

Example

1 – Hyde will already be in Qualifying Long-Term Agreement with a contractor. The name of the contractor will be stated here

2 – A full breakdown will be enclosed with the notice. Alternatively, Residents will be given a time and place where the documentation can be viewed

4 – The figure takes into account all contractor and consultancy costs as well as Hyde's management fee at block level

5 – The unit share will be determined by the terms of the lease

6 – Observations must be submitted in writing or, alternatively via e-mail to; **LME@hyde-housing.co.uk**

7 – This is a minimum period of 30 days but the date stated here is final

STATUTORY NOTICE OF INTENTION

In accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002. Notice of individual estimated costs under Section 20 and 20ZA of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold and Leasehold Reform Act) Notice prepared under the terms of Schedule 3, The Service Charges (Consultation Requirements) (England) Regulations 2003.

To: Mr J Smith
Re: 1 Hyde House, London, SE1
And also: All leaseholders/shared owners of Hyde House, London, SE1

1. It is the intention of The Hyde Group to carry out works under an existing Qualifying Long Term Agreement previously consulted upon with London Dec's Ltd. In respect of which we are required to consult with Leaseholders and Shared Owners
2. The works to be carried out under the agreement are as follows;

Works Description	Block Estimate
Internal and External Redecoration	£10,000.00
Scaffolding	£4,500.00
Contingency	£1,500.00
Sub-Total	£16,000.00
VAT @ 20%	£3,200.00
Works Total	£19,200.00
Management Fee @ 15%	£2,880.00
Total Estimated Block Cost	£22,080.00
3. We consider it necessary to carry out the works because;
 - The Hyde Group has an obligation to carry out necessary maintenance works to the building
 - Keeping the building in a good state of repair will assist ongoing management and reduce future day-to-day repair costs
 - The works will prolong the life of the structure and its components
 - The works will maintain an acceptable appearance of the building.
4. We estimate the total amount of the expenditure likely to be incurred on the proposed works is **£22,080.00**
5. We estimate that your contribution to these costs will be **£2,208.00**
6. We invite you to make written observations in relation to the proposed works or estimated expenditure by sending them to: The Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA
7. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on; **5 May 2020**.

Signed: 

Duly authorised agent of The Hyde Group

Address: Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA
Date: 3 April 2020

Example

2 – This is a broad overview of the scope of the works to be carried out

3 – If it is not possible to enclose all of the details, Residents will be given a time and place where the documentation can be viewed

5 – Observations must be submitted in writing or, alternatively via e-mail to; **LME@hyde-housing.co.uk**. Queries made in person or via telephone will be answered but will not be logged as a formal observation

6 – Under public contract regulations, once the cost of a contract exceeds a certain amount it must be advertised publicly. Because of this, residents are not being invited to nominate a contractor

STATUTORY NOTICE OF INTENTION

In accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002. Notice of Intention under Section 20 and 20ZA of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold and Leasehold Reform Act). Notice prepared under the terms of Schedule 4 Part 1, The Service Charges (Consultation Requirements) (England) Regulations 2003.

To: Mr J Smith

Re: 1 Hyde House, London, SE1

And also: All leaseholders/shared owners of Hyde House, London, SE1

1. It is the intention of The Hyde Group to enter into an agreement to carry out works in respect of which we are required to consult with Leaseholders and Shared Owners
2. The works to be carried out are as follows; Cyclical decoration to communal areas and associated works
3. A description of the works and breakdown of costs are included within this notice
4. We consider it necessary to carry out the works because;
 - The Hyde Group has an obligation to carry out necessary maintenance works to the building
 - Keeping the building in a good state of repair will assist ongoing management and reduce future day-to-day repair costs
 - The works will prolong the life of the structure and its components
 - The works will maintain an acceptable appearance of the building.
5. We invite you to make written observations in relation to the proposed works by sending them to: The Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on **5 May 2020**
6. Due to the sum of the works, the Landlord is legally required to advertise the proposed contract by public notice. Consequently, we are not inviting Residents to propose a contractor for these works.

Signed: 

Duly authorised agent of The Hyde Group

Address: Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA

Date: 3 April 2020

Example

1 – This gives brief details of the previous stage of the consultation (Notice of Intention)

STATUTORY NOTICE OF ESTIMATES

In accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002. Notice of Estimate under Section 20 and 20ZA of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold and Leasehold Reform Act). Notice prepared under the terms of Schedule 4 Part 1, The Service Charges (Consultation Requirements) (England) Regulations 2003.

To: Mr J Smith
Re: 1 Hyde House, London, SE1
And also: All leaseholders/shared owners of Hyde House, London, SE1

- This notice is given pursuant to the notice of intention to carry out works issued on: 3 April 2020. The consultation period in respect of the notice of intention ended on: 5 May 2020
- It is the intention of The Hyde Group to carry out Cyclical decoration to communal areas at Hyde House, London, SE1, in respect of which we are required to consult Leaseholders/Shared Owners
- The works to be carried out under the agreement are as follows: Cyclical decoration to communal areas and associated works. This will include (but are not limited to) the external decoration of the building including windows and doors and the cleaning/clearance of gutters, fascias and downpipes
- We consider it necessary to carry out the works because:
 - Keeping the building in a good state of repair will assist ongoing management and reduce future day-to-day repair costs
 - The works will prolong the life of the structure and its components
 - The works will maintain an acceptable appearance of the building.
- The proposed works will address these issues by maintaining an acceptable appearance of the building and maintaining all areas that are Hyde's responsibility to a satisfactory standard
- We have now obtained estimates in respect of the works to be carried out. We have selected two estimates from which to make the final choice of contractor. The estimated amounts are;

Tender Number	Contractor	Tender Sum	Contingency	VAT @ 20%	Total Estimate	Management Fee @ 15%	Block Estimate
1	London Dec's Ltd	£22,850.00	£2,500.00	£5,070.00	£30,420.00	£4,563.00	£34,983.00
2	Bermondsey Construction	£25,500.00	£3,000.00	£5,700.00	£34,200.00	£5,130.00	£39,330.00

- The Landlord proposes to accept the lowest tender from London Dec's Ltd. The total estimated block cost is therefore **£34,983.00** and your apportionment as per the terms of your lease will be **£3,498.30**
- All of the estimates are included within this notice
- We invite you to make written observations in relation to any of the estimates by sending them to: The Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on **4 August 2020**
- A summary of written observations received during the Notice of Intention consultation period, along with our responses, is enclosed for your reference.

Signed: 

Duly authorised agent of The Hyde Group

Address: Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA
Date: 3 July 2020

3 – This gives further details of the proposed works. Itemised works and costs will follow later in the notice

6 – The cheapest quote will not necessarily be selected. Other factors such as staff training, health and safety procedures and Insurance cover will also be taken into account

7 – The unit share will be determined by the terms of the lease

8 – If we cannot provide all documentation, we will give details on where and when you can inspect them

9 – Observations must be submitted in writing or, alternatively via e-mail to; **LME@hyde-housing.co.uk**

10 – This is a minimum period of 30 days but the date stated here is final

Example

2 – This is a broad overview of the scope of the works to be carried out

3 – If it is not possible to enclose all of the details, Residents will be given a time and place where the documentation can be viewed

5 – Observations must be submitted in writing or, alternatively via e-mail to; **LME@hyde-housing.co.uk**. Queries made in person or via telephone will be answered but will not be logged as a formal observation

6 – Residents and RTAs are entitled to nominate a contractor to tender for the works. Hyde should then look to obtain a quote from at least one nominated contractor subject to rules set out in the Legislation

STATUTORY NOTICE OF INTENTION

In accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002. Notice of Intention under Section 20 and 20ZA of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold and Leasehold Reform Act). Notice prepared under the terms of Schedule 4 Part 2, The Service Charges (Consultation Requirements) (England) Regulations 2003.

To: Mr J Smith

Re: 1 Hyde House, London, SE1

And also: All leaseholders/shared owners of Hyde House, London, SE1

1. It is the intention of The Hyde Group to enter into an agreement to carry out works in respect of which we are required to consult with Leaseholders and Shared Owners
2. The works to be carried out are as follows; Cyclical decoration to communal areas
3. A description of the works and breakdown of costs are included within this notice pack
4. We consider it necessary to carry out the works because;
 - Keeping the building in a good state of repair will assist ongoing management and reduce future day-to-day repair costs
 - The works will prolong the life of the structure and its components
 - The works will maintain an acceptable appearance of the building.
5. We invite you to make written observations in relation to the proposed works by sending them to: The Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on **5 May 2020**
6. We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described in paragraph 2 above.

Signed: 

Duly authorised agent of The Hyde Group

Address: Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA

Date: 3 April 2020

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9 – Observations must be submitted in writing or, alternatively via e-mail to; **LME@hyde-housing.co.uk**

10 – If no observations were received during the previous consultation period, this will be stated here

STATUTORY NOTICE OF ESTIMATES

In accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by Section 151 of the Commonhold and Leasehold Reform Act 2002. Notice of Estimate under Section 20 and 20ZA of the Landlord & Tenant Act 1985 (as amended by section 151 of the Commonhold and Leasehold Reform Act). Notice prepared under the terms of Schedule 4 Part 1, The Service Charges (Consultation Requirements) (England) Regulations 2003.

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Re: 1 Hyde House, London, SE1
And also: All leaseholders/shared owners of Hyde House, London, SE1

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- We invite you to make written observations in relation to any of the estimates by sending them to: The Home Ownership Team, The Hyde Group, Hollingsworth House, 181 Lewisham High Street, London, SE13 6AA. Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on **4 August 2020**
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Duly authorised agent of The Hyde Group

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Date: 3 July 2020