



Homes for Haringey

3<sup>rd</sup> Floor, 13-27 Station Road  
London N22 6UW.

30 June 08

Dear Leaseholder

### **Leaseholder Property Service Charge**

**Leasehold address:**

**Notice concerning proposed long term agreement relating to the national switchover from analogue to digital TV and upgrade of communal TV aerials to enable access to digital TV.**

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**(Section 20 of the Landlord and Tenant Act 1985 (as amended) and Schedule 1 of the Service Charges (Consultation Requirements) (England) Regulations 2003).**

Please find **enclosed** the *Notice of intention* which we must send to you under the above Regulations. We are sending you this notice as managing agents for Haringey Council.

This Notice tells you that the Council is proposing to enter into a long term agreement with a contractor. When selected, this contractor will upgrade communal TV aerials on council properties in the borough to enable access to digital TV

The proposed long term agreement will enable Homes for Haringey and the Council to meet the targets associated with the government's intention to switchover from analogue to digital TV signals by 2012.

At the end of the first consultation period we will send you a second Section 20 notice, known as the *Notice of proposal*. We are required to do this before the contract can be awarded to a successful contractor.

Before the works begin, the leaseholder(s) concerned will receive a further notice providing details of the proposed works. This notice will give an estimate of the cost of the work and an opportunity to make comments in writing.

As a leaseholder you will only be required to make a contribution towards the cost of the work if it is carried out in relation to your flat, building or estate.

For the sake of completeness, we are sending this notice to **all leaseholders** in the borough of Haringey, even though we may not undertake works of this nature. **Please note this is NOT a demand for payment.**

We will be consulting the leasehold Panel on 10 July regarding this matter. If you would like to attend the Panel meeting, please notify us in writing or email us [leasehold.panel@homesforharingey.org](mailto:leasehold.panel@homesforharingey.org).

If you need any further information please call us on the numbers shown below.

Team 1

Hornsey, North Tottenham  
and Broadwater Farm  
020 8489 5994  
020 8489 3048

Team 2

South Tottenham and Wood  
Green  
020 8489 5976  
020 8489 3069

Yours sincerely

A handwritten signature in black ink, appearing to read 'T. Thevanesan', is written over a horizontal line. A vertical red line is positioned to the right of the signature.

T.Thevanesan  
**Head of Home Ownership**



30 June 2008

**NOTICE OF INTENTION TO ENTER INTO A LONG TERM AGREEMENT  
(Section 20 of the Landlord and Tenant Act 1985 (as amended) and Schedule  
1 of the Service Charges (Consultation Requirements)(England) Regulations  
2003)**

Dear Leaseholder(s)

**Leasehold Property Service Charge:**

**Leasehold address:**

**Long Term Agreement relating to the proposed switchover from Analogue to  
Digital TV and upgrade of communal TV Aerials to enable access to Digital TV**

I am writing to inform you that the Council, as your landlord, proposes to enter into a long term agreement, details of which are given below. The Council is required to consult all leaseholders who may be affected, in accordance with Section 20 of the Landlord and Tenant Act 1985 ("the Act") and Schedule 1 of the Service Charges (Consultation Requirements)(England) Regulations 2003 ("the Regulations"). The Regulations require the Council to serve you with a notice of intention to enter into the agreement and in due course the Council will have to serve further notices. This letter is the notice of intention. Under the Regulations this notice must contain the following information.

- I. Description of the agreement.** The Council is planning to enter into what the Act calls a "qualifying long term agreement". This an agreement which lasts for more than 12 months and concerns works to be carried out to the building or estate in which you are a leaseholder. This agreement will relate to the area in which your property is located. It is mainly required to enable the works necessary to achieve the targets associated with the Government's intention to switchover from Analogue to Digital TV signals by 2012. The number of contractors will depend on the response

received from Contractors to the invitation to tender. It is probable that up to four contractors will be appointed to provide installations throughout the borough who will enter into a standard type of agreement with equivalent conditions, to be responsible for the undertaking of all the necessary works under the agreement.

The types of works, for which you will be liable to pay a proportion of the cost by way of service charge, will relate to the upgrading and replacement of communal TV Aerial system to receive Digital Signals and give provision for access to a full range of television signals (satellite and terrestrial, analogue and digital) and radio (both FM and DAB) to every home covered by the system. The works will include provision of communal Satellite Dishes, Aerial Arrays (including FM and DAB Aerials) and cabling to one position in the lounge to each flat to form an Integrated Reception System (**IRS**). This will include all power supplies and associated builder's works. This may also include works to estate areas where trenching is required to lay underground ducts between blocks. Tenants existing dishes located on the building structure will be removed on completion of the works.

The Council is proposing to appoint contractors that are capable of carrying out the full range of the different works required, including specialist works described in paragraph 5 below. The contractors will need to have the expertise both in planning the details of such works and also in their execution.

- 2. Duration of the agreement.** The agreement is planned to run from April 2009 for a period of four years.
- 3. Value of the agreement.** The total cost of all works throughout the Borough is envisaged to be in the region of £2.8 million.
- 4. Reasons why the agreement is necessary.** It is necessary to provide adequate work capacity to deliver the Digital switchover by 2012. The agreement will enable the Council to enter into a framework Agreement involving up to four successful contractors to carry out the works.
- 5. Reasons for undertaking building works.** Under the terms of the agreement, the Council proposes to undertake the Digital Upgrade programme which will result in charges to leaseholders in excess of £250. The Government has decided that the proposed Switchover from Analogue to Digital TV reception in the London area by 2012. To achieve this communal Aerial systems will need to be upgraded before the digital switchover happens.

- 6. Observations.** You are invited to make any written observations you may wish to make regarding the proposals contained in this notice. If you wish to do this, you must submit them to this office in writing to be received within the relevant period which is a period of 30 days from the date of this notice, that is by **29th July 2008**. All observations must be received by this date. Observations should be sent to me at the following address: Home Ownership Team, 13 – 27 Station Road, Wood Green, London, N22 6UW.
- 7. Nomination of contractor by leaseholders.** You are invited to propose, within 30 days beginning with the date of this notice, the name of a person from whom the Council should try to obtain an estimate for the proposed works.
- 8. Further consultation - Notification of landlord's proposal and subsequent works.** Upon receipt of the tenders/estimates, we will send you a further notice of the Council's detailed proposal in accordance with the Regulations which will inform you of the proposed contractor and provide you with a further opportunity to be consulted about the proposed agreement. After that, where works are proposed which may result in charges to leaseholders in excess of £250 per property, the Council is required by the Regulations to consult you further about them.
- 9. Cost of the works.** As a leaseholder you will only be liable for costs incurred under the agreement where it results in the undertaking of works to the building or estate in which your property is situated. Under the terms of your lease you will then be liable for a proportion of the costs incurred on your building or estate. It should also be noted that some leaseholders will receive a copy of this notice even though it is not likely that the Council will undertake works to their building under the agreement. This is for legal reasons with respect to the issue of the notice.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Nesan Thevanesan', is written over a horizontal line. A vertical red line is positioned to the right of the signature.

**Nesan Thevanesan**  
**Home Ownership Manager**