

# Sussex Heights (Brighton) Ltd

## Building Works Proposal Form



### Important Information

- Works are only permitted Monday-Friday 8.00-17.00, Saturday 8.00-12.00 (and not permitted on bank holidays)
- Materials of any kind must not be stored in any of the common ways or outside of the building. Contractor must not allow the storage of materials of any kind in common ways.
- 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 transport building materials.

### 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	

Risk Assessments and Method Statement of works including kind of tools, chemicals, etc:

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.

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 5.00 pm. Weekend working will not normally be allowed. Where circumstances arise requiring weekend working the prior written permission of the Board of Directors (the Management) of Sussex Heights Brighton Ltd. must be obtained. The Management reserves the right to stop immediately any weekend work carried out without permission irrespective of the disruption caused to the work, and no claim will be accepted from the Contractor or the Lessee concerned for any inconvenience or distress caused by immediate cessation of the works.

2.2. 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 Managing Agents.

## 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.

## 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. 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 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 are 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/area of work may normally be used but the prior permission of the Lessee concerned and the Lessor must be obtained prior to the use of existing services.

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.

Signature (Contractor): \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_