

Guidance for Tenants Wishing to Apply for Approval of Displays for Special Occasions
Such as Christmas and the Chelsea Flower Show

1. At least one month's notice should be given to us for consideration of any proposed displays.
2. You should provide a clear scale drawing or an overlaid photograph of the proposed display. This photograph/drawing should include all dimensions (i.e. height, width, depth) and materials to be used (e.g. timber, metal, plastic, wire).
3. No drilling or fixings can be made to the fabric of the building without our prior agreement. You should identify the method of safely stabilising the display.
4. No electrical or water supplies should be installed or extended to the display without the prior agreement.
5. You must ensure that the installation is erected and maintained strictly adhering to all Health and Safety Regulations. It is the responsibility of the tenant to approve all health and safety documentation concerning safe working practices (e.g. method statements, risk assessments).

This includes, for example: working at height; electrical works; use of tools.

6. Consideration should be given to the possible effect of the installation upon neighbouring properties. This should include consideration of any proposed displays at adjoining properties.
7. Approval will be considered on the basis that any display is a temporary installation and the approval will stipulate the latest date by which the display has to be removed. Any damage caused to the fabric of the building will have to be made good to our satisfaction.
8. Any permission will be provided on the understanding that the display is solely the tenant's responsibility and we are indemnified against any loss, damage or claim which may arise from its installation. Tenants must seek advice from their own insurers.
9. Statutory consents should be obtained where appropriate.

Any proposals should be submitted to:

Building Surveying Department
Cadogan Office
18 Cadogan Gardens
London SW3 2RP