

**The Manor Fields Estate Limited**

**Regulation No. 15: Wooden Flooring & Notes for Leaseholders**

With effect from 21 June 2024, the Board has introduced a new Regulation No. 15 to the Leases concerning Wooden Floors, as authorised under The Manor Fields Lease (Clause 4 ii).

If you would like to fit wooden flooring in your flat, Clause 1. B. xxviii) e) requires you, as the leaseholder to "cover the floors (including parquet and hardwood floors if required) of the Flat with carpets (or their equivalent on the domestic offices) and place felt thereunder that will effectively deaden the sound ...".

Given the development over time of wood floor materials and soundproofing underfelt, the Board has decided to remove the requirement for leaseholders to obtain a licence with associated legal costs.

Regulation 15 requires you, as Leaseholder:

1. To obtain permission in advance from the Estate Office to fit wood flooring. Please note that if you sell your flat, the new owner will be required to renew the permission in their name for the wood floor
2. You must ensure that your wood floor meets the specifications required by the Estate. The new wooden floor must be placed on top of suitable, high quality, sound deadening underlay so as to minimise noise
3. If the Estate receives complaint(s) from other leaseholder(s)/resident(s) in your building about noise/disturbance arising from the lack of carpet and underlay, you will be required to address the complaint by fitting carpet and underlay throughout your flat (excluding kitchen, bathrooms and lavatories) at your own expense
4. Please note that your lease states that "*if the Lessor shall grant permission for parquet or hardwood flooring to be affixed to any floor of the Flat the Lessor shall not be deemed thereby to have impliedly waived*" the obligation to cover the floors with carpets

The purpose of this Regulation No. 15 is to seek to minimise noise and disturbance to your neighbours and to provide a mechanism for suitable remedial action to be taken if your neighbours are disturbed. It is a fact of life that different neighbours will have different perceptions of, and tolerance for, noise and that their perceptions and tolerance may change over time. Neighbours' perceptions of noise will also be affected by how you use your flat.

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Regulation No. 15 includes obligations on the leaseholder:

* To carry out the works in a way which causes as little noise and disturbance to neighbours as is reasonably practical.
* To pay for the making good of any damage to the building or to any other flat in the building (or its contents) resulting from the works.
* To ensure that the contractor(s) follow the Regulations in the *Notes to contractors* (a copy of which is available from the Estate Office and is on www.manorfields.co.uk).
* To finish the works within two months of the date of permission for the wood floor being granted by the Estate Office.

All works at your flat must be carried out only between 9.00am and 5.00pm from Monday to Friday (excluding Public Holidays). An extra hour at the end of the day is allowed for contractors to clear up.

No work of any kind should be carried out outside these hours or at weekends or during Public Holidays.

You are responsible for removing all building rubbish and rubble, old carpets and other items which result from the works. The porters are not responsible for such items. Do not leave any items in hallways, entrances, roadways or other parts of the Estate. The Estate's compactors must not be used to dispose of such items. Information is on the website about Wandsworth Council's collection service for household waste.

Some flats at Manor Fields may still have asbestos. If works disturb the asbestos, it will have to be removed by a licensed contractor and in accordance with the Control of Asbestos Regulations 2012. Asbestos must be removed through the rear stairwells. Air clearance certificates must be obtained for the rear stairwell (and, in relevant cases, the front riser cupboard and hallway); these certificates must be given to the Estate Office.

In some cases, a record of the condition of a flat below yours will be needed (you may wish to arrange one of your own in any event).

Please note that should it be necessary to lift the wooden flooring to investigate and/or repair/replace any service media below the floor (for example, leaking water pipes) the Company is not responsible for any damage to the flooring nor for costs which may result.

If you wish to have wooden flooring in any rooms other than in the kitchen, bathroom or lavatories, please give the information on the form following these notes to the Estate Office and supply a plan showing which rooms are to be covered by the Estate’s permission.

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**Consideration for your neighbours**

Most leaseholders who carry out works to their flat are respectful of their neighbours, keep within the regulations and (as a matter of courtesy) keep their neighbours informed. If complaints are received from neighbours which result from a failure to keep within the regulations, or where works are carried out otherwise than in accordance with your lease and Regulation No. 15, you will be responsible for paying any resulting Estate management, legal and surveyor’s costs.

As mentioned, you must ensure that all works are carried out causing as little noise and disturbance to your neighbours as is reasonably practical. Please bear in mind that your neighbours may be at home all day, even if you are not.

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**Regulation No. 15: Request for consent for wooden flooring**

**To The Manor Fields Estate Limited**

I/We wish to have wooden flooring at Flat ............, …………………................................... House, Manor Fields, SW15 …….

*Please give full postcode*.

**Leaseholder details**

Name(s) of Leaseholder (s)……………………………………………………….…………………………………………………………………….

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*Please give full names. If there is more than one leaseholder, please give full names of all of them.*

Contact details of the leaseholder(s) (or of the person who will have day-to-day responsibility for the contractors/workmen (if different)) while the works are being carried out.

Address: …………………………….………………………………………………………………………………….…………………………………………….........

.………………………………………………….……………..……………………………………………………………………………………………………

*This address must be in the UK*

Telephone: ...........................................................................................................................................................

Email: ..................................................................................................................................................................

I/We understand that notification of these contact details shall not change or override the registered address I/we have given to the company for the purposes of any shareholding in the company or for any other purposes connected with my/our ownership of the flat (and, where relevant, any garage and/or any other flat or garage on the Manor Fields Estate).

**The flooring and the contractor**

The wooden flooring would be on the floors of the following rooms:

…………………………………………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………………………………….

I/We attach a plan of the flat showing these rooms hatched in black.

I / We do / do not intend to lift any of the subfloor boards at the flat whilst carrying out the works (or any associated works).

Name of the proposed contractor: .................................................................................................................

I /We attach a copy of the policy schedule for the contractor’s liability insurance policy.

*This should normally be for at least £2 million and cover the full period during which the works will be carried out.*

Estimated start date ………………………………………………………………..……………………..…………………………..………………

*This should normally be at least one month from the date you return this form to the Estate Office.*

I/We understand that if the Estate receives complaint(s) from other leaseholder(s)/resident(s) in my/our Building as to the noise/disturbance arising from the use of the wooden floors, the Estate’s permission is withdrawn and carpets and underlay must be laid down at my/our expense.

I/we also understand that any permission from the Estate will be for me/us only and that (unless it has been terminated following complaint) if we sell the flat my/our buyer will have to obtain permission in their name.

I/We understand that I/we are responsible for any costs of the Company’s solicitors and surveyor in connection with complaints relating to the wood floor, including during fitting.

I am/am not / We are/are not taking a record of condition of the downstairs flat.

Signed ...................................................................................................................................................................

Print name: ………………….………………………………………………………………………………………..……………………………............

Signed ..................................................................................................................................................................

Print name: ………………….……………………………………………………………………………………………………..………………............

*If there is more than one leaseholder, then all should sign.*

Date .............................................................

Approved By …………………………………………………………………………………………………………………………………………………..

Print Name………………………………………………………………………………………………………………………………………………………

**Director, The Manor Fields Estate Ltd.**

Date ………………………………………………………..