

Guidelines for the Installation of Subscription Television Services

These guidelines have been prepared to assist in applying for permission for the installation of subscription television services.

Our Guiding Principles

- 1) To maintain the appearance of our buildings in its ownership and to maintain the integrity and character of this area of London.
- 2) We look to minimise the number of unsightly cables running down and across the building. Large bunches or multiple strands of cabling are not attractive, often the fixings fail after a number of years leaving long loops of cable criss-crossing the elevations.
- 3) Satellite dishes are not considered an attractive addition. The quality of this area and *buildings need special consideration to minimise the visual impact of dishes.*

Generally All Services

- a) Discuss your proposals with the headlessee before approaching us with your proposals.
- b) Our consent will be required before installing further television services. Each proposal is considered individually on its merits.
- c) We will not allow the provision of further cabling to the front or flank elevations of the building. All cabling must be routed internally within the building or internal lightwell. We will need to approve the proposed route in every case.
- d) We will not generally allow individual systems to be installed. You should co-ordinate matters with the headlessee of the building (where there is one) or managing agent in order to provide the service to all occupiers.
- e) You will have to initially seek the consent of the headlessee, who will ultimately have to seek our consent.
- f) We will expect installers to tidy up other loose cabling on the building and remove any redundant systems or cables such as analogue or individual satellite dishes.

Cable Television

Cable television is available from most but not all of the streets on The Cadogan Estate

- a) Virgin Media wish to provide services to buildings as a whole on the Estate, not just individual subscribers. We support this policy. Applications to install cable television into an individual flat within a block of flats will not normally be considered. Proposals of this type will only be considered if agreement is reached with the service supplier for the routing of cables to all of the flats and the infrastructure is provided to connect the flats in the future. The purpose of this requirement is to ensure that in the future should further connections to cable television be requested, the service box can cope with additional requests and cable routes have previously been agreed.
- b) Virgin Media will provide a 'way-leave agreement' to be signed by your Landlord which will be forwarded to us. We will not sign these documents. We will instead require details of the proposed routing of the cabling which we will agree with you by way of a licence by letter.
- c) Virgin Media have been made aware of our requirements so a refusal by engineers to put forward options in line with our requirements is not acceptable.
- d) We are happy to meet engineers from Virgin Media at the building to discuss options.

Satellite Dishes

- a) We will allow no more than two dishes per building. If professionally installed two dishes are adequate to receive the Hotbird, BskyB-Digital and Eutelsat satellites.
- b) You may have to seek Planning or Listed Building Consent to install a satellite dish. Please check with the Planning Department at RBK&C whether their consent is required.
- c) We will not allow a dish to be installed on any visible elevations. The dish(es) must be sited as discreetly as possible and should not be visible from ground level and preferably not overlooked by other buildings or tenants.
- d) We will be happy to meet installers to discuss proposed locations.

Guidelines

Our agreement for permission to install a single telecommunications installation will be made based on the following:

- The cable must follow an agreed and documented route. *Please include location drawings of each level of the building involved with your application. These should show all transit routes to the point of termination.*

- The cable must be securely fixed to the agreed cable management system at regular intervals (no greater than 2 metres) throughout the duration of length.
- The cable must be professionally labelled identifying both ownership (tenant) and details of the service provider (BT, Virgin Media, Colt etc) and what demise it is supplying (eg 4th floor offices). These labels are required at each change of direction and at each level along the entirety of its route.
- The cable should not enter or cross any other tenanted areas.
- All neighbours should be notified no less than 5 working days in advance of any requirement to access the common areas riser within their demise.
- You will be fully responsible for the installation, maintenance and ultimate removal of the installation.
- Any break in fire stopping must be fully repaired.
- We may, at our discretion, require the removal of the installation at the tenants cost at any time.
- We will not be responsible to any third part for any agreement made in respect of services provided by the cable or any damage that may occur to the installation.
- Whilst working in the common areas (risers), all Health & Safety documentation (including site specific risk assessments and method statements) must be submitted and agreed prior to commencement of any installation. At the agreed time of works, installation operatives should read and sign they have understood the Health and Safety documentation.
- Whilst working in the common areas, installation operatives must sign in and wear an Authorised Contractors Pass.
- Works must not commence until agreement is reached.
- All works must be completed to the satisfaction of the Estate's Building Surveying team.