



In business to do business

ALTERATIONS REQUIREMENTS



1. Introduction

This document sets out the Landlord's usual requirements in relation to alterations and is intended to provide our tenants with clarity as to both procedure and the Landlord's general stance on the granting of consent.

This document should be read in conjunction with the terms of your Lease, it is not intended to vary or modify the terms of it.

Unless your Lease says otherwise, no works of any kind should be undertaken until the Landlord's formal consent has been obtained.

2. Form and content of the application for consent

In the event that you wish to carry out alterations to your demise (or install equipment or apparatus outside your demise – such as air conditioning plant or extraction ducting) you should provide full details of the proposed alterations/installation and complete the relevant application form.

3. Documentation Required

In order to properly consider your application for consent, we will usually require the following information and documentation;

- i. an 'as existing' demise plan (drawn to an appropriate scale).
- ii. an 'as proposed' plan setting out clearly the proposed works (drawn to an appropriate scale);
- iii. a method statement setting out how the alterations are to be carried out;
- iv. specifications for the materials intended to be used;
- v. contact details for the contractor(s) who will carry out the alterations, together with details of their professional accreditations (e.g. Gas Safe, NICEIC) and liability insurance.

Where major alterations are contemplated (including those which may affect the structural parts of the building and/or service media inside or outside the demise) the Landlord may require additional information and documentation.

In certain cases, particularly where the proposed alterations are of a minor nature, the Landlord may not require some of the documents set out above, to be produced. If you have any doubt, then please contact the Landlord as set out below.

As a sustainable landlord, the building may be registered with various environmental and wellness accreditations. No deviations from these standards, including the EPC rating, will be permitted. The Tenant is to ensure these ratings are maintained by the proposed work, the documentation is to include a statement to confirm all of these accreditations have been considered and no derogations will result from the proposed works, the statement to include how each of the considerations was assessed and concluded. The Tenant should consider the Tenant Handbook, Fit-Out Guidelines, and Environmental Management Plan when undertaking any alterations. These documents can be requested through your Facilities Manager.

Examples of plans and specifications can be found in the Annex.

4. Costs and Timetable

You will be required to meet the Landlord's legal, administration and other professional costs, fees and expenses incurred in considering your application for consent.

Stage 1 - Application and initial review

A non-refundable administration fee will be payable on submission of an application for consent for alterations and the Landlord will not start its initial review of the application until the administration fee has been paid in cleared funds.

The Landlord's current application fee is set out in the **accompanying fee scale**.

Your application will first be reviewed by the Landlord's asset manager and this initial review will usually be completed within 3 working days of receipt of the application (or cleared funds, if later). During or shortly after this initial review process, the Landlord's asset manager may contact you to request additional information, documentation or clarification in relation to the application.

Depending on the nature and extent of the proposed alterations, the Landlord may refer your application and the accompanying documentation, to its internal and consultant projects and planning teams. In certain circumstances, you may



be contacted directly by members of these teams, who may wish to inspect the property and/or arrange a site meeting with you, and/or your contractors.

The Landlord will consider each and every application for consent on its merits (and in accordance with the specific terms of your Lease).

In considering each application, the Landlord will usually take into account the effect of the proposed alterations upon the demise itself, the Landlord's other commercial and residential interests in the building (where the demise forms part of a building), its adjacent or adjoining property interests and those in the vicinity of the property.

The Landlord may impose certain requirements and conditions to the manner in which the alterations are carried out and may, in certain circumstances where major alterations are proposed, require you to pay a deposit to secure compliance with those requirements and conditions.

If the Landlord accepts that the proposed alterations are of a minor nature, no additional administration fee will be levied.

Stage 2 – The Landlord's formal consent

If the proposed alterations are acceptable to the Landlord in principle, the Landlord's solicitors will be instructed to draft a Licence for Alterations which, when completed, will constitute the Landlord's formal consent to the carrying out of the works.

You will be responsible for the Landlord's legal costs for the preparation (and any subsequent negotiation) of the Licence for Alterations. Such costs will be payable whether or not the matter is completed.

Details of the Landlord's anticipated legal costs are set out in the **accompanying fee scale**, although the Landlord's legal costs for dealing with the Licence for Alterations will depend on the nature and extent of the works and the extent of any conditions applied by the Landlord as to the manner in which the alterations are to be carried out.

If the Landlord accepts that the proposed alterations are of a minor nature, a fixed fee of £150.00 + VAT will be payable for the production of a simple Licence for Alterations (in the Landlord's standard form). Where you are represented by a solicitor, the Landlord may require a solicitor's undertaking to secure the payment of its anticipated legal fees/costs. In other cases, the Landlord will require its anticipated legal fees/costs to be paid in full and in cleared funds, before the Licence for Alterations is drafted and circulated for your consideration.

5. Methods of Payment

You will be asked to confirm your chosen method of payment within the application form.

Payment by cheque

Where payment is made by cheque, cheques should be made payable to 'ROPM Ltd and sent to RO Property Management Ltd, Graham House, 7 Wyllyotts Place, Potters Bar, Hertfordshire, EN6 2JD, marked for the attention of the Estates Department.

Payment by bank transfer

Where payment is made by bank transfer, payment should be sent to:

Account Name: ROPM Ltd
Bank: HSBC
Account Number: 71584650
Sort Code: 40-46-08

Please use your tenant reference number as a payment reference.

A VAT invoice (where applicable) will be issued upon receipt of cleared funds.

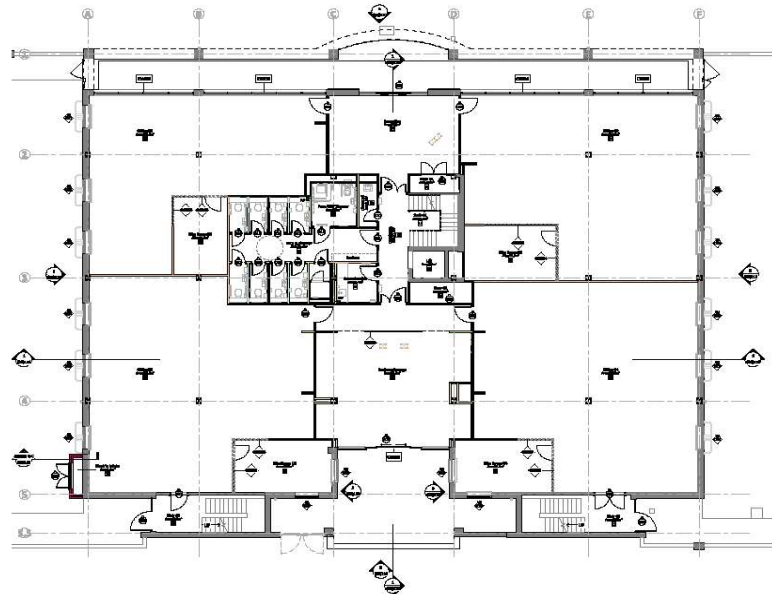
6. Contact Details

If you wish to discuss the contents of this document, or any other aspect of your proposed alterations, please make contact with your dedicated asset manager (whose contact details you will already have).



APPENDIX – EXAMPLES

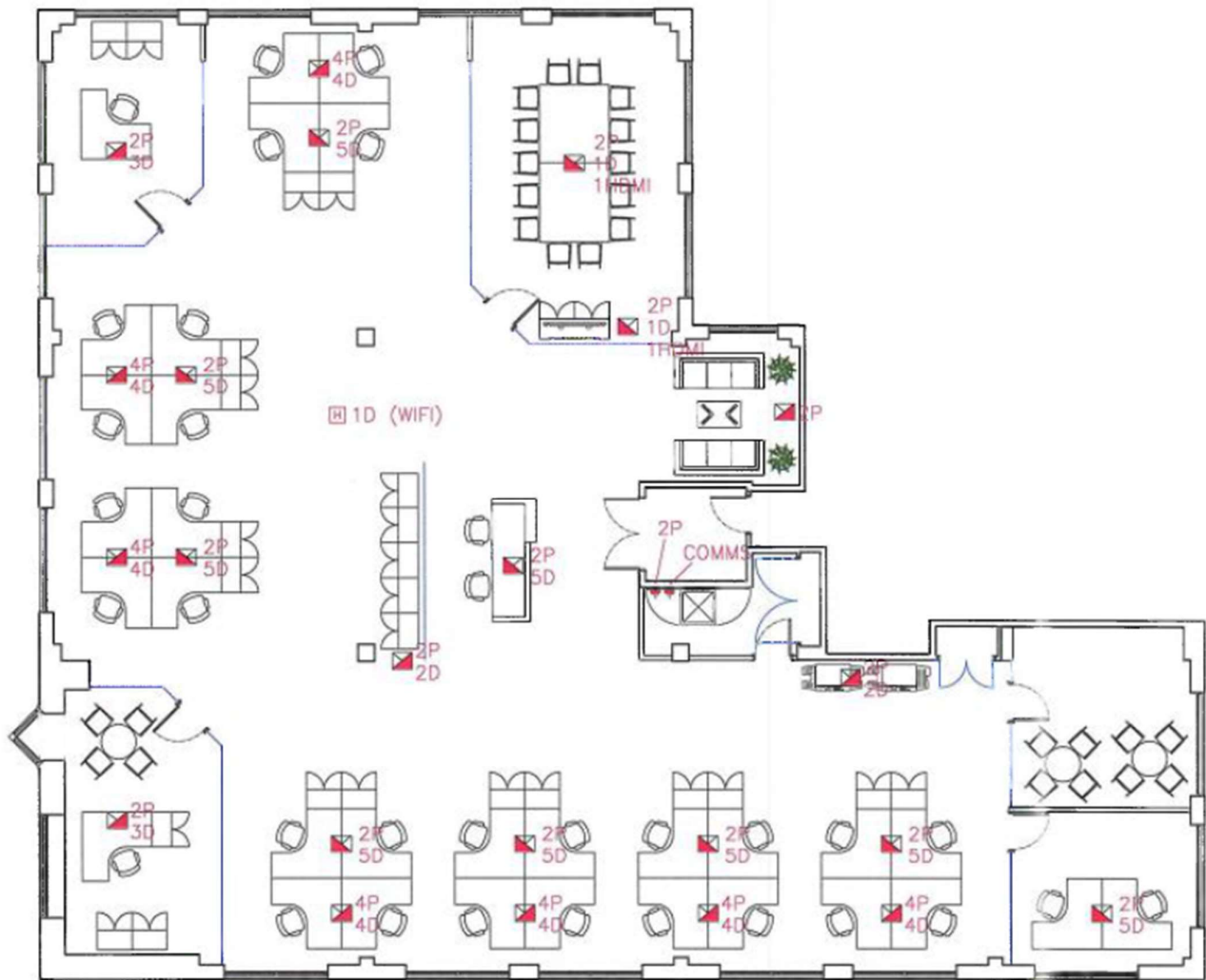
An example of 'as existing' and 'as proposed' plans for minor internal alterations



1. Proposed Ground Floor BA Plan
SCALE - 1 : 75 @A1

<p>As existing</p> <ul style="list-style-type: none"> As existing walls (not including the existing brickwork) As existing floor slab (not including the existing concrete) As existing ceiling (not including the existing plaster) As existing stairs (not including the existing concrete) As existing doors (not including the existing frames) As existing windows (not including the existing frames) As existing services (not including the existing pipes) As existing furniture (not including the existing items) 	<p>As proposed</p> <ul style="list-style-type: none"> As proposed walls (not including the existing brickwork) As proposed floor slab (not including the existing concrete) As proposed ceiling (not including the existing plaster) As proposed stairs (not including the existing concrete) As proposed doors (not including the existing frames) As proposed windows (not including the existing frames) As proposed services (not including the existing pipes) As proposed furniture (not including the existing items) 	<p>As proposed</p> <ul style="list-style-type: none"> As proposed walls (not including the existing brickwork) As proposed floor slab (not including the existing concrete) As proposed ceiling (not including the existing plaster) As proposed stairs (not including the existing concrete) As proposed doors (not including the existing frames) As proposed windows (not including the existing frames) As proposed services (not including the existing pipes) As proposed furniture (not including the existing items) 	<p>As proposed</p> <ul style="list-style-type: none"> As proposed walls (not including the existing brickwork) As proposed floor slab (not including the existing concrete) As proposed ceiling (not including the existing plaster) As proposed stairs (not including the existing concrete) As proposed doors (not including the existing frames) As proposed windows (not including the existing frames) As proposed services (not including the existing pipes) As proposed furniture (not including the existing items)
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EXAMPLE

Specification of CAT B Fitting Out Works

No.	Item	Description
1.0	WALLS	
1.1	New Solid Stud	Construct stud walls to create 1 no. comms room and divide the meeting room from the Tea Point (as discussed on site). Stud to consist of 50mm metal studs with one layer of 12.5mm taper edge plasterboard on either side. Walls to be built to underside of ceilings within a white anodised head track. Price also includes plasterboard nibs as necessary.
	Feature Slatted Wall	Construct a 3/4 height slatted timber feature wall between the reception and main office.
1.2	Glass Walls	Construct floor to ceiling glass walls to form the layout shown on the client issued drawings. The glazing will consist of 10mm toughened glass panels within a grey anodised Sector 30 frame. Each panel to be joined using a dry bubble joint. All glass to receive a frosted 50mm manifestation at 900mm from floor and 1400mm from floor (logos may be incorporated).
1.3	General	Plasterboard walls to be taped, filled and made ready for decoration and they will receive 100mm pre primed MDF skirting.
2.0	DECORATION	
2.1	Walls	Prepare and decorate all new plasterboard walls with a minimum of one mist coat and two coats of brilliant white vinyl matt.
2.2	Timber	Decorate all MDF skirting boards with not less than two coats of self-undercoating oil based satin paint.
2.3	Making Good	Allowance to make good any existing paintwork damaged during project.
3.0	DOORS	
3.1	Internal Doors	Supply and install 6 no. solid core full height walnut veneer doors with new satin stainless steel door furniture.
4.0	LIGHTING	
4.1	General	Allowance to make alterations to existing lighting / PIR switching to enable independent switching in each area. We have assumed that the lighting is not on a building management system.
5.0	ELECTRICAL	
5.1	Small Power Floor Boxes	Install 23 no. client supplied floor boxes containing 29 double sockets and (data price separate). Locations confirmed on plan. Note an allowance has been made to lift and reinstall sections of carpeting and some raised floor panels. Note also that we have assumed that there is sufficient busbar beneath the floor which seems likely given the Landlord has supplied the floor boxes etc.
5.2	Comms Supply	Supply and install 1 no. dedicated 16 amp comms supply.
5.3	TV's	Allowance to supply and install power, and HDMI cabling for 2 no. TV's. Note HDMI to be led back to a floor box beneath the boardroom table.
5.4	Certification	Provide a new electrical test certificate (included).
6.0	CAT 6 Structured Cabling	
6.1	Comms Cabinet	Supply and install wall mount glass fronted floor standing 42U comms cabinet.
6.2	Data	Supply and install 85 no. Cat 6 Data sockets (R145 floor box modules) serving 34 desks at a ratio of 2 points per desk. All cabling to be led back to the comms room and terminated within the rack.



6.5 WIFI Supply and install 1 no. Cat 6 Data socket.

7.0 HEATING/COOLING VENTILATION

7.1 Grilles/Ducting Relocate 3 no. return grilles and 2 no. supply grilles.

7.2 Controls Note: The existing system appears to have no control from within the space and it is therefore assumed that control centrally is managed by the Landlord. Additional control can be added to the individual rooms if you deem it necessary although the system will work adequately with a consistent temperature across the space without any changes. Additional controls for individual rooms to enable differing temperatures in each area could be added at a cost of f525 per room although consent access codes would be required from the Landlords incumbent A/C engineers.

8.0 OTHER

8.1 Kitchen Storage Supply and install 1 no. tower storage unit to existing Howdens Greenwich White kitchen.

8.2 Appliances Supply and install 1 no. integrated fridge and 1 no. integrated dish washer within existing kitchen. To include integrated appliance doors and handles to match existing.

8.3 Flooring Uplift and remove existing flooring to Tea Point area and replace with new ID 55 bonded vinyl tiles.

9.0 PRELIMS & MANAGEMENT

9.1 Waste Manage all waste removal throughout project.

9.2 Floor Protection Allowance to provide floor protection to areas of work and walkways.

9.3 Site Management Provide site and trade management for duration of project.

9.4 CDM Ensure compliance with CDM Regulations.

9.5 Drawings Production of design drawings.

9.6 Project Management Manage relationship with client to include regular updates, site meetings and analysis of program.