

## Appendix 4

### Procedure for Landlords Consent to carry out Work to Premises



#### 1. Aim of Procedure

To outline the process required for all premises Managers, Headteachers or Tenants when any work (as defined below) is required to the premises.

#### 2. Introduction

Monmouthshire County Council is the landlord for all buildings within the council's portfolio. As the landlord there are certain responsibilities in law for which they are accountable.

Any works undertaken on council buildings may introduce risks either to those carrying out the work or to the future safety of the building to its occupants. Examples may be the disturbance of asbestos, undermining fire mitigation arrangements or even coming into contact with electricity.

There are certain statutory requirements which must be met when undertaking certain works. Non-compliance with these statutory requirements can make the council and/or individuals liable with enforcing bodies.

Additionally works undertaken may have an impact on service provision or forward planning.

The landlord's consent process will require all stakeholders to assess the works proposed and add comments in respect of the parameters within which the work should be carried out.

In order to ensure all the above are taken into consideration when works are planned, the following procedure must be followed.

#### 3. Definition of "Work" as defined in this procedure

Refurbishment  
Decorating  
ICT infrastructure/cabling  
Alarm infrastructure/cabling  
Construction or demolition of any wall or structure within the building  
Replacement of floor coverings  
Ground works/Fencing  
New extensions

Even if no 'work' is being carried out if there is a proposed change of use or sub-let then this procedure must be invoked.

#### 4. Procedure

- 4.1** All premises must apply for landlord's consent by completing 'Landlord' consent to Carry Out Works' form for all works listed as the definition above;
- 4.2** All applications must be made at the initial concept stage of the project. This must be at least six weeks prior to the intention of the commencement of the project. Failure to adhere to this timescale will mean that the project will not commence.
- 4.3** Please note reasonable time must be allowed to complete any actions that may come from the consultation **PRIOR** to commencing work. This should be factored into your planning of the works and therefore it would not be reasonable to submit the landlords consent form and intend to commence work before or directly after the time scale stated in 4.2 above.
- 4.4** The form below must be completed in full and forwarded to the Facilities Manager [philkenny@monmouthshire.gov.uk](mailto:philkenny@monmouthshire.gov.uk) You can also complete the form on-line at <http://ef1/officeforms/consent.ofml>

**Landlord's consent to carry out works**  
**Application Form**



The purpose of this form is to enable the occupier to seek authorisation from Property Services to carry out works, alterations, change of use or sublet in order that any associated risks will be managed. The Authorisation will include details of any actions the applicant needs to put in place prior to commencement of the works.

**PLEASE ENSURE SECTION 1 IS COMPLETED FULLY AND WHEREVER POSSIBLE START AND COMPLETION DATES ARE PROVIDED FOR THE PROPOSED WORK**

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To: Facilities Manager - [philkenny@monmouthshire.gov.uk](mailto:philkenny@monmouthshire.gov.uk)

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**Section 1**

From: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Name: \_\_\_\_\_  
Tel Number: \_\_\_\_\_  
Date: \_\_\_\_\_  
Email: \_\_\_\_\_

**Section 2**

- Carry out work
- Carry out Alterations
- Change of Use
- Sublet

**Section 3**

Description and location of request (to be completed by applicant):

Date you intend to commence work

Proposed budget for the work (amount and source)

Do you have a project manager and contractor identified to carry out the work, please detail?

Please tick to confirm that the following has been carried out before submitting your request.

- Have the correct asbestos checks and surveys been carried out.
- Is planning permission required?
- Is building control permission required?
- Has the tendering procedure adhered to Monmouthshire County Council standing orders?
- Have competency checks been completed to all tenderers?
- Have the relevant checks been carried out to ascertain the level of insurances carried by the contractor?
- Have the contractors staff been security checked or disclosure and barring procedure been carried out.
- Has the required risk assessment been carried out for the project?
- Has the contractor's contract method statement been checked?

Signed :.....( applicant) Date .....

Position:.....

FOR INTERNAL USE ONLY

Property Service Maintenance Manager

Name of Responsible Officer ..... Date .....

Scheme Approved Yes / No

Comments:

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21<sup>st</sup> Century Schools Team

Name of Responsible Officer ..... Date .....

Comments:

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Landscape Unit (if applicable)

Name of Responsible Officer ..... Date .....

Comments:

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Others as required

Name of Responsible Officer ..... Date .....

Comments:

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