

21<sup>st</sup> February 2011  
Your reference:  
Our reference: R10/734  
Contact: Emma Adjei 0207 974 8660

**Home Ownership Service**  
Housing and Adult Social Care  
Department  
London Borough of Camden  
Bidborough House  
38-50 Bidborough Street  
London WC1H 9DB

Tel: 020 7974 4444  
Fax: 020 7974 6327

hos@camden.gov.uk  
camden.gov.uk

The Leaseholder(s)  
Goldthorpe  
Camden Street  
London  
NW1 0HH

Dear Leaseholder(s)

**Commonhold and Leasehold Reform Act 2002  
Schedule 3 Notice of Intention to Undertake Repair Works under an  
Existing Long Term Agreement**

**Unit Address: Goldthorpe, Camden Street, London, NW1 0HH**

You may be aware that the Council is in the process of upgrading your property in the above contract by carrying out essential repairs. We intend to undertake these works under an existing long-term agreement previously consulted upon or an agreement entered into before October 31<sup>st</sup> 2003.

In accordance with the Commonhold and Leasehold Reform Act 2002, Camden Council, as your landlord, is obliged to inform you of any repair works where you are likely to contribute more than £250 towards repair work under the terms of your lease.

Under the terms of your lease you have agreed to pay a contribution towards the Landlords cost for repairs and maintenance to your blocks and estate.

We ask that you take some time to read this Notice and the enclosures as it contains important information for you.

### 1. Description of Works

Camden Council hereby gives you notice under Section 151, Schedule 3 of The Commonhold and Leasehold Reform Act 2002 that it is intending to undertake the following works for the reasons stated.

Description of Proposed works	Reasons for Proposal
Water Tank Repairs/Replacement and all Associated Works	The existing tanks are in a very poor condition



## 2. Written Observations:

Under the above legislation the landlord must have due regard for any written observation it receives from leaseholders and is obligated to provide you with a response. We highly recommend that you, the leaseholder, contribute any observations you may have.

You have 30 days to make your written observations and these can be completed and returned to us on the attached form no later than **Monday 28<sup>th</sup> March 2011**.

We will respond to your observation letter within 21 days of receipt.

Observations should be sent to:

Emma Adjei  
Home Ownership Services  
London Borough of Camden  
Bidborough House  
38 – 50 Bidborough Street  
London WC1H 9DB

Or email [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **R10/734** and property reference **26787**.

## 3. Inspection of proposals

Under the legislation you have the right to view our work proposals to which end please find enclosed the work order form.

## 4. How is my contribution calculated?

To calculate your contribution towards the works Camden uses the rateable value of each property to apportion the costs of the works among the block fairly. The rateable value is set by the District Valuer and is based upon the size of your flat.

Rateable Value of	Goldthorpe, Camden Street, London, NW1 0HH
<u>359</u>	
Block Rateable	<b>12298</b>

X Block Charges **£16,632.02** = **£ 521.93**

Your contribution towards these works is **£ 521.93** plus an additional 10% toward Management Costs and 15.33% toward the costs for surveying, inspection and supervision. Therefore your total estimated contribution is **£ 574.12**

**5. Charges**

This work will be charged to you when we know the full cost of the works.

**6. Proposed start date**

Camden Council is not permitted to instruct the contractor to start these repair works until the consultation period has closed and all leaseholders observations have been responded to.

Should you have any questions or comments pertaining to this contract, please do not hesitate to contact me at your earliest convenience.

Yours sincerely



Emma Adjei  
Camden Council  
capitalservices@camden.gov.uk

Any third party who is not a party to this contract shall not be bound by its terms and conditions and shall not be liable for any loss or damage suffered by any third party as a result of its use.

SN	Line	Item	Qty	Unit	Cost	Description
1	1	1	1	1	1	Supply and install...



**LONDON BOROUGH  
OF CAMDEN**

**WORKS ORDER**

**No: 1108965/ 1**

**To:**

Apollo Property Services Group Ltd  
Apollo  
Conquest House  
Church Street  
Waltham Abbey  
Essex  
EN9 1DX

**Date Issued:**

**Version Number:**

**Variation Reason:**

**Date Version**

**Authorised:**

**Priority:**

**Appointment:**

**Appointment Slot:**

**Location**

**Target Date:**

Batch Printed : 21-FEB-2011 10:00

**Client's Invoicing Address:**

Purchase to Pay - Works  
PO Box 48898  
London  
WC1H 8WN  
Attention: Audrey Cabey

**Occupants Name**

**Telephone Number:**

Reported By :

Contact No :

Property Reference / Name : REPB00046 REP BLK 1-34 GOLDTHORPE (CONS)

**Site Address:**

Rep Blk 1-34 Goldthorpe (Cons) NW1 0HH

**On-Site Supervisor :** ALAN BILYARD

**Access Details:**

N/A

**Originator:**

Alison Wriglesworth

**Job Title/Details:**HERTEL - Supply and install temp bypass to include double check valve, isolating valve and pressure reducing valve to enable replacement of cold water storage 01-02. Drain tank to the foul drain, disconnect tank, cut up and clear from site.

**SOR Details:**

SoR Code	Loc	Pri	Qty	Item	Cost Price	Description
NWTK_MISC	PRO	P	1	16632.02	16632.02	HERTEL - Supply and install temp bypass to include double check valve, isolating valve and pressure reducing valve to enable replacement of cold water storage 01-02. Drain tank to the foul drain, disconnect tank, cut up and clear from site. Utilise existing tank base. Install new sectional hot pressed moulded pre-insulated GRP tank, size 3000mm x 1000mm x 1000mm to comply with L8 cold water storage 01-02. All internal fastening to be stainless steel. Connect up new tank to existing services. Insulate all new and exposed pipework with 25mm foil faced mineral wool. Disinfected tanks with stabilised chlorine dioxide spray, label cold water storage, label the supply and outlet pipe work, leave site tidy.

**Works Order Total**

**16632.02**

**SECTION 151 of the Commonhold and Leasehold Reform Act 2002  
Written Observations**

Please complete this form and return it by **Monday 28<sup>th</sup> March 2011**

To: Emma Adjei  
Home Ownership Services  
London Borough of Camden  
Bidborough House  
38 – 50 Bidborough Street  
London WC1H 9DB

Or email: [capitalservices@camden.gov.uk](mailto:capitalservices@camden.gov.uk) quoting **R10/734** and property reference

Your Name : .....  
Property Address : Goldthorpe, Camden Street, London, NW1 0HH  
Property Reference :  
Contract Name : Water Tank Repairs/Replacement & all Associated Works

Please tick which box applies to you.

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

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Signed by \_\_\_\_\_  
Dated \_\_\_\_\_