

GUIDANCE FOR APPLYING FOR LICENCE TO UNDERTAKE ALTERATIONS

We have produced these guidance notes to assist you when you are considering making alterations. **You are reminded that no alteration work should be undertaken until a licence for alterations has been obtained.** Contravention of this requirement will result in a breach of the terms of the relevant lease, thereby delaying the application.

Please provide the following:

1. 1 copy of an 'as existing' plan to an appropriate scale.
2. 1 copy of an 'as proposed' plan setting out clearly the works proposed to an appropriate scale.
3. All drawings prepared for the purpose of a licence to make alterations are to be provided with a title block, are to be dated and individually numbered. All annotation included is to be in English.
4. An undertaking will need to be provided for our legal and surveying costs incurred in considering the application for a licence for alterations. These are payable regardless as to whether the matter proceeds to completion.
5. Where an intermediate lease is in place, the written consent (copy to accompany application) of your landlord should be obtained prior to approaching us. Enquiries for our consent should be made via the headlessor in the first instance.

The following information should be shown on the proposed drawing to assist us in considering the application:

- (i) Any changes to above and below ground drainage including waste pipe routes and connection points to existing soil pipes or stacks. (It should be noted that new external pipe-work will not normally be permitted).
- (ii) Any changes to extract and ventilation ductwork including point of termination on exterior (to be behind terracotta airbrick colour to match surrounding wall finish).
- (iii) All proposed floor finishes.

- (iv) Where structural works are proposed, the proposals should be backed up by a report and calculations prepared by a suitably qualified engineer/surveyor. The structural works should clearly be shown on the plan/sections. Structural calculations may be checked by our own engineers and their fees will have to be met by the applicant.
- (v) Where works affect the exterior of the property photographs/elevation drawings setting out the effect of the proposals should be provided.
- (vi) Where air conditioning/comfort cooling is proposed the position of all external items of plant including condensate drains and methods of support should be provided. The application must be accompanied by an acoustic engineers' report to show how compliance with the noise level criteria adopted by The Royal Borough of Kensington & Chelsea is to be achieved.
- (vii) Copies of any application forms made seeking consent for the following are to be provided to support the application:

Planning
Listed Building/Conservation Area
Building Control

You should bear in mind these points when preparing an application:

- a) Each application is judged solely on its merits. The primary point of reference is the alteration covenant contained within the individual lease. Previous decisions regarding yours or other properties should not be considered as setting a precedent.
- b) We require a 'Schedule of Condition' to be taken of the property prepared by our surveyors to be appended to the licence.
- c) Please allow as much time as possible for applications to be considered. The completion of Licences can be a lengthy process particularly if there is an intermediate landlord's consent to be obtained.
- d) If drawings are sent to us by electronic mail, it should be noted that only drawings in .pdf format can be accepted. We do not have the facility to open drawing files in .dwg or any similar format.
- e) Where a lease or underlease contains an absolute prohibition against alterations the Estate may, at its sole discretion, be prepared to give its approval to the alterations, on the basis that;
 - i) the alterations do not adversely affect the character of the building or the character of the estate, for example, undue sub-division or amalgamating of individual rooms.
 - ii) the alterations are not adverse to our commercial interests, for example, the alterations do not result in our risking forgoing a financial return or do not damage value.

- iii) if criteria (i) and (ii) are met then in giving consent we may charge a premium based on the estimated value of the works and the effect the works have on the value of the property.
- iv) any works proposed which extend the demise in any direction will be subject to consideration under (i) and (ii) but in addition will be subject to a premium based on the increase in value.

NAD/CJB/gc
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