

## Rivermead Court: Licence for Alteration Process Checklist

Ultimate approval Body: Rivermead Court Board  
 Main supervisory body: Estates Committee and/or  
 Implementer: Managing Agent and/or  
 Pipework Committee  
 Pipework Consultant

Time AXIS	Step No
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### Rivermead Court: Licence to Alteration Process

Major works project (reconfiguration of the flat)	Minor works project (footprint of flat remains the same)	Future proofing project	Painting & Joinery (No licence required)
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↓	<b>1 Email from Flat owner (or his agent) to Managing Agent Surveyor/Pipework Consultant or Estate Manager</b>				
	1.01 Email to Managing Agent Surveyor/Pipework Consultant for projects requiring a licence:				
	1.02 Email to Estate Manager who needs to be informed before works starts				
↓	<b>2 Issuing of instructions/guidelines by the Managing Agent Surveyor /Pipework Consultant</b>				
	Flat owner will receive (as appropriate):				
	2.01 <b>Rivermead Court General Guidelines and Regulations</b>				
	2.02 <b>Guidelines for Major Alterations</b>				
	2.03 <b>Guidelines for Minor Alterations</b>				
	2.04 <b>Heating and Plumbing Guidelines and Regulations</b>				
	2.05 <b>Instructions to Contractor's staff on site</b>				
	2.06 <b>Contractor water hygiene awareness notice</b>				
	2.07 Managing Agent's fee invoice				
	2.08 Form of Undertaking				
↓	<b>3 Provision of necessary information by Flat Owner/Contractor, payment of fees and issue of the initial Licence to Alterations</b>				
	Based on the project, the Flat Owner/Contractor will need to provide such of the following as are required:				
	3.01 Administration fees to be paid to Managing Agent				
	3.02 Administration fees to be collected by Managing Agent for RCL Pipework Consultancy				
	3.03 Form of Undertaking to be signed by Flat Owner				
	3.04 Details of lessee's agent or architect, if being used				
	3.05 Agreement with Pipework Consultant on plumbing, drainage and heating design				
	3.06 Security Deposit, based on cost of the project, to be paid to Managing Agent				
	3.07 Summary list of work being proposed, to be sent to Estates Manager				
	3.08 Detailed schedule of work proposed, to be sent to Managing Agent				
	3.09 Existing and proposed drawings, showing any proposed pipework alterations (A3 size).				
	3.10 Elevation sketch or photograph of any proposed mechanical ventilation terminals				
	3.11 Details of contractor's Third Party Public Liability Insurance.				
	3.12 Contractor's Contact Details				
	3.13 Contractor's programme of work (weekly Basis)				
	3.14 Schedule of Conditions of flats above and adjacent flats/areas with shared party walls				
	3.15 Schedule of Conditions of flats below				
	3.16 Neighbourly letter to introduce the Flat Owner, their contractor and their work proposals				
	3.17 Agreement with Managing Agent Surveyor on floor finishes				
	3.18 Copy of the application to Building Control or Approved Inspector (if relevant)				
	3.19 Asbestos refurbishment and demolition survey (if relevant)				
	Once all the above has been dealt with to the satisfaction of the Managing Agent's Surveyor and Pipework Consultant a Licence for Alteration will be issued on behalf of RCL.				
↓	<b>4 Carrying out of the work by the Contractor</b>				
	4.01 The Contractor must make contact with the Estate Manager before starting work				
	<b>Instructions to Contractor's staff on site</b> to be acknowledged and signed by the client and contractor				
	4.02 Copy of the <b>Instructions to Contractor's staff on site</b> to be pinned up in a suitable place in the flat				
	4.03 Copy of the <b>Contractors' Water Hygiene Awareness Notices</b> to be pinned up in a suitable place in the flat				
	4.04 Copy of the <b>Addenda to Heating and Plumbing Guidelines and Regulations</b> to be pinned up in a suitable place in the flat				
	4.05 If not installed already, the Flat Owner is required to install smoke detectors/fire alarm in the				
	4.06 If the existing chimney is to be used, it must be swept and tested for integrity with an NACCS registered chimney sweep				
	4.07 Further notifications during the work to all residents of particularly noisy work, with specific proposed dates and times				
	4.08 Inspections by the Managing Agent's Surveyor at agreed critical times during the works.				
	4.09 Inspections by the RCL Pipework Consultant at agreed critical times during the project.				
	4.10				
	4.11 Work on, and fitting valves on any RCL risers must be carried out by RCL's own retained plumber				
↓	<b>5 Final inspections by Managing Agent/Pipework Consultant, sign off of the project and refund of the deposits.</b>				
	On completion Flat Owner/Contractor to supply:				
	5.01 Copy of the contractor's NICEIC electrical certificate				
	5.02 Final Condition Survey signed by neighbours to confirm that any required remedial work has been done				
	5.03 Copy of the sign-off letter or certificate from Building Control or Approved Inspector (if relevant)				
	5.04 An 'as-built' plan drawing showing the flat as altered, with hidden pipe routes shown in colour, the specific locations of any operating valves, and any other minor changes which were found to be necessary and have been agreed during the course of the work.				
	5.05 The Managing Agent/Pipework Contractor will arrange:				
	5.06 A check of the front entrance door to ensure it meets the fire standards and has not been altered without permission.				
	5.07 Final inspection and sign off by the Managing Agent Surveyor.				
	5.08 Final inspection and sign off by the Pipework Consultant				
	5.09 Return of the Security Deposit, minus any agreed deductions				
	On completion, please inform Estates Manager that the work is complete and the Contractor has left site.				

Grey Box- Action required.  
 Clear Box- No action required.