

Sussex Heights (Brighton) Ltd

The resident management company for Sussex Heights



A guide for building works contractors

April 2022

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1. Version Control

Document Version Number	Date Issued
Version 1.0 Consolidated older versions of forms into one document	
0.1 Initial Draft	Dec 21
0.2 Updated draft following review by Board	23.01.22
0.3 Updated draft following review by Board	26.01.22
Final Draft approved	27.01.22
Version 1.1	06.04.2022

2. Introduction

Before you can start any building works in your flat you will need to inform both the Caretaker and Managing Agents with the full details of the proposed work, the names of the building contractors and the dates or timescales for the work.

Complete the 'Building Works Proposal Form' and return a copy to Ellmans and to our Caretaker prior to any works starting.

Our Managing Agents have a responsibility to ensure that any works done comply with current Health & Safety legislation issued by the Health & Safety Executive to safeguard both Sussex Heights and your contractors.

Our aim is to ensure that all the necessary checks regarding health and safety, insurance documentation and emergency contact numbers have been exchanged prior to work starting. In extreme circumstances where contractors continue to breach our conditions, they may be refused access to the building.

Our Caretaker can help with further information if required.

3. Choosing the right builder

The National Federation of Builders provide some useful information on their website about what to consider when selecting a builder. You may be spending a substantial sum for any building works so its important to make the right choice.

<https://www.builders.org.uk/find-a-builder/tips-for-choosing-a-builder/>

The Electrical Contractors Association publish a Code of Practice for their members.

<https://www.eca.co.uk/eca-code-of-fair-trading>

The Association of Plumbing and Heating Contractors (APHC) also have a Customer Charter by which their members must adhere.

<https://www.aphc.co.uk/why-use-an-aphc-member/>

Sussex Heights (Brighton) Ltd

Building Works Proposal Form



Important Information

- Works are only permitted Monday-Friday 8.00-17.00, and on Saturday 8.00-12.00. Entry Key Fobs issued to Contractors will have access restricted to these times.
- Materials of any kind must not be stored in any of the common ways or outside of the building.
- The Contractor must protect and prevent damage to all existing service installations
- Access to the flat, parking permits and cleaning must be organised by the Resident.
- Only the Goods Lift can be used to travel and transport building materials.
- Breach of the Site Rules for Contractors may result in further access to Sussex Heights being denied.

Contractor Details

Company Name	
Contact Name	
Contacts Details Phone E Mail Address	
Public Liability Insurance Details Insurance Provider Name Amount of Cover Expiry date	
Risk Assessment Completion Date	
Work Start Date	
Work End Date	

Resident Details

Name	
Flat Number	
Contact Telephone Number	
Contact E Mail Address	

Description of work to be undertaken.

Provide details of the work to be undertaken, together with any risk assessments (where applicable), work methods to be employed, specialist tools and chemicals to be used.

I confirm that I have received a copy of Sussex Heights Site Rules for Contractors and I hereby acknowledge that I am fully responsible for my contractor.

It is my responsibility to check all insurances, risk assessments and understand that the Managing Agent must authorise the work **before commencement**.

Signature (Contractor): _____ Date: ___ / ___ / _____

Signature (Resident): _____ Date: ___ / ___ / _____

Signature (Resident): _____ Date: ___ / ___ / _____

Sussex Heights (Brighton) Ltd

Site Rules for Contractors



1. Occupation of Premises

1.1. The building is occupied as residential dwellings and Contractors must therefore avoid disturbance to residents as far as possible commensurate with the nature of the work being carried out.

2. Working Hours

2.1. Work may only take place from Monday to Friday between the hours of 8.00 am and 17.00 pm and on Saturday mornings from 08:00 am to 12:00 pm. Although work can commence at 8.00 am it is preferred, because of the sound travel throughout the building, that any loud drilling or hammering is not started before 9.00 am.

2.2 In the case of an emergency such as a leak, loss of utilities etc. requiring working outside those periods, you must immediately notify: -

- The Caretaker of Sussex Heights by Phone: 07518 513692,
- The Board of Directors of SH(B)L (info@sussexheights.co.uk),
- The Managing Agent Ellmans (eh@ellmans.co.uk)

2.3. Contractors are prohibited from sleeping on site unless the property has been certified as habitable by the Directors of Sussex Heights (Brighton) Limited or their agents.

2.4. The Management reserves the right to stop immediately any work carried out without permission, irrespective of the disruption caused by the work, and no claim will be accepted from the Contractor or the Lessee concerned for any inconvenience, distress or loss caused by immediate cessation of the works.

2.5 Entry key fobs issued to Contractors will have the access times restricted as in section 2.1 above.

3. Nuisances

3.1. During the course of the works the principal Contractor; -

3.1.1. Shall not at any time cause or permit any damage or any unreasonable nuisance, disturbance, annoyance or inconvenience to the Lessor or to the owner or occupier of any other flat in the building or of any other part of the building and; -

3.1.2. Shall not at any time cause or permit infringement of any right enjoyed by the owner or occupier of any other flat in the building or of any adjoining or neighbouring premises or of any other part of the building.

3.2. The burning of debris and rubbish on site will not be permitted under any circumstances.

3.3. During and after the works the Contractor must ensure that no dirt or debris is allowed in the common ways and thoroughly clean up all debris, dirt and dust in the subject flat and in all common areas of the building including the entrance hall, stairwell, lift car, lift landing and roof space. The Contractor must also provide and clear away on completion, all dust sheets, tarpaulins, boarding and

other means of protection to all internal and external surfaces in the common areas, and in the subject flat to prevent damage and dirt / dust contamination.

3.4. The contractor must not allow, at any time the storage of materials of any kind in the corridors or common ways.

3.5 The contractor will be responsible for disposal of all building waste and the communal bins on the ground floor must not be used for this purpose. However, clean cardboard broken up may be placed in the recycle bins if there is room and with the agreement of the Caretaker.

4. Transporting Materials

4.1. If materials are required to be carried by lift, then the goods lift must be used and the Caretaker must be advised in advance. This is to ensure that the goods lift will be available. The gross weight of materials and persons travelling by lift must not exceed the stated capacity of the lift car. The Lift Engineers must be contacted if the weight of materials and person(s) travelling by lift is likely to exceed the stated capacity of the lift car, or materials to be carried are of dimensions preventing them from being carried in the car in the normal manner. Any costs charged by The Lift Engineers will be the responsibility of the Contractor.

4.2. Materials and components, which are too large or too heavy to be transported by lift, must be transported up the fire stairs. No items whatsoever may be manually raised up the exterior elevations of the building.

4.3. To maintain a free passage for Emergency vehicles such as Ambulances, Police and Fire services, the parking of Contractors / Tradesmen's vehicles on the forecourt at the front of the building will not be permitted, save in exceptional circumstances authorised by the Caretaker.

5. Services

5.1. Existing power, lighting and water in the subject flat may normally be used with the permission of the Lessee. Prior authorisation by the Caretaker is required for use of any common way electrical supplies

5.2. The Contractor must protect and prevent damage to all existing service installations. If the works necessitate disconnection of, or disruption to, the service installation, adequate advance notice must be given and permission obtained except in the event of an emergency.

6. Health, Safety and Welfare

6.1. The Contractor must comply with all relevant health safety and welfare legislation, and no responsibility will be accepted by the Lessor if the contractor fails to do so.

6.2. The Contractor must ensure that in addition to other health safety and welfare requirements the Contractor complies with the Health & Safety Act 1974, the Construction (Design and Management) Regulations 1994 (as amended 2015), and the Construction (Health, Safety and Welfare) Regulations 1996. The Caretaker is instructed to ensure that the regulations and rules relating to any works being carried out are observed. Contractors are expected to comply with all the Caretaker's reasonable requests. Failure to do so could result in cessation of the work.

I confirm that I have read the 'Sussex Heights Site Rules for Contractors' and that I will abide by the terms of the agreement. If I employ specialist sub-contractors to undertake some of the work, I will make them aware of the site rules and will be responsible for ensuring their compliance with the agreement.

I am aware that any breach of the Site Rules for Contractors may result in further access to Sussex Heights being denied.

Name (Contractor) _____

Company Name _____

Signature (Contractor): _____

Date: ___ / ___ / _____