



STANDARD CONDITIONS
RELATING TO
PROPOSED WORKS & ALTERATIONS
TO FLATS
ON THE BARBICAN ESTATE

**GUIDANCE FOR LONG
LEASEHOLDERS & THEIR
CONTRACTORS**



September 2008

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NB Although the City of London Corporation (“CoL”) has taken care over what is said in this Alterations Booklet (“Booklet”) it has not attempted to give exhaustive statements of law or any opinions on specific legal issues or on any matter dealt with in the booklet. This booklet does not provide nor offer legal or other professional advice, nor should it be treated as doing so. You should not rely on it as legal advice. The CoL does not accept liability for any person who does seek to rely on information given in this pack as legal or other advice. This pack does not take precedence over, limit or waive in any way the terms of any long lease, tenancy agreement or other legal agreement relating in any way to the Barbican Estate. The contents of this Booklet are believed to be up to date at time of publication, but some of the information will be subject to change over time.

INTRODUCTION

Please take time to read and understand this booklet, which has been prepared to assist long lessees and their designers/contractors with the legal formalities, duties and responsibilities involved when planning alteration works to the interiors of homes on the Barbican Estate.

Many alterations to Barbican homes require the consent of the Barbican Estate Office on behalf of the City of London as landlord. The consent for alterations is conditional on the applicant following the standard conditions contained in this document. The applicant will also owe a legal duty of care to fellow residents in relation to health and safety issues such as the safe removal and disposal of any asbestos or other dangerous waste arising from the works proposed. Applicants and any contractors they engage for the alteration etc. should follow the advice and guidance in this document to ensure that they do not inadvertently break the law and endanger fellow residents, their guests or City of London employees. Works should be completed wherever possible within one year of landlord's approval being given.

The City of London does not "police" or monitor these works involvement in this way would shift the responsibility back to the City which is unacceptable. Additionally, it is not for the City to advise or control what a tenant's sub-contractors are doing. However, the City expects long leaseholders and/or their agents to ensure all the relevant approvals are in place and to discharge their responsibilities during the execution of works.

In addition to dealing with legal duties and responsibilities, this booklet also highlights the importance of following rules that exist on the Estate to minimise disruption to your neighbours during works. If these rules are not followed and a nuisance is caused the Environmental Services Department will be called in to enforce regulations concerning noise and dust pollution.

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

Retrospective landlord's approval can be obtained but there will be a charge raised for this service payable in advance.

LANDLORD'S APPROVAL

When a long lessee proposes to carry out any works or alterations to the interior or services within their flat, the standard terms & conditions detailed within this booklet must be complied with.

Contractors/designers are not permitted to submit proposals on the long leaseholder's behalf. Initially you must submit the application yourself, if you confirm in writing at the same time that a contractor/designer is your representative all queries will be raised with them.

Before applying you must ensure that:

- You have completed the purchase on your property and that:
- the assignment/transfer notice must have been registered with the City of London's Comptroller & City Solicitor's Department. You may need to liaise with the solicitor who dealt with your purchase regarding this to check that this has been completed.
- If you have engaged a designer they must have be provided with a copy of this booklet detailing the standard conditions for proposed work and alterations on the Barbican Estate. They must adhere to the conditions, and as long leaseholder **you will be responsible for them on site**. This will include ensuring they remove waste from site daily, comply with noisy work restrictions and adhere to technical specifications and other stipulations as stated in this document.
- Landlord's approval and other necessary consents **must be obtained prior** to works commencing.

STATUTORY AND OTHER APPROVALS

Compliance with the Standard Conditions outlined in this booklet, the lodging of plans and/or supporting documentation with the Barbican Estate Office, and written consent prior to commencement of works shall address solely 'Landlord's approval'.

Any long lessee wishing to undertake alterations must note that as well as obtaining 'landlord's approval' as required under the lease; it

may be necessary to obtain further consents / and or approvals, for example from:

- District Surveyor - Building Regulations / Building Control
- City Planning Officer - Planning Permission / Listed Building Consent

These approvals must be sought separately, but can be done concurrently with landlord's approval. Scaled drawings and a site plan must be provided.

If Landlord's approval is given, this will not relieve the applicant from obtaining any additional approvals or consents that may be necessary.

It is for the long lessee or their representative to check whether the proposed alterations require the approval of another Department.

This usually means a telephone call in the first instance to the Department(s) concerned and where necessary, submitting copies of the drawings and specifications to the Department(s). If for example, the alteration was subject to Building Regulations or Building Control, The District Surveyor of Building Control Officer would indicate to that effect and it would be their responsibility to ensure that the owner complied with the Regulations. The Technical Section will of course give advice, but only the relevant Department can decide if the alteration requires approval or not.

Listing

On 5 September 2001 the Barbican Complex was listed at Grade II.

Barbican Listed Building Management Guidelines

Proposed alterations should be assessed against the Barbican Listed Building Management Guidelines to consider whether Listed Building Consent is required. The guidelines are available via a link from the Barbican Estate Office Website at www.cityoflondon.gov.uk/BEO.

One of the key functions of Listed Building Management Guidelines is to provide clarification as to what types of change require Listed Building Consent. Under Section 7 of the Planning (Listed Buildings and Conservation Areas) Act 1990 Listed Building Management

Guidelines cannot remove the need to obtain Listed Building Consent for works of alteration which affect the character of a building of special architectural and historic interest. However, the Barbican Listed Building Management Guidelines were drafted and approved in order to give long lessees a clear indication of the need or otherwise for Listed Building Consent.

Aims and objectives of the Barbican Listed Building Management Guidelines

- To identify the nature and extent of the special architectural and historic interest of the Barbican Estate.
- To provide succinct information about the implications of 'listing' to occupiers, managers, their agents and decision makers regarding all the buildings on the Barbican Estate.
- To provide a degree of certainty to help the occupiers, managers, their agents and decision makers understand how proposals for alterations to the buildings on the Barbican Estate will be considered and to outline the process to be followed if consent is required.
- To provide a framework for developing best practice in the general maintenance and care of the Barbican Estate.
- To enable the City of London and English Heritage to manage changes which could affect the special architectural and historic interest of the Barbican Estate, and to provide advice regarding these changes, effectively.

In effect this means that Listed Building Consent is required for any alteration to the building that affects its character, derived from its special interest. The Guidelines cannot override this or remove the requirement for Listed Building Consent where alterations are to be undertaken even if all parties agree that such alterations would be acceptable in principle.

Decisions on Listed Building Consent are delegated to the City of London's Planning Department. The determination of an Application normally takes 6 to 8 weeks and the Planning Department can give advice and assistance in completing the forms. There is no fee for this

service. (The long lessee also normally has to provide a drawing to scale which can be interpreted by an officer).

The Planning Department can also provide a letter where Listed Building Consent is not required, which may be useful if the lessee sells their flat in the future

It is the responsibility of the long lessee to obtain all necessary consents. Copies of all consents must be presented to the Barbican Estate Office for retention in the Estate records.

Please remember that obtaining 'Landlord's Approval' does not alter or otherwise affect the need to obtain any other approvals required.

All equipment used and/or installed within the Estate by the long lessee shall comply with the relevant standards i.e. Part P Electrical Regulations, NICEIC'S Domestic Installer Schemes and for the item in question to be installed and maintained in accordance with relevant legislation and the manufacturer's recommendations.

INITIAL PROPOSALS AND OUTLINE SCHEMES

Please see below a checklist for information which must be provided with your initial application for landlords consent

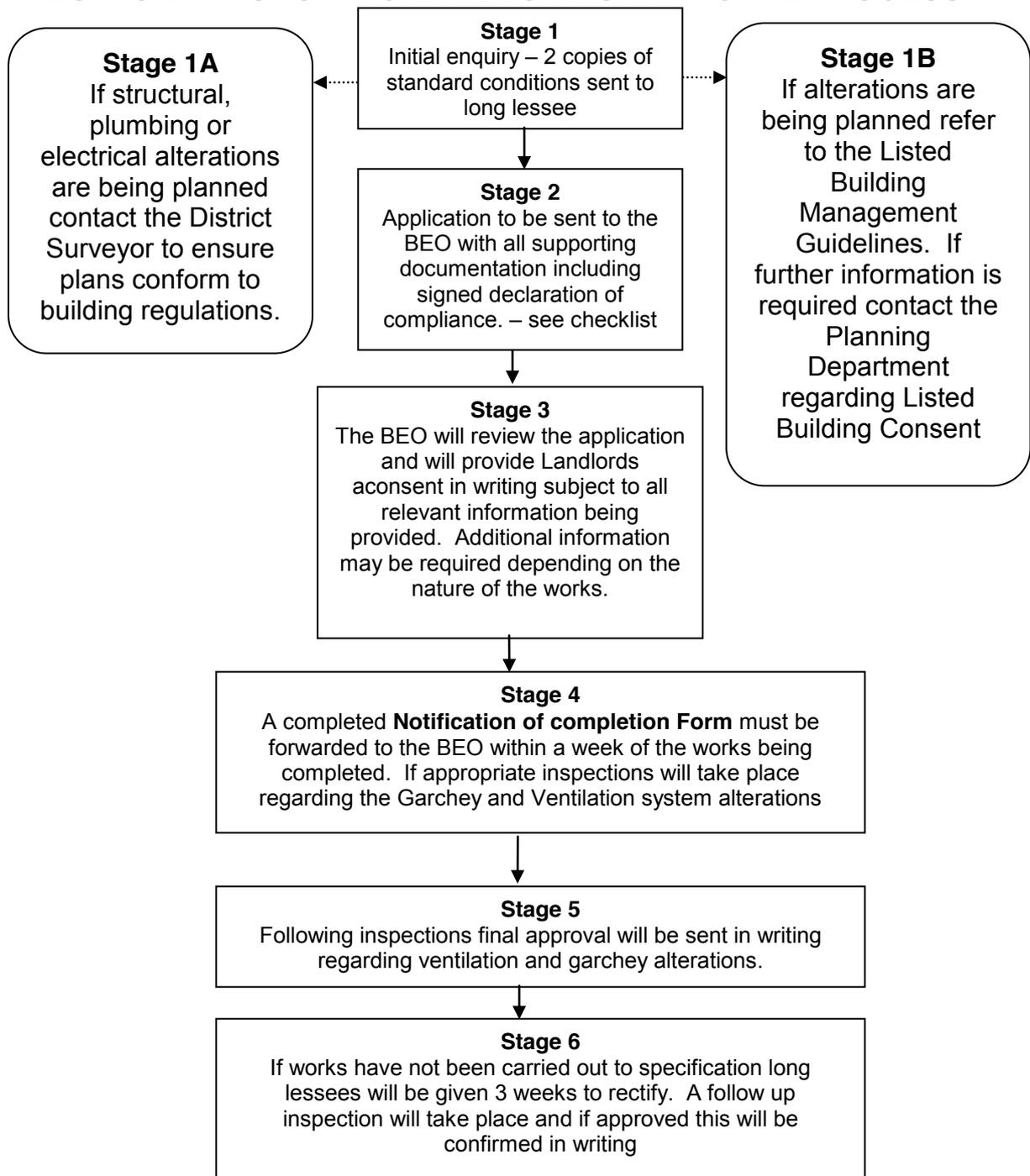
On Application		
	Description	Checklist
1	Full address of the property.	
2	Name of person\ s proposing the works	
3	A contact telephone number for you and your contractor/s	
4	Sufficient detail in a floor plan to enable the location for the works within the flat/block to be determined. You must provide two copies.	
5	<p>Before/after (existing/proposed) plans giving details of any changes and as much outline detail of proposed equipment/installations as is readily available. (Manufacturers brochures can sometimes be of use). The plan must be scaled and include dimensions. You must provide two copies.</p> <p><i>Please note - It may be necessary in certain cases for more accurate or detailed drawings to be provided by the long lessee if the Barbican Estate Office deems this necessary.</i></p>	
6	Anticipated commencement date, estimated duration of the works and anticipated completion date, to enable inspections, if necessary, to take place either during progress or after completion.	
7	A Waste Transfer/Carrier Licence must be provided if your contractor is arranging disposal of spoil or waste results from the works (see section on Rubbish).	
8	Signed declaration confirming that you and your contractors will comply with these terms and conditions.	
9	Ventilation System conditions – (if appropriate)	
10	Garchey System conditions – (if appropriate)	
On Completion		
11	Notification of Completion	

WORKS EXAMPLES

The following table gives examples of works that are currently undertaken in properties on the estate and gives an indication where landlord's or further approvals are necessary.

Works that do not require landlord's approval
Removal and renewal of floor finishes
Redecorations (painting) with the exception of the inside of timber framed external windows and screens unless it is like for like redecoration.
Retiling
Minor repairs – mending of existing fabric, fittings or installations
Changes to light fittings or switch cover plates – see below
Hanging pictures mirrors / shelves
Replacing doors to refurbished kitchens
Fitting of additional locks or security devices to the front doors provided the external manifestations are kept to a minimum (see LBMG)
Adding or removal of cladding over the original skirting detail – all works should be reversible and no permanent damage should be caused to the original.
Works that do require landlord's approval and where appropriate other approvals
Refurbishment of, including replacement of fittings, in kitchen or bathroom such as cabinets, sinks and worktops
Alterations to the ventilation system in bathrooms and kitchens
Alterations to room shape, size and location - this will also require listed building consent
Installation of mezzanine floor or bed platform. This type of work will also require Structural Engineers report and may fall within the Party Wall Act 1996 and may require permission from your neighbour
Overlaying finishes to the existing timber treads and risers to internal staircase.
This list is not exhaustive and is indicative only.

FLOW CHART SHOWING LANDLORD'S APPROVAL PROCESS



Stages 1-3 Landlord's approval – timescale likely to be 4-6 weeks
 Stages 1A & 1B Other Consents –this can be applied for concurrently with Stage 1

Long Lessees and their representatives must ensure that all appropriate consents have been applied for where appropriate.

GUIDELINES FOR CONSIDERATE WORKING

Hours of work:

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

Noisy work:

Noisy work such as drilling or removal of structural elements or partitions may only take place between **10.00 and 16.00** and you **should** recommend that noisy work between **12.00 and 14.00 is also avoided**.

If the work is noisy or extensive work is to take place such as the installing of a replacement kitchen or bathroom we ask that you inform your neighbours in the form of a notice to be delivered to individual flats or placed on the notice boards. You should provide an indication of the duration of the works.

Due to the Barbican's concrete structure, chasing out works are very noisy. As there is no other way of carrying out this type of work the only way to mitigate the nuisance produced is to restrict the times of such work, it is suggested that a maximum of 2 hours chasing out work is carried out each day or at times and duration agreed with neighbours.

Lifts

When using the lift to transport equipment, you must use the lift curtains as they will help prevent scratching and damage to the lift. Lift curtains must be organised via your estate concierge or lobby porter.

Management of Dust:

It is essential that dust is not allowed to escape into adjacent areas such as other flats (via the ventilation system) or common parts and appropriate measures must be carried out to ensure this does not happen. It is not acceptable to use grinding or sanding tools unless adequate provision is made for the extraction of dust.

All entrance points to the air extractor systems and service ducts must be effectively sealed. Dust must be reduced by local extract ventilation at the place of work, damping down the materials and closing & sealing all additional openings such as doors, windows and ventilation grills.

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

Rubbish:

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

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

Spoil arising from the work of contractors engaged to carry out works for residents within their flats is commercial waste and as such is subject to the requirements of The Environmental Protection (Duty of Care) Regulations 1991 as amended. These regulations are made under the provisions of section 34 of The Environmental Protection Act 1990. Under these regulations producers of commercial waste must ensure that it is properly stored, transported and disposed of. At all stages of this process there must be accompanying paperwork known as a Waste Transfer/Carrier Licence. The Barbican Estate Office must be provided with a copy of this before landlord's approval is granted.

If such waste is presented for collection by the City of London without the supporting documentation, the resident as the producer of the waste will have commissioned an offence along with the contractor.

Residents are reminded that waste deposited on land or property without the permission of the landlord is in effect fly-tipping and this is

an offence in its own right, and the person responsible will be charged for its removal.

If you do not dispose of your rubbish in the correct manner, you risk prosecution under this legislation. You may also be found in breach of your lease.

Temporary Car Parking

Temporary car parking is available for contractors currently on the basis of five hours free of charge and then a flat rate charge per 24 hour period to be invoiced to the long lessee.

TECHNICAL INFORMATION

Area of Works

The following works must not be undertaken unless written permission and approval is obtained from the Barbican Estate Office.

- The positioning or installation of equipment in connection with services e.g. ventilation
- structures or finishes in ducts,
- service cupboards,
- communal areas,
- plant rooms,
- other locations outside your property.

Asbestos

Asbestos is present on the Barbican Estate because at the time the Estate was constructed asbestos was a building material in common use. The City of London's policy is to remove or encapsulate asbestos whenever it is encountered during major works. For example, during major refurbishment works, any asbestos found and likely to be disturbed is removed, using the proper controlled conditions and independent analysis where necessary. If asbestos exists but does not need to be disturbed, and its condition meets current health and safety guidelines, it will not be removed.

The City of London has now developed an Asbestos Management Plan for all its building stock, in accordance with the Control of Asbestos at Work Regulations. In compliance with Government guidelines, it is intended to retain asbestos in situ and manage it, except where removal is recommended for specific reasons.

Currently the Technical Division is collating information on the presence of Asbestos on the Estate and this information is being logged onto a computer database. If necessary a survey will be carried out. It is not always possible to know whether a material is asbestos-containing or not without sending it for laboratory analysis. Normally, if the material is not likely to be disturbed, this does not cause concern. For example, Barbican flats originally had a section of asbestos board installed under the hotplates in the kitchen, flats that held City of London tenants had these replaced in the 1980's.

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

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

Where asbestos has been identified manual records have been compiled and are available for inspection. Each car park box and lobby has a file containing the information relating to their block on site. A master copy is held at reception at the Barbican Estate Office.

How to Manage Asbestos Risk

If asbestos-containing materials are kept in good condition and left undisturbed, dangerous fibres will not be released into the air. Where such fibres are breathed in they may cause serious disease.

If you can avoid working on asbestos-containing materials – do so, but asbestos-containing materials that are in good condition and are left alone are not dangerous *in situ* so must whenever possible be left intact.

Barbican Estate technical staff will try to answer any specific questions you may have on this subject to the best of their knowledge. However, it is unlikely that we would ever be able to state categorically that there was no asbestos present as each element of a flat would need examination and analysis.

Asbestos Removal

Works that involve working with or the removal of asbestos used in the existing construction, must be carried out in accordance with the

current Asbestos Regulations. Failure to comply with these regulations may lead to conviction and a fine. Asbestos must be removed in a controlled manner by a Licensed Asbestos Removal Contractor. The City of London views very seriously the unlicensed or unauthorised removal of any asbestos by a resident or by a contractor employed by a resident.

Any such unlicensed removal will be subject to a charge for the disposal of the asbestos material, the cost of carrying out air tests for asbestos fibres within the flat or flats affected, together with the subsequent costs of any asbestos clearance work and any necessary decontamination. There will be an additional charge for the cost of Officer time.

Our contractors, and all contractors working for residents who come to us for approvals, are reminded of the possible existence of asbestos and the need for controlled working conditions. This is one of the reasons why we ask ALL residents to ensure that any building or alteration work receives our formal approval before starting. Please contact the Leasehold Services Department (020 7029 3911) for further details regarding asbestos inside flats. Leasehold Services will also provide details of asbestos removal companies. Please note, these will **not** be recommendations.

Electrical Installations

All work must be carried out by a competent approved contractor and to the current edition of IEE regulations. A current completion and inspection certificate must be obtained from the contractor and a copy sent to the Barbican Estate Office for information purposes. All works may be subject to inspection on completion.

No connections or alterations shall be undertaken outside the immediate electrical system of the flat normally terminating at the main consumer unit. Should such works be necessary, the Barbican Estate Office must be advised and approval obtained prior to works commencing.

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

Local authority inspection and testing of electrical installation work in dwellings

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

Where, however, notifiable electrical installation work is to be carried out by a person not registered with a Part P competent person scheme, a building notice or full plans must be submitted to the local authority. Under section 91 of the Building Act 1984, local authorities are then under a duty to enforce the relevant building regulations in their areas. Regulation 18 allows local authorities to make such tests as may be necessary to establish whether building work (including electrical installation work) complies with the requirements in Schedule 1 to the Regulations.

Please see the flow chart below which indicates if the Building Control Section will need to be contacted. For further information on electrical safety see [www.communities.gov.uk/electrical safety](http://www.communities.gov.uk/electrical%20safety).

How to meet the new rules

When do the new rules start?

- From 1 January 2005, people carrying out electrical work in homes and gardens in England and Wales will have to follow the new rules in the Building Regulations.

Why have you introduced the new rules?

- To reduce the number of deaths, injuries and fires caused by faulty electrical installations.
- To make it harder for 'cowboy builders' to leave electrical installations in an unsafe condition.

What should I do if I want to do some electrical work?

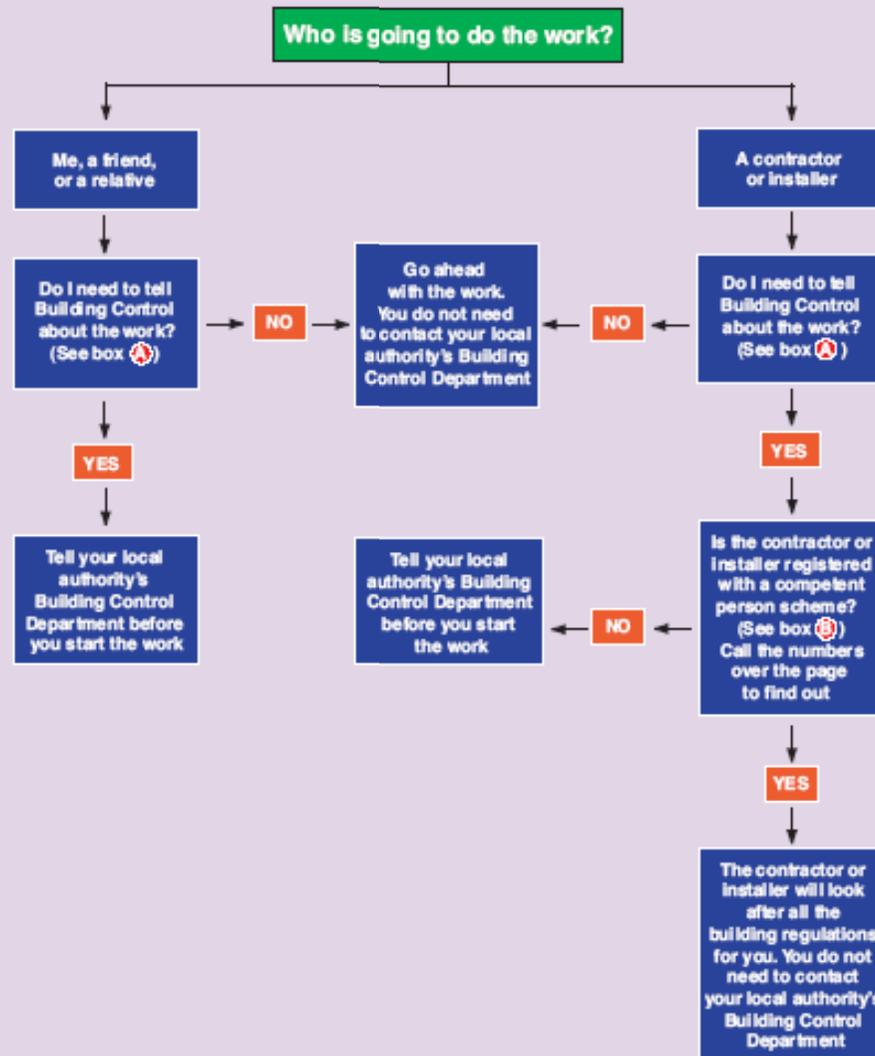
- See the flow chart to check if you need to tell your local authority's Building Control Department before you start the work.

What will happen if I do not follow the Building Regulations?

- The electrical installation might not be safe.
- You will have no record of the work done.
- You may have difficulty selling your home if you do not have the right electrical safety certificates.
- Your local authority's Building Control Department may insist that you put right faulty work.

Where can I get more information?

- From your local authority's Building Control Department.
- We publish a free 'Explanatory Booklet on the Building Regulations'. Phone 0870 1226 236 or visit www.communities.gov.uk/explanatory-booklet for a copy.
- 'Approved Document P' explains how to meet the new rules. You can download this free of charge from www.communities.gov.uk/approved-documents. Or you can buy a printed copy for £15 from RIBA Bookshops. (To order, phone 020 7256 7222 or visit www.thebuildingregs.com.)



A You **do not** need to tell your local authority's Building Control Department about:

- repairs, replacements and maintenance work; or
- extra power points or lighting points or other alterations to existing circuits (except in a kitchen or bathroom, or outdoors).

You need to tell them about most other work.

If you are not sure about this, or you have any questions, ask your local authority's Building Control Department.

B Why should I use an installer who is registered with a competent person scheme?

- Members of schemes can deal with all the new rules for you.
- Members are qualified to carry out electrical work.
- Members will give you a certificate to confirm their work follows the new rules.
- You will not have to pay Building Control charges.
- You will have the option of taking out an insurance-backed guarantee for the work.
- You will have access to a formal complaints procedure if you are not happy with the work.

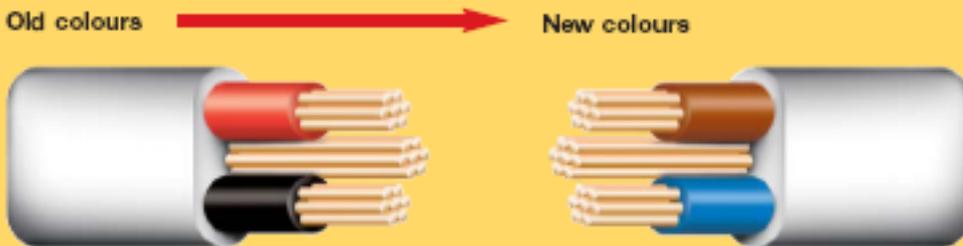
To contact one of the competent person schemes, phone one of the numbers given over the page.

Registered installers are in the process of becoming members of the new TrustMark Scheme which was launched in Jan 2006. Quality Scheme members will offer consumers more protection than the minimum protection registered installers must offer.

Important: New colours for mains electricity cables

The colours of the live and neutral wires in electrical cables have changed from red and black to brown and blue. This is the same as the wires in flexible leads to portable appliances.

From 31 March 2006 all new wiring must be in the new colours.



Authorised competent person self-certification schemes for installers who can do all electrical installation work



BRE Certification Ltd
Phone: 0870 609 6093
Website: www.partp.co.uk



British Standards Institution
Phone: 01442 230442
Website: www.bsi-global.com/kitemark



ELECSA Limited
Phone: 0870 749 0080
Website: www.elecsa.org.uk



NAPIT Certification Limited
Phone: 0870 444 1392
Website: www.napit.org.uk



NICEIC Certification Services Ltd
Phone: 0800 013 0900
Website: www.niceic.org.uk

Authorised competent person self-certification schemes for installers who can do electrical work only if it is necessary when they are carrying out other work



CORGI Services Limited
Phone: 01256 372200
Website: <http://www.corgi-gas-safety.com>



ELECSA Limited
Phone: 0870 749 0080
Website: www.elecsa.org.uk



NAPIT Certification Limited
Phone: 0870 444 1392
Website: www.napit.org.uk



NICEIC Certification Services Ltd
Phone: 0800 013 0900
Website: www.niceic.org.uk



OFTEC (Oil Firing Technical Association)
Phone: 0845 058 5080
Website: www.oftec.org



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Product code: 04BR02710
For further information visit our website: www.communities.gov.uk/electricalsafety

Floor Fixings and Background Heating

Background (or Landlord's) heating within flats is provided by means of electric underfloor heating elements situated in the floor screed. Due to these underfloor heating elements, no mechanical fixings whatever must be used in the floors of the flats.

Suitable adhesive must be used to fit new kitchen & bathroom units and carpet battens.

Underfloor heating elements may be damaged by the installation or laying of certain floor finishes in certain areas for example ceramic tiles in bathrooms. Many tiled effects are today available using non-ceramic materials which do not have such detrimental effects on the heating system, and such materials are obviously preferable. You should check with your flooring supplier that it is compatible with an underfloor heating system. It will be necessary for the lessee to advise the Estate Office of such proposals and if requested supply samples. **Additionally, please note that the lease requires long lessees 'to carpet all the floors in the premises from wall to wall' (excluding bathrooms and kitchens).**

Should the heating be damaged, the cost of repairs can be considerable, the liability for which would fall on the lessee.

Garchey

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

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

Currently, permission will be given to remove Garchey units from **low rise blocks** as long as the specification below is followed and the conditions on the application letter are agreed.

If you wish to remove a Garchey from a tower block property you must seek the permission of the Senior Garchey Engineer prior to making plans as removal may affect the performance of the system in adjacent properties and removals are being closely monitored. Please contact the Leasehold Services Department (020 7029 3911) for details of contractors who remove garcheys. Please note, these will not be recommendations.

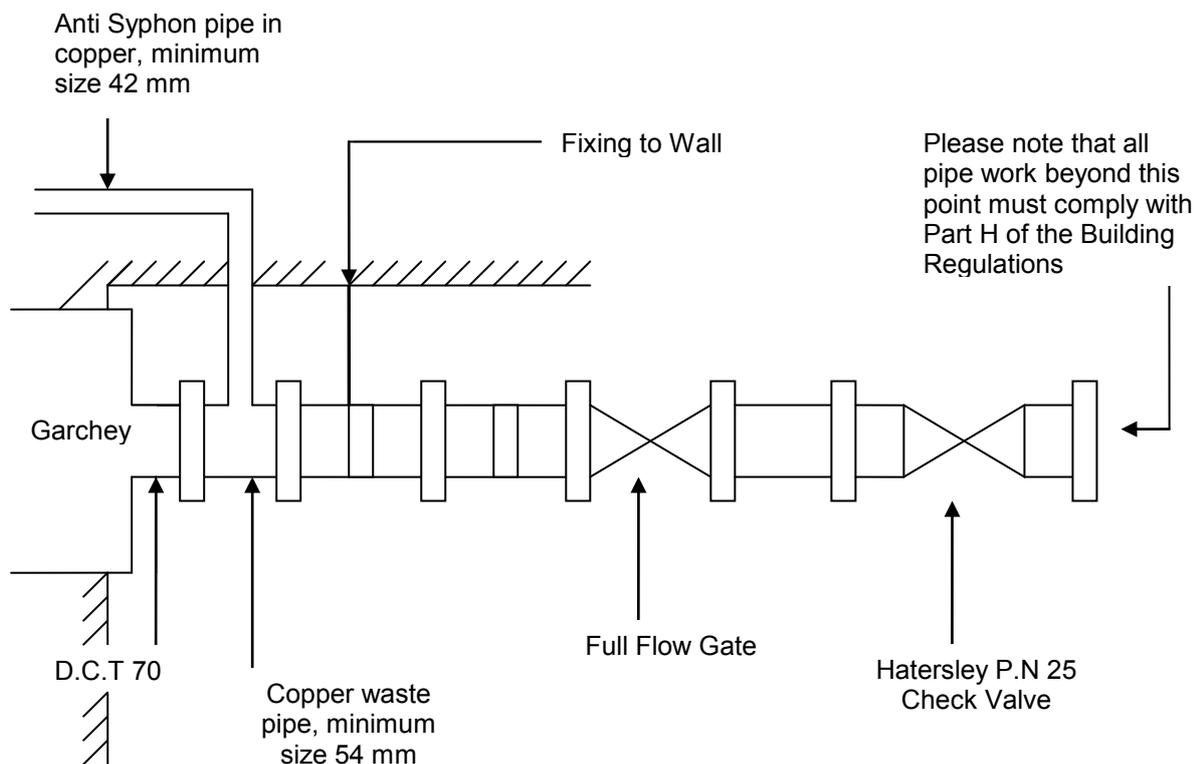
Specification for the Removal of Garchey Bowl

1. Remove Garchey bowl and trap, returning inner Garchey unit to the Garchey Department (Tel: 020 7029 3978)

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

Arrangement for Removal of Garchey Bowl

Connection of New Waste Fittings to Garchey Stack



Maintenance Access

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

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

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

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

If it is intended to remove the garchey it will be necessary to submit details for approval, using the form provided. A form to complete and return to the BEO can be found at the back of this booklet, a copy is provided for you to retain for information.

Plumbing, Water Supply and Drainage

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

- Be subject to separate approval **where necessary** by the /District Surveyor/Building Control Officer.
- Comply generally and particularly with The Water Supply Regulations and the requirements of the **WRC** Water fittings directory.
- All alterations to drainage must comply with Part H of the Building Regulations.

You must deal directly with the District Surveyor/Building Control Officer on matters relating to drainage works.

Due to variations in water pressure within the Estate, it is important when installing or replacing certain items, particularly electric stored water heaters, that a 'high pressure' model is utilised. Unvented water heaters are not allowed unless it can be demonstrated that the water heater complies with all of the above.

Structural Works, Alterations and Removal of Partitioning

Should proposed alterations require the removal of any walls or other elements of structure, it will be necessary for the lessee to obtain the approval of a Structural Engineer, such approval being commissioned and paid for separately by the lessee.

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

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

Ventilation – Mechanical and Ducted

Please contact the Resident Engineer (020 7332 3769) **before** commencing alterations to your ventilation.

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

Kitchen

Two methods can be adopted for the kitchen alteration.

1. Locate the existing extract spigot connecting to the main duct; connect to this by way of ducting. A mechanical volume control damper and a suitably sized inlet grill at high level. This must then be commissioned to achieve an extract rate of 30 litres per second. Any flexible ducting used in this arrangement must be fire rated at 300 0C for one hour in accordance with part one of BS476.

A stand-alone re-circulation cooker hood can be used in conjunction with this method but must not be connected to the communal duct. **This method is the preferred option.**

2. Locate the existing extract spigot connecting to the main duct; connect to this by way of suitable ducting, a mechanical volume control damper and a cooker hood, which does not incorporate electrically operated fans. This must then be commissioned to achieve an extract rate of 30 litres per second. Any flexible ducting used in this method must be fire rated at 300⁰C for one hour in accordance with part one of BS476.

Bathroom and Toilet

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

If it is intended to make any alterations to the ventilation it will be necessary to submit details for approval, using the form provided. A

form to complete and return to the BEO can be found at the back of this booklet, a copy is provided for you to retain for information.

SALVAGE STORE

A Salvage Store has been established on the Barbican Estate by a group of volunteer residents who collect and maintain a stock of old fixtures and fittings that have been removed following renovations to flats.

The Store is located under Willoughby House where all the collected items are catalogued by the volunteers. The store stocks an array of fixtures and fittings ranging from taps and light switches to vegetable racks and complete sink units, all of which are available free of charge to long lessees. The Store not only saves items going to landfill but also lowers disposal costs and allows other long lessees to benefit.

It is possible to swap items and donate directly to each other by using the online forum. Simply visit the site and register your details.

The Salvage team will collect items directly from flats and for long lessees replacing their entire kitchen or bathroom. The team request that they be contacted in advance so that they can assist in removing items in a way that fits in with contractor schedules.

The Salvage team are being particularly careful in monitoring items coming in and out and would like to ask those donating items to ensure that they contain no asbestos. So far asbestos has been found in items such as bathroom cabinets (although if removed with no damage to the outer casing these should pose no risk) and some kitchen fittings such as hotplates.

If long lessees are looking for specific items, contact team members via email, as all requests are logged in one central point and therefore dealt with swiftly.

Contact details can be found Barbicanews. Alternatively please e mail: barbicansalvage@yahoo.co.uk .

ALTERNATIVE VERSIONS

This information is also available in alternative versions such as another language or in large print. To request, please contact the Barbican Estate Office.

CONTACT LIST

<p>The following departments are based at the Barbican Estate Office</p> <p>City of London, Department of Community & Children’s Services, Barbican Estate Office, 3 Lauderdale Place, Barbican, London, EC2Y 8EN</p>		
	Email address	
Barbican Estate Office	barbican.estate@cityoflondon.gov.uk	020 7029 3953
Housing Services – Technical Division	housingtechnical@cityoflondon.gov.uk	020 7332 3014
<p>The following departments are based at Guildhall,</p> <p>City of London, PO Box 270, Guildhall, London, EC2P 2EJ 020 7606 3030</p>		
District Surveyor/Building Control	DES-Districtsurveyors@cityoflondon.gov.uk	020 7332 1947
City Planning Office	plans@cityoflondon.gov.uk	020 7332 1705
City Planning Office - Listed Building Consent		020 7332 1153

Useful Links

Building Control

www.cityoflondon.gov.uk/buildingcontrol

Electrical safety: [www.communities.gov.uk/electrical safety](http://www.communities.gov.uk/electrical%20safety).

Party Wall Act 1996:

http://www.communities.gov.uk/pub/411/PartyWalletcAct1996explanatorybookletPDF597Kb_id1131411.pdf

Salvage Store: barbicansalvage@yahoo.co.uk .

FORMS

A number of forms are printed in this booklet which should be completed where appropriate and sent to the BEO.

Declaration of Compliance

This form should be completed and sent with your initial application

Ventilation System Alteration Application Form

This form should be completed if you are proposing to make changes to the ventilation system in either your kitchen or bathroom. A copy has been provided for you to retain for your information.

Garchey Alteration Application Form

This form should be completed if you propose to make changes to the garchey installation or if you wish to remove it. A copy has been provided for you to retain for your information.

Completion Notification

This should be completed when the alterations have been completed so that officers can arrange for the necessary inspections to take place. Following confirmation that works have been completed within the terms and conditions set out in this booklet you will receive a letter confirming that works have landlords approval and have, if appropriate been inspected.

DECLARATION OF COMPLIANCE

This notification must be sent with your initial application for Landlords Consent

I have read the City of London's standard conditions in respect of obtaining approval for alterations and improvements on its housing estates outlined in this document and I agree to abide by them.

I will ensure that my contractor has received a copy of this booklet and complies with the conditions.

I will ensure that any spoil or waste is removed safely by my contractor or I will make other arrangements for it to be disposed of appropriately

I will ensure that adequate measures are in place to reduce dust & noise

I will ensure that if works are likely to disturb asbestos I will engage a Licensed Asbestos Removal Contractor to comply with the current regulations on asbestos.

Name	
Address (Where works are being carried out)	
Address (If different from above)	
Your contact number	
Your contractors contact number	
Signed	
Date	

**Please return to: Department of Community & Children's Services
Leasehold Services Division, 3 Lauderdale Place, Barbican,
London, EC2Y 8EN**

or via your Estate Concierge / Lobby Porter



Department of Community & Children's Services
Technical Division
Barbican Estate Office
3 Lauderdale Place
Barbican Estate
London EC2Y 8EN

Dear Resident

GARCHEY SYSTEM TERMS & CONDITIONS

I write with reference to the removal of your Garchey bowl. I have no objection to its removal and the installation of a sink waste disposal unit provided that the following conditions are met:

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

Would you please sign below accepting the terms and conditions and return it to the Estate Office. A copy of this letter is retained in this booklet for your records. If you have any technical queries please contact me on 020 7029 3978.

Senior Garchey Engineer

I accept the terms and conditions as set out above.

Name (Please print)

Signed: **Dated:**

Address:.....



Department of Community & Children's Services
Technical Division
Barbican Estate Office
3 Lauderdale Place
Barbican Estate
London EC2Y 8EN

Dear Resident

VENTILATION SYSTEM TERMS AND CONDITIONS

I write with reference to the proposed alteration to your flat ventilation. The City of London has no objection to your proposals provided that the following conditions are met:

1. You contact the Engineer on 020 7332 3769 to discuss your proposals before work commences.
2. You adhere to the guidelines stated in our Conditions of Alterations document.
3. It is understood that you are liable to pay service charges with respect to the ventilation system as the ducts and extraction fans will still continue to require maintenance.
4. The work is to be carried out to the entire satisfaction of the City of London and you must **sign and return the Completion Notice, in this booklet** on completion so that we can arrange access for inspection to ensure that the modifications to the system have been carried out in accordance with guidelines.

Would you please sign below accepting the terms and conditions and return it to the Estate Office. The enclosed copy of this letter is for your records. If you have any technical queries please contact me on 020 7332 3769

Resident Engineer

I accept the terms and conditions as set out above.

Name (Please print)

Signed: **Dated:**

Address:.....

COMPLETION NOTIFICATION

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

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

Tick all that apply

Garchey removal and installation of a sink waste disposal

Alterations to the Ventilation System*
*Please contact the Resident Engineer before commencing alterations to the ventilation

I enclose a copy of the completion and inspection certificate from my electrical contractor

Please tick one box in the row below

No asbestos has been affected by the alterations carried out in my property <input type="checkbox"/>	All asbestos has been removed from the areas detailed in the attached report and disposed of by a licensed asbestos removal contractor, disposal certificate attached <input type="checkbox"/>
--	--

Name

Address

Telephone Number

Access Arrangements

Key Permission <input type="checkbox"/>	Please contact me to make an Appointment <input type="checkbox"/>
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**Please return to: Department of Community & Children's Services
Technical Section ,3 Lauderdale Place, Barbican, London, EC2Y
8EN**

or via your Estate Concierge / Lobby Porter



Department of Community & Children's Services
Technical Division
Barbican Estate Office
3 Lauderdale Place
Barbican Estate
London EC2Y 8EN

Dear Resident

GARCHEY SYSTEM TERMS AND CONDITIONS

RESIDENT'S COPY – To be retained

I write with reference to the removal of your Garchey bowl. I have no objection to its removal and the installation of a sink waste disposal unit provided that the following conditions are met:

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Senior Garchey Engineer



Department of Community & Children's Services
Technical Division
Barbican Estate Office
3 Lauderdale Place
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London EC2Y 8EN

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Resident Engineer