

Bickenhall Freehold Limited

APPLICATION FORM FOR LICENSES TO ALTER

The following Application Form is to be submitted by the Lessee not less than one month before the proposed works the subject of a Formal Licence, Intermediate or Insurance Licence are to commence in accordance with Clauses 4.1 and 4.2 of the BFL's Regulations, a copy of which is available on the Intranet at:

- a) www.bickenhallmansions.co.uk

or by emailing the Bickenhall Mansions site management office at:

- b) info@bickenhallmansions.co.uk.

1. Types of Licence Or Permit

For information on the works covered under the various types of Licences or permit, please refer to **clause 1.0 of the BFL Regulations**.

There are five types of Licence and Permit that a Lessee may apply for and these are:

- A Full Licence []
- An Intermediate Licence []
- An Insurance Licence []
- A Letter Licence []
- A Decoration Permit []

2. Applicant's Details

Name:

Property Address:

Daytime Tel No:

Evening Tel no:

Mobile Tel No:

E-mail address(es):

Alternative mailing address:

3. Details of all proposed Contractors, Consultants, Architects:

Name of Company & Contact Person	Contact Tel numbers and e-mail address	Employed as: (Builder, plumber, electrician, architect, etc).

Important Information:

Bickenhall Mansions Management Limited acts in its role as the Managing Agent for Bickenhall Freehold Limited and not as a Planning or Regulatory authority. It is your responsibility to ensure that you obtain any relevant permission from Westminster City Council. It is the Lessee's responsibility to ensure that they are compliant with the all building and planning regulations when undertaking works.

- You may need to obtain approval for the alterations from the Building Control department. Please call the Building Control on 020 7641 7230/7240, and ask for the District Surveyor for your area.
- If you are carrying out any external works to the property you may need to obtain planning approval. Please call the Planning team on 020 7641 2513.

4. Table of Fees, Costs & Deposits:

Type of Licence	Landlords Admin Fee	Management Company Fee	Landlords Solicitors Fee	Landlords Surveyors Fee for advising 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	£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
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

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

5. Schedules of Condition:

Any works including stripping out of finishes or fixtures will likely require the recording of Schedules of Condition of adjoining flats and once your application has been considered, the Landlord’s Surveyor will advise the adjoining areas that require Schedules to be recorded. Before granting of the licence, you will be required to submit funds to cover the cost of these schedules of condition. Schedules of condition are required for two reasons:

- 1) to ascertain whether damage has been caused to any adjoining areas of the building as a result of the works and,
- 2) to prevent spurious claims by others of damage related to the works.

6. Application Checklist:

The following checklists are provided to assist you to provide the correct information for our surveyor, which will enable us to respond to your application faster.

Please note that the checklists are for guidance only and are not an exhaustive list. Further information may still be requested. The more information you provide and the clearer the information will mean your application can be processed more speedily. Clear “existing” and “proposed” plans make it easier for our surveyor to process your application.

We would like plans of the full layout of your flat but sometimes, in addition to these, you may also provide plans of individual rooms to be altered, especially in extensive alterations.

7. For ALL Formal Licence or Intermediate Licence works:

Description	Included (√)
Please provide a full layout plan of the property showing all rooms (even those unaffected by works) as they are prior to works – Please provide plans in ink and not pencil if not printed plans.	
Please provide a full layout plan of the property showing all rooms (even those unaffected by works) as they will be after the works are complete – Please provide plans in ink and not pencil if not printed plans. Please ensure all plans are titled, dated and numbered for ease of reference. Plans should be to a minimum of 1:50 scale.	
On the above plans please Indicate clearly the locations of all service ducts (gas, electricity, water, etc.) within the property.	
Provide specifications for the works or a schedule of works with a clear description of all works to be carried out and the materials to be used. The more detail the better.	
If drawings are sized over A3 please include three copies of each. Alternatively please provide electronic copies.	
Please enclose fees as described in clause 4 above.	

Please supply us with a copy for each of your contractors' public and products indemnity insurance, which must have a minimum of £5M cover each. This needs to be a current policy and not a copy of an expired one.	
A Refurbishment or Demolition Asbestos survey report.	

IN ADDITION:

For proposals to bathrooms/shower rooms/WC rooms:

Description	Included (√)
On plans clearly show both the existing and proposed routes of plumbing and any other services	
Provide full specifications for shower enclosures and wet rooms that include full details of how the walls and floors shall be made waterproof.	
Provide details for new bathrooms and shower rooms that include details for mechanical air extraction systems showing how and where the system will exit the property.	

For changes to Kitchens:

Description	Included (√)
On plans clearly show both the existing and proposed routes all services.	
Provide full details of the existing and proposed ventilation systems.	

For electrical works:

Description	Included (√)
Provide plans showing the current and the proposed routes of wiring.	
Confirm the number of and locations of new electrical fittings.	
Confirm the make and model of all light fittings being installed.	

For changes to boilers:

Description	Included (√)
Ensure that the locations of the existing and proposed boilers are detailed on the plans.	
Provide full details of how and where flue and pressure relief pipes will exit the building. Please also specify the height of the flue.	
Provide details showing the routing off of pipe work for the proposed heating system.	
Provide details of the make and model of the existing and proposed boilers.	
Installation or relocation of Unvented hot water services	
Provide full details of unvented cylinder	
Provide full details of proposed route and discharge of D2 including materials	
Provide full details of unvented cylinder location weight and support proposals.	

For layout changes, wall removals etc:

Description	Included (√)
If proposals include works to load bearing walls please provide the compulsory supporting structural engineer's report. If proposed alterations are to non-load bearing walls, please provide adequate evidence that they are indeed non-load bearing.	

Enter description of works/comments here:

I/We confirm that I/we have read in full the above and all elements of the background information (including service charges & fees) and hereby undertake to comply with the conditions outlined in this application form and any further conditions, which Bickenhall Mansions Management Limited (acting on behalf of the Bickenhall Freehold Limited) deems appropriate.

Name.....	Signed.....	Date.....
Name.....	Signed.....	Date.....
Name.....	Signed.....	Date.....

Note all owners must sign the form accepting these conditions.

Before any application for consent will be considered, the Lessee(s) applying for consent will be required to confirm that they have received a copy of the building regulations, read and understood them, and that they will ensure that if consent for the carrying out of works is given, those works will be carried out in accordance with these regulations.

PLEASE TICK (√) HERE TO CONFIRM THAT ALL LESSEES HAVE RECEIVED, READ AND UNDERSTOOD THE REGULATIONS ()

Making An Application:

1. All registered lessees must sign this agreement
2. Permission cannot be provided to an unregistered lessee until such time as their ownership becomes registered with the landlord.
3. All service charge and Major Works accounts must be up to date before permission can be granted

1	Decoration works	Decoration Permit
2	Replacing internal or external doors	Letter Licence
3	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.	Letter Licence
4	Refurbishment of a single bathroom, shower room, cloakroom or kitchen with additional inspections being allowed for as necessary to ensure that the Regulations are adhered to.	Letter Licence
5	Replacing radiators or radiator valves to existing radiators (where these use existing pipework without modification of any sort).	Letter Licence
6	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.	Letter Licence
7	Introducing or altering any alarm or detection systems or any telephone or television cable or aerial.	Letter Licence
8	Two or more items from 2-5 above or items 2-5 in more than one area.	Intermediate Licence
9	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.	Full Licence
9	Altering internal partition layouts.	Full Licence
10	Creating new openings in any of the walls, whether load-bearing or not.	Full Licence
11	Carrying out any works to chimneys, flues or gas fire installations.	Full Licence
12	Altering any external joinery (save for replacing windows or doors on a like for like basis - which is covered under Letter Licences).	Full Licence
13	Upgrading or altering the electrical supply, rewiring power and lighting circuits or modifying lighting systems.	Full Licence
14	Installation of heating systems that are wholly within the demised premises.	Full Licence
15	Any works from list items 8-15 that do not include any works of structural alteration (work to load bearing structures).	Intermediate Licence

FULL LICENCE

Step	1	2	3
Who	Owner	Encore	Surveyor
Contact		info@encoreestates.co.uk	bill@licencetoalter.com
When	One month prior to anticipated start of works.	After all information and transfers have been received.	After all information has been received.
What	Sends to info@encoreestates.co.uk : 1. Licence to Alter Application Form 2. Supporting Information (Plans, etc.) and Schedule of Condition. 3. Proof of payment to EEML re Bickenhall Mansions Deposit Client A/c Bank: Barclays Sort Code: 201722 Account number: 53413101 of £5,000 (Deposit) £300 (Management fee) £250 (Landlord fee) £300 (Wear and Tear)	1. Reviews that information is complete and adequate. 2. Requests any missing information. 3 Sends to Owner invoices for Management Fee, Landlord Fee and Wear and Tear 4. Sends all information to Surveyor	1. Reviews that information is complete and adequate. 2. Requests additional or missing information if applicable. 3. Provides a recommendation to Solicitor to issue Full Licence along with invoice for total fee including additional sums not paid on application (for schedules of condition, additional inspections etc).
Step	4	5	6
Who	Solicitor	Owner	Building Manager
Contact	Ellen-Marie Parker: eparker@karlslakes.com ; [T:01483 454242]		info@bickenhallmansions.co.uk
When		After Full Licence has been issued.	After Full Licence has been issued.
What	1. Sends bank details to Owner for fees including legal (£900 (inc VAT)) and initial professional fees of £1,200 (inc VAT) (not including for schedules of condition). 2. Awaits positive recommendation to issue Full licence to Owner. 3. Issue Full Licence to Owner.	1. Starts works in accordance the licence. 2. Informs the Surveyor when tanking and sound insulation have been laid (prior to any concealment by finishes) in order for him to inspect (if applicable). 3. Informs the Building Manager when scaffolding is removed (if applicable), 4. Informs Building Manager, Encore and Surveyor when works are completed.	1. Inspects works on site on a regular basis. 2. If scaffolding has been erected, identifies any potential damage caused by the scaffolding. 3. Identifies any damage caused by the works.
Step	7	8	9
Who	Encore	Surveyor	Encore
Contact		bill@licencetoalter.com	
When	After scaffolding is removed (if applicable) and Building Manager has inspected the affected areas.	After works are completed.	After Surveyors and Building Manager have confirmed completion of works.
What	1. Sends invoice to the Owner for the scaffolding fees. *	1. Certifies that works have been completed in accordance with the licence. 2. Provides a recommendation to Encore to release deposit less any applicable reductions.	1. Arranges for repairs of the damage caused by the works (if applicable). 2. Releases deposit less any cost of the repairs of the damage caused by the works (if applicable).
	* Owner to pay as soon as invoice is received		

INTERMEDIATE LICENCE

Step	1	2	3
Who	Owner	Encore	Surveyor
Contact		info@encoreestates.co.uk	bill@licencetoalter.com
When	One month prior to anticipated start of works.	After all information and transfers have been received.	After all information has been received.
What	Sends to info@encoreestates.co.uk : 1. Licence to Alter Application Form 2. Supporting Information (Plans, etc.) and Schedule of Condition. 3. Proof of payment to EEML re Bickenhall Mansions Deposit Client A/c Bank: Barclays Sort Code: 201722 Account number: 53413101 of £5,000 (Deposit) £300 (Management fee) £250 (Landlord fee) £300 (Wear and Tear)	1. Reviews that information is complete and adequate. 2. Requests any missing information. 3 Sends to Owner invoices for Management Fee, Landlord Fee and Wear and Tear 4. Sends all information to Surveyor	1. Reviews that information is complete and adequate, 2. Requests additional or missing information if applicable. 3. Provides a recommendation to Solicitor to issue Intermediate Licence along with invoice for total fee including additional sums not paid on application (for schedules of condition, additional inspections etc).
Step	4	5	6
Who	Solicitor	Owner	Building Manager
Contact	Ellen-Marie Parker: eparker@karlslakes.com ; [T:01483 454242]		info@bickenhallmansions.co.uk
When		After Intermediate Licence has been issued.	After Intermediate Licence has been issued.
What	1. Sends bank details to Owner for fees including legal (£900 (inc VAT)) and initial professional fees of £900 (inc VAT) (not including for schedules of condition). 2. Awaits positive recommendation to issue Full licence to Owner. 3. Issue Intermediate Licence to Owner.	1. Starts works in accordance with the licence. 2. Informs the Surveyor when tanking and sound insulation have been laid (prior to any concealment by finishes) in order for him to inspect (if applicable). 3. Informs the Building Manager when scaffolding is removed (if applicable). 4. Informs Building Manager, Encore and Surveyor when works are completed.	1. Inspects works on site on a regular basis. 2. If scaffolding has been erected, identifies any potential damage caused by the scaffolding. 3. Identifies any damage caused by the works.
Step	7	8	9
Who	Encore	Surveyor	Encore
Contact		bill@licencetoalter.com	
When	After scaffolding is removed (if applicable) and Building Manager has inspected the affected areas.	After works are completed.	After Surveyors and Building Manager have confirmed completion of works.
What	1. Sends invoice to the Owner for the scaffolding fees. *	1. Certifies that works have been completed in accordance with the licence. 2. Provides a recommendation to Encore to release deposit less any applicable reductions.	1. Arranges for repairs of the damage caused by the works (if applicable). 2. Releases deposit less any cost of the repairs of the damage caused by the works (if applicable).
	* Owner to pay as soon as invoice is received		

LETTER LICENCE

Step	1	2	3
Who	Owner	Encore	Surveyor
Contact		info@encoreestates.co.uk	bill@licencetoalter.com
When	One month prior to anticipated start of works.	After all information and transfers have been received.	After all information has been received.
What	Sends to info@encoreestates.co.uk : 1. Licence to Alter Application Form 2. Supporting Information (Plans, etc.) 3. Proof of payment to EEML re Bickenhall Mansions Deposit Client A/c Bank: Barclays Sort Code: 201722 Account number: 53413101 of £1,000 (Deposit) £100 (Management fee)	1. Reviews that information is complete and adequate. 2. Requests any missing information. 3 Sends to Owner invoices for Management Fee. 4. Sends all information to Surveyor	1. Reviews that information is complete and adequate, 2. Requests additional or missing information if applicable. 3. Issues Letter Licence with invoice for £180 inc VAT plus any additional inspections required as part of the terms of the licence.
Step	4	5	6
Who	Solicitor	Owner	Building Manager
Contact	Ellen-Marie Parker: eparker@karlslakes.com ; Tel: 01483 454242		info@bickenhallmansions.co.uk
When		After Intermediate Licence has been issued.	After Intermediate Licence has been issued.
What	1. Sends bank details to Owner for fees including legal (£900 (inc VAT)) and initial professional fees of £900 (inc VAT) (not including for schedules of condition). 2. Awaits positive recommendation to issue Full licence to Owner. 3. Issue Intermediate Licence to Owner.	1. Starts works in accordance with the licence. 2. Informs the Surveyor when tanking and sound insulation have been laid (prior to any concealment by finishes) in order for him to inspect (if applicable). 3. Informs the Building Manager when scaffolding is removed (if applicable), 4. Informs Building Manager, Encore and Surveyor when works are completed.	1. Inspects works on site on a regular basis. 2. If scaffolding has been erected, identifies any potential damage caused by the scaffolding. 3. Identifies any damage caused by the works.
Step	7	8	9
Who	Encore	Surveyor	Encore
Contact		bill@licencetoalter.com	
When	After scaffolding is removed (if applicable) and Building Manager has inspected the affected areas.	After works are completed.	After Surveyors and Building Manager have confirmed completion of works.
What	1. Sends invoice to the Owner for the scaffolding fees. *	1. Certifies that works have been completed in accordance with the licence. 2. Provides a recommendation to Encore to release deposit less any applicable reductions.	1. Arranges for repairs of the damage caused by the works (if applicable). 2. Releases deposit less any cost of the repairs of the damage caused by the works (if applicable).
	* Owner to pay as soon as invoice is received.		

DECORATION PERMIT

Step	1	2	3
Who	Owner	Encore	Owner
Contact		info@encoreestates.co.uk	
When	One month prior to anticipated start of works.	After all information and transfers have been received.	After works have been completed.
What	Sends to info@encoreestates.co.uk : 1. Licence to Alter Application Form 2. Supporting Information (Plans, etc.) 3. Proof of payment to EEML re Bickenhall Mansions Deposit Client A/c Bank: Barclays Sort Code: 201722 Account number: 53413101 of £1,000 (Deposit)	1. Reviews that information is complete and adequate. 2. Requests any missing information. 3 Issues a Decoration Permit.	1. Informs Building Manager and Encore when works are completed.
Step	4		
Who	Encore & Building Manager		
Contact	info@encoreestates.co.uk		
When	After Building Manager has confirmed completion of works.		
What	1. Arranges for repairs of the damage caused by the works (if applicable). 2. Releases deposit less any cost of the repairs of the damage caused by the works (if applicable).		

UK & International Payments:

Full details of the bank account for the management fees and deposit, including IBAN and Swift/Bic details for international payments is below:

EEML re Bickenhall Mansions Deposit Client A/C
 Bank: Barclays Sort Code: 201722 Account number: 53413101
 IBAN: GB82BARC20172203223949
 SWIFTBIC: BUKBGB22

Deposit and Fee Confirmation Record

The required deposit and typical fees for your type of licence or permit are listed in the table below.

Depending on your required licence, additional structural engineers' fees and or scaffolding fees may also be payable. These can be found on page 3 (Table 4.) - These fees will be demanded separately.

Deposits and associated fees should be paid to:-

EEML re Bickenhall Mansions Deposit Client A/C
 Bank: Barclays Sort Code: 201722 Account number: 53413101
 IBAN: GB82BARC20172203223949
 SWIFTBIC: BUKBGB22

Surveyors and solicitors' fees should be paid directly to Karslakes Solicitors

- To enable us to track when a payment has been made, please complete the section below and return to bickenhall.manager@encoreestates.co.uk
- Please ensure that your unique flat reference is provided when making any bank transfer.

Flat Number: _____ **Flat Ref:** _____

Name of Applicant: _____
 (The name of the applicant should be the registered flat owner/s)

Date of payment: ____ / ____ / ____

Tick final column to confirm type of licence and check total deposit and fees payable

Type of Licence	Landlords Admin Fee	Management Company Fee (Encore)	Wear and Tear Cost	Deposit	Total excluding sols & surveyors fees	
Decoration Permit	Zero	Zero	Zero	£1,000	£1,000	<input type="checkbox"/>
Letter Licence	Zero	£100	Zero	£1,000	£1,100	<input type="checkbox"/>
Intermediate Licence	£250	£300	£300	£5,000	£5,850	<input type="checkbox"/>
Full Licence	£250	£300	£300	£5,000	£5,850	<input type="checkbox"/>
Insurance Licence	Zero	Zero	£300	Zero	£480	<input type="checkbox"/>

Return to bickenhall.manager@encoreestates.co.uk