as prescribed by Building Control, giving emergency contact details, etc., shall be displayed on the front door of the flat.

17.0 Radios

17.1 The playing of radios or recorded music that can be heard outside the flat is not permitted.

18.0 Emergency Contact

18.1 Before the works commence, the Lessee must provide **The Management Company** with all relevant contact addresses and telephone numbers, including a 24-hour emergency contact number. **The Management Company** should be notified immediately in writing of any alteration or addition to the contact information.

19.0 Right of Access

19.1 The Landlord's Surveyor shall have the right of access to the site of the works at all reasonable times, together with access to all site drawings and details, to carry out periodic progress inspections. These inspections shall be made throughout the Contract period, as required by the complexity of the works. In particular, the lessee or his advisors shall, with 3 working days' notice, invite the Landlord's Surveyor to arrange for an inspection of the works at the following minimum stages: -

a) During initial "strip out" and preparation of the premises.

- b) When all structural works are being undertaken and new walls, steel, concrete or timber members are in position before being encased, plastered or otherwise covered over.
- c) When tanking membranes and acoustic insulation have been installed before any concealment by tiling or otherwise commences.
- d) On completion of the works.

The Landlord reserves the right to require the Lessee to remove finishes as required to allow the Surveyor to inspect areas that have been covered up if adequate notice for a required inspection has not been provided.

19.2 When considered necessary, the Landlord shall, by appointment with the lessee or his contractor, carry out inspections of works being undertaken in the building.

20.0 Removal of Debris & Old Materials & Making Good Damage

20.1 There are no service lifts in the North or South block since Bickenhall Mansions was built in the 1890s. The passenger lifts are not to be used for removal of debris and rubbish from the flat. Removal of debris and rubbish is to be via a scaffold tower to the lower ground floor as per clause 20.8. Passenger lifts may be used to bring small items of boxes or furniture (not rubbish, building materials or soiled materials) subject to appropriate protection being laid on the floor within the lift and the lift wall protection curtain being provided from the Security Desk and fitted. Access to the lift or common parts must not cause nuisance to other leaseholders or any potential risk to the lift or common parts. The Security Desk in the North block reserves the right to deny access to the lift or common parts if they deem that the above guidance is not being adhered to. For works requiring an Intermediate or Full Licence, scaffolding access must be provided to the flat to prevent damage to the internal common parts (there are no service lifts in the blocks). BFL will take into account any mitigating circumstances for the planned works and exercise its sole discretion in granting an exemption to a Lessee if a decision is taken to exempt the use of a scaffolding tower.

20.2 Prior to any works of demolition being carried out the contractor shall provide the Landlord's Surveyor with a method statement for undertaking these works safely without shock or damage to the building. Where appropriate, the statement shall include details of all temporary support works and, if new structural elements are to be installed, the means of transferring loads from the temporary supports to the new structural element.

20.3 Any stripping out of partitions or fittings shall be carried out in a manner to eliminate nuisance, injury or damage to adjoining occupants or premises. The Lessee shall, at all times, ensure that all Codes of Practice in relation to noise control on construction and demolition sites shall be complied with.

20.4 Before any pockets or openings are formed in any of the existing walls, the contractor must ensure that no flues or ducts are located nearby.

20.5 No work involving percussive machinery shall be permitted. Hand tools are to be used only.

20.6 All material to be removed from the site shall be properly bagged before being carried through the common areas down the stairs to the basement, through the basement front entrance doors and up to a waiting vehicle. Where appropriate, the common areas shall be adequately protected by the proper use of Correx protective sheeting fixed to walls and heavy duty

protective sheeting fixed to all floors in the common areas which are to be kept clean and free from dust. When not in use and particularly at the end of each working day, the temporary protection is to be removed and stored in the flat.

20.7 No materials, plant or accumulated debris shall be permitted to be stored in any of the common areas of the building, including the light wells and pavement vault areas.

20.8 To assist in the removal of debris and old materials, permission will generally be granted for a scaffold tower to be erected within the lightwell by an approved scaffolding company in accordance with the current British Standards with adequate security measures taken to prevent unauthorised access. Insurance details and Certificates of Safety are to be provided by the scaffolding contractor and the written approval of the Landlord's broker must be obtained prior to the erection of any scaffolding. At the contractor's request the Landlord's Surveyor is authorised to provide details of an approved scaffolding company. **The use of chutes is not permitted due to the dust and noise nuisance they generate.** A winch may be used to lower bagged debris and materials to lower ground floor level at which point they should be removed through the common parts (suitably protected) as per clause 20.4 above. **The Landlord will charge the following fees (to be deducted from the deposit if appropriate)** in relation to the erection of scaffolding:

- 0-6 weeks: No charge
- 6-12 weeks: £100 per week (or part week)
- 12-18 weeks: £300 per week (or part week)
- Over 18 weeks: £500 per week (or part week)

Any rubbish or detritus left around the scaffolding may be removed by the Landlord at cost and this cost will be deducted from the Lessee's deposit.

All scaffolding proposals must be accompanied by a plan and elevation drawing showing the scaffolding and a method statement and risk assessment. Adequate lighting must be provided to the bottom of the scaffolding powered by an external source (battery packs).

20.9 Bagged debris should be stored in the flat, one bag high around the perimeter of a room keeping the central area of the room clear, and removed to a truck or van for disposal, preferably on a daily basis, but at least weekly. The debris should be moved directly from the flat to the disposal vehicle via the nearest basement exit directly and not stacked in the basement corridors or on the pavement outside the building awaiting arrival of the disposal vehicle.

UNDER NO CIRCUMSTANCES WILL ACCESS BE PERMITTED VIA THE BLOCK ENTRANCE DOORS FOR THE REMOVAL OF DEBRIS OR DELIVERY OF NEW MATERIALS. ACCESS TO THE RELEVANT PAVEMENT GATES SHOULD BE ARRANGED WITH SECURITY.

20.9 The contractor shall take all necessary steps to ensure the safety of all residents and members of the public during rubbish removal operations. In the unlikely event that permission will be given to use skips for the removal or disposal of debris, the contractor shall be responsible for obtaining the necessary Licences from Westminster City Council and notifying The Management Company of the skip's location. The contractor must ensure that all skips are properly filled, securely covered and lit, at the end of each working day.

- 20.10 Generally, all making good and infilling of existing openings shall be carried out with materials matching those existing to the satisfaction of the Landlord's Surveyor.
- 20.11 Any new openings formed in the external walls of the building to accommodate new or modified waste or water pipes etc. are to be cut from the outside by a core drill, where enlarged holes are broken out from inside they shall be reinstated in matching second hand brickwork correctly cut against the waste or water pipe work, pointed and bonded to match the existing in all respects. Large mortar "patches" are not permitted.

21.0 Works to Kitchens, New Shower and Bathrooms

- 21.1 All new kitchens, shower rooms and bathrooms shall be tanked prior to applying tiling or other finishes in order to minimise as far as possible any leakage of water into the flat below. Similarly, tanking shall be incorporated during upgrading existing kitchens and bathrooms. The tanking must be made available for the Landlord's Surveyor's inspection with 3 working days' notice being provided. The Landlord reserves the right to require any areas of tanking to be exposed in order to inspect the tanking carried out beneath / behind. **IT IS IMPERATIVE THAT YOU ADVISE THE LANDLORD THAT YOUR TANKING IS READY FOR INSPECTION WITH ADEQUATE NOTICE BY EMAIL TO bill@licencetoalter.com**
- 21.2 Lessees and their designers are advised that the BAL-WP1 Tanking System by Building Adhesives Limited or the Schlüter®-DITRA 25 system are considered to provide a suitable level of protection and any alternative tanking system adopted by the lessee should be of equal standard. (Details of the WP1 product can be obtained from <https://www.baladhesives.com> and details of the DITRA 25 system can be obtained from <http://www.schluter.co.uk/ditra-25.aspx>). Details of the tanking membrane to be used shall be noted on the drawings, the specification of any product other than WP1 or DITRA 25 shall be provided separately to the Landlord's Surveyor for approval during the consultation process.
- 21.3 The tanking membrane shall extend continuously across the floor and be dressed up adjoining walls a minimum of 150mm; around enclosing walls to shower trays to the height of the top of the showerhead; on walls adjacent to baths to a level 450mm above the top of the bath and over a 20mm high threshold set across door openings.
- 21.4 Plasterboard should not be used to form the walls and sides of any shower or bath, such walls and sides should comprise rendered brickwork, WBP plywood, Marine plywood, Wedi board (manufactured by Wedi) or other similar and approved materials.
- 21.5 All baths and shower trays are to be set into walls so as to facilitate a full and proper seal on completion. It is recommended that all sealants around baths and shower cubicles be renewed every two years to minimise the risk of leakage due to a possible breakdown of the sealant.
- 21.6 Access panels and traps for cleaning and maintenance should be provided for all enclosed bath, hand basin and shower installations. Easy bends shall be provided on all drainage runs wherever possible, where 90° bends are unavoidable rodding eyes should be provided for clearing blockages.

21.7 Ventilation ducting for Bathrooms and Kitchens shall be routed through the flat to exit into the light wells or to the rear of the building. **Under no circumstances will ventilation ducting be allowed to pass through the common parts of the building. Neither will outlets be permitted within the main red brick elevations of the building**

21.8 *Chases for pipework and electrical wiring, pockets for mixer taps, plug sockets and light switches shall not be any deeper than the plaster finish to the walls. Should more depth be required the wall shall be boxed out or dry lined to accommodate these services.

***This should be considered when designing kitchen and bathroom layouts.**

22.0 External Works

22.1 Any making good of the external elevation occasioned by damage during the works permitted by the Licence must precisely match the existing.

22.2 Alterations will be permitted to existing fenestration as long as the following criteria are met:

- Planning permission and Conservation Area Consent (if required) are granted and proof of such consents submitted to the Landlord's Surveyor
- Windows are replaced to match the original style exactly
- Windows are replaced in timber or powder coated metal (uPVC will not be permitted)
- Windows are replaced with those of good quality and double or triple glazed
- Windows to be replaced are white in colour
- Sealant applied to windows must match the existing material used.
- New windows are provided with a FENSA certificate to be submitted to the Landlord's Surveyor

Any repairs to windows must be undertaken to precisely match the existing in every respect

22.3 Where repair or replacement of entrance doors to a flat is undertaken, the work must be finished on the external face to match the existing.

23.0 Plumbing

23.1 All plumbing works are to be undertaken strictly in accordance with the relevant requirements of the Thames Water Authority and of the current Water Bylaws.

23.2 Drinking water shall be supplied direct from the Water Authority Mains.

23.3 Any alteration or addition to the drainage system must be accompanied by confirmation of Building Regulation approval obtained from Westminster City Council. All external connections to existing soil and waste drainage must be undertaken in materials which match the existing and it should be noted that all existing soil and waste drainage is self-finished colour black.

23.4 Macerator systems shall not be permitted

23.5 All new or replacement fittings must be fitted to the existing anti-siphon system. In approving drawings specific reference will be made to the provision of proper and adequate access for all traps, stop cocks and fittings, details of which shall be provided on the “As Built” drawings.

23.6 All contractors should note that the existing hot and cold water systems operate under pressures of up to 10 bar and high pressure valves and taps must be installed. **No polypipe installations with push fit connections will be allowed.**

23.7 **Flexible connections from copper pipe work to tap fittings will not normally be allowed.** (Experience is showing that in the long term such connections are unable to withstand the high water pressures within the building).

However, taps are being manufactured with factory installed flexible tails and flexible connectors are being manufactured to withstand high hot and cold water pressures. Where it can be demonstrated that the taps and or connectors are suitable for use in Bickenhall Mansions by means of a manufacture’s specification or guarantee that confirms they can operate at pressures of up to 10 Bar and that they have been tested at pressures of up to 16 Bar then these will be allowed. **If no confirmation can be provided that taps with flexible tails or flexible connectors meet these standards, then the taps must be fitted to solid copper pipe work.**

23.8 Where it is practical to do so, all existing lead pipe work is to be removed and replaced in copper. No connections shall be made to lead pipe work that is built into the external walls of the building. When removing lead pipe work the contractor should ensure that it is done in accordance with the HSE recommendations for the protection of operatives when handling and removing lead pipe work. Guidelines on “Lead in the work place” issued by The Chartered Institute of Plumbing and Heating Engineering should also be referred to. Care must also be taken by the contractor to ensure the isolation or redundancy of any lead pipe work before it is removed. The contractor shall be held responsible for any damage to adjoining flats caused by his or his sub contractor’s failure to take such care.

23.9 If work is proposed to any duct, due notice and warning shall be given to all adjoining occupiers and the contractor must provide temporary protection in an effort to minimise the effects of dust and debris.

23.10 **All mixer taps and shower controls are to be fitted with non return valves to ensure there is no cross contamination of the hot and cold water supply systems.**

24.0 Heating & Air Conditioning

24.1 Permission will not be given for the installation of additional radiators or towel rails connected to the existing communal central heating and hot water systems. The existing heating system is intended to provide background heating only and independent electrical or self-contained gas fired central heating systems should be installed to provide additional heating if this is required. These new installations are subject to specific approval by the Landlord’s surveyor and it should be noted that no flue terminals are permitted within the main red brick elevations of the building. If radiators have been removed historically and the pipe tails remain, a new radiator may be reinstated as long as it fits exactly in the position of the existing tails without any pipework alterations being required. This work can only be carried out during the summer months once the communal heating system has been shut down.

Details of proposed dates of summer shut downs are available upon enquiry to the Management Office. The Lessee will need to identify the position of the incoming supply pipe shut-down valve and clearly mark this on the drawings.

24.2 Redundant pipe work from previously installed communal central heating and hot water systems may be removed if required. Care must be taken by the contractor to ensure the redundancy of the pipe work to be removed and the safe support of any pipe work remaining in the flats above or below before any section of pipe is removed. The contractor shall be held responsible for any damage to adjoining flats caused by his or his sub contractor's failure to take such care. Holes through the floor resulting from the removal of pipe work shall be made good to prevent the spread of fire and the transmission of noise.

24.3 The installation of air conditioning systems will only be permitted if it can be demonstrated that the complete system is installed within the demise of the property. The Lessee must demonstrate compliance with the following additional guidance to the BFL surveyor:

- (i) Lessees are to ensure that Westminster Council Planning office must give approval to any work required on the external surface of a wall (eg louvre) or roof area, regardless of its position or elevation.
- (ii) The new plant shall not cause any audible noise or perceptible vibration to be transmitted through the structure of the building to adjacent properties with a maximum of 10dB at 1.0m from the louvre measured externally and/or in adjacent flats.
- (iii) In addition, a qualified electrician should confirm the adequacy of the incoming electricity mains to withstand the load from the A/C unit ensuring a maximum cooling load of 7.5kW (total heat) at the main chiller plant.
- (iv) Symmetry to external elevations, particularly where ventilation grilles in the external wall are installed. The removal of a window and replacement with a ventilation grill will not receive favourable consideration.
- (v) No appliances are to be fixed directly to the roof surface and they should be no installation of units utilising street elevations – even for venting.
- (vi) Storage cupboards to the rear service areas may be converted into air conditioning plant and equipment rooms with appropriate ventilation grills.
- (vii) The number of air conditioning units will be limited to one per property with one external louvre and to be positioned as agreed by the BFL Surveyor and in compliance with planning regulations. Louvres cannot exceed 1.00 square meters and can only be mounted on service elevation facades.
- (viii) Internal compressor units shall be supplied with suitable anti-vibration mounts as necessary, such that not vibration shall be transferred within the structure of the building or to adjacent flats.
- (ix) BFL & BMML have fully recognised the need to reduce to an absolute minimum the effect that any installation may have upon the limits of the building electricity supply

and the overall aesthetic appearance of the building. For example, permission to place a unit on a Lessee balcony will not be provided.

25.0 Electrical Works

- 25.1 All electrical work is to be undertaken by a suitably qualified NICEIC (or equal and approved) electrician, fully in accordance with the requirements of the electrical supply authority and the current Wiring Regulations issued by the Institution of Electrical Engineers.
- 25.2 During the design or consultation process for works of alteration or refurbishment a qualified Electrician should check the existing electrical circuitry for compliance with current regulations. Installations that fail to comply should be upgraded or renewed as appropriate and the details of the new installation should be included in the application for a Licence for Alterations.
- 25.3 A satisfactory test certificate is to be provided to the Landlord's Surveyor upon completion of the electrical works. A Part P certificate under the Building Regulations will also be required where applicable.

26.0 Wooden or other hard floor surfaces.

- 26.1 Wood strip flooring, or other hard floor finishes, should be laid on materials designed to provide a minimum level of airborne sound resistance to the flat below of 45dB and a maximum impact transmission level of 64dB. **The lessees are reminded of the obligations of their lease with regard to noise and any Licence for Alterations that is granted will not supersede or overrule their obligations in this respect.** The Landlord reserves the right to invoke the requirements of the lease should any complaint of excessive noise be made. Details of the noise reduction membrane to be used shall be noted on the drawings or provided separately to the Landlord's Surveyor for approval prior to commencing work.

A system of Sound Insulation that the Landlord will accept is shown below:

KARMA Overlay 23 by CMS Danksin Acoustics Ltd. Product sheet in appendix.

Any other proposed system will need to demonstrate that it can meet the sound transmission requirements in clause 26.1 above.

27.0 Works to Fireplaces & Flues

- 27.1 If work is proposed to any flue, due notice and warning shall be given to all adjoining occupiers and the contractor must provide temporary protection in the form of painted plywood sheeting to fireplace openings in the flat directly above, beneath and behind, (where the fireplace is to a double stack) taped at the edges in an effort to minimise the effects of dust and debris.
- 27.2 **Approval shall not be granted for the removal of any chimneybreast.**

27.3 Any Lessee wishing to reuse an existing chimney/flue serving a flat, whether for a gas or solid fuel fire, will be required to undertake the following: -

- a) Any such flue is to be fully tested, inspected and “proved” to be structurally adequate and free of obstruction, modification or any other feature that would prevent its safe use.
- b) All such flues are to be adequately lined in accordance with the Building Regulations.
- c) Smokeless fuel only is to be used in any “open” fire.
- d) All hearths to be reused as “open” fires are to be modified and provided with the same standard of fire separation/heat reduction as is currently required by the Building Regulations.

27.4 A Gas Safe registered installer must install all gas fires and provide Completion Certificates covering the installation. (see also clause 9.3)

28.0 Hot work permits

28.1 Contractors undertaking any works in the building that necessitates the use of heating equipment shall obtain and complete Hot Work Permits for each occasion and location where the hot works occur.

29.0 Temporary Services

29.1 All contractors should ensure that any temporary water and electricity supplies required be provided by the Lessees from inside their demise. **Under no circumstances will contractors be permitted to utilise power supplies from the common areas of the building.**

30.0 Miscellaneous Matters

30.1 The Landlord's Surveyor reserves the right to modify and extend the scope of these Regulations to suit the specific proposals of any one Lessee. Where there is any conflict the provisions of the Licence shall prevail.

30.2 The granting of approval by the Landlord, Solicitor, or the Landlord's Surveyor is given without any liability regarding the design of the proposed works and should not be construed as absolving the Lessee from their obligations to ensure that the proposed works are correctly designed, executed and completed in compliance with all statutory and other obligations.

30.3 Any approval granted to permit works of alteration shall not supersede the terms of the leases, nor shall it absolve the applicant from his/her duties to obtain all appropriate statutory approvals.

APPENDIX TO BFL REGULATIONS



Karma Overlay 23

Karma Overlay 23 is a high performance acoustic floor panel with an exceptional performance to height ratio. Comprising an 18mm tongued and grooved 18mm P5 chipboard bonded to a 5mm cross linked polyolefin foam resilient layer. Karma Overlay 23 provides excellent impact and airborne sound insulation in a single



product. It is used on an existing floor, new ply or chipboard floor or directly to concrete/screed floors making it an ideal product for refurbishment and new build projects.

Benefits

- Excellent impact and airborne sound performance for 23mm thickness.
- Can be used with any floor finish.
- Non load bearing partitions can be built off the finished floor surface.
- Can be used on existing subfloors or concrete/screed floors.
- Fire rating of top layer – Class 0 surface spread of flame to BS 476

Typical Applications

- Refurbishment and new build projects.
- Economical system with very good performance for concrete or timber floors.
- When height restrictions exist but reliable performance is still required.

Physical Dimensions

Panel Size 2400 x 600 x 23mm
 Panel Coverage 2400 x 600mm
 Weight 19kg
 Edge Detail T&G

Packaging

Pallet Size 2400 x 1200mm
 Contents / pallet 80 boards (36m²)
 Pallet Packaging Shrinked PE cover

Acoustic Performance

Approved Document E Requirement (England and Wales)	Impact Sound L`nT,w	Airborne Sound DnT,w + Ctr
Conversions New	≤ 64dB	≥ 43dB
Build	≤ 62dB	≥ 45dB

Section 5 2010 Requirement (Scotland)	Impact Sound L`nT,w	Airborne Sound DnT,w
Conversions - built post 1919 Conversions- traditional (pre 1919) New Build	≤ 56 dB ≤ 58 dB ≤ 56 dB	≥ 56 dB ≥ 53 dB ≥ 56 dB
Karma Masspanel (Site tested by independent UKAS accredited acoustic consultant)	Impact Sound L`nT,w	Airborne Sound DnT,w (+ Ctr)
Laid on 18mm OSB deck , on 235mm I joists with 100mm quilt between joists ; RB565 resilient bar and two layers of 15mm acoustic plasterboard.	58 dB	58 (-6) dB

Karma Overlay 23 Installation Instructions Preparation

Storage

All components should be kept inside, under cover and in dry conditions at all times. Panels should be stacked flat on a level surface. Materials should be located into the environment in which they are to be fixed at least 24 hours prior to fixing.

Subfloor Tolerances The subfloor evenness tolerances must not exceed +/- 2mm per 2 metre run. The base floor must also be clean and completely dried out. The floor should be clear of pipes and other obstacles.

Partitions

Lightweight non load bearing partitions can be supported on top of Karma Overlay 23 boards.

Moisture

Installation Procedure

- 1) Place Karma 5mm thick x 100mm wide flanking strip between Karma Overlay 23 and perimeter walls and existing door frames during installation. This will reduce flanking sound transmission.
- 2) Lay Karma Overlay 23 with the grooved edges or cut edges facing the perimeter walls. Use the off cut from the final panel in the first row to commence the next row. Do not start a row with an off cut less than 250mm long. Lay panels in a brick bonded fashion. On concrete subfloors a vapour barrier (minimum 1000 gauge) should be laid below the Karma Overlay 23.

- 3) While laying boards apply a liberal amount of Karma PU adhesive to the grooves of the T&G joint and tightly butt the boards together. Wipe off excess adhesive with a damp cloth. Avoid walking on the boards until the adhesive has dried.

Expansion Provision

Expansion provision should be calculated at a rate of 2mm per metre run. This may be provided in a gap perimeter walls but intermediate expansion joints may be needed on long runs of flooring.

Tiling

The top surface of Overlay 23 should be primed before tiling. Ensure that a flexible tile adhesive and flexible grout compatible with the P5 chipboard top surface are used to accommodate the movement of the substrate.

