



Homes for Haringey

Our ref: CFCW/CFCWA

3rd Floor, 13-27 Station Road
London N22 6UW.
Tel: 0800 195 3404

22 October 2007

Dear Leaseholder

**Leaseholder Property Service Charge.
Leasehold address:**

**Re: ENCLOSED NOTICES CONCERNING LONG TERM AGREEMENTS
(Section 20 of the Landlord and Tenant Act 1985 (as amended) and Schedule
2 of the Service Charges (Consultation Requirements)(England) Regulations
2003).**

Please find enclosed two notices of intention, which must be sent to you under the above Regulations. They are required for the following reasons:

1. to appoint a consultant with regard to construction works. The consultant will provide construction related services including project management, structural engineering and surveying services. The different types of services are described in the notice.
2. to appoint up to five consultancy firms to undertake independent specialist services regarding construction works. Some details regarding these services are provided in the notice. The consultants will be responsible for undertaking independent monitoring and ensuring compliance with the necessary standards on site in relation to health and safety issues, and so on.

These long term agreements are necessary with respect to Haringey Council's responsibilities in carrying out building maintenance work regarding its housing

stock outside the scope of the Decent Homes programme. As a leaseholder you will be required to make a contribution towards the cost of the services only if they are provided in relation to your flat, building or estate.

For the sake of completeness, we are sending these notices to all leaseholders in Haringey, whether or not they may relate to any works which will affect their homes. You will of course be notified separately with details of any works which are proposed in relation to your property.

I hope that you find this covering letter helpful, but if you need any further information please do not hesitate to call us. The contact details are shown at the top of each notice.

Yours sincerely

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

Bob Watts
Executive Director of Building Services

Enc.



Homes for Haringey

Our ref: CfCW

Home Ownership Team

3rd Floor, 13-27 Station Road

London N22 6UW

tel: 0800 195 3404

fax: 020 8489 1998

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www.homesforharingey.org

Email: home.ownershipteam@homesforharingey.org

22 October 2007

NOTICE OF INTENTION TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT (Section 20 of the Landlord and Tenant Act 1985 (as amended) and Schedule 2 of the Service Charges (Consultation Requirements)(England) Regulations 2003).

Dear Leaseholder(s)

Qualifying Long Term Agreement relating to the appointment of a consultant for construction works (Ref: CfCW).

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 (as amended) ("the Act") and Schedule 2 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. In due course the Council will serve you with a further notice regarding its proposal. This letter is the notice of intention. Under the Regulations this notice must contain the following information.

1. Description of the agreement. The Council is planning to enter into what the Act calls a "qualifying long term agreement". This is an agreement which lasts for more than 12 months and concerns services to be carried out in relation to the building or estate in which you are a leaseholder.

The Council intends to appoint a contractor to provide construction-related consultancy services. These services include the administration of projects on behalf of the Council from inception to completion.

The types of services, for which you will be liable to pay a proportion of the cost by way of a service charge, will relate to (but not be limited to) the following categories:

- (i) project management;
- (ii) structural engineering;
- (iii) civil engineering design (predominantly highways);
- (iv) building surveying services;
- (v) landscape architecture services;
- (vi) urban design services;
- (vii) quantity surveying (both construction and civil engineering) including whole life costing;
- (viii) building surveying services;
- (ix) architectural services including specialist educational design advisors;
- (x) mechanical and electrical engineers;
- (xi) other related design services such as assessors using BREEAM standards (Building Research Establishment Environmental Assessment Method), acoustic engineers;
- (xii) some element of quality control may also be expected;
- (xiii) specialist design advice on conservation, listed buildings etc.

- 2. Duration of the agreement.** The agreement is planned to run from April 2008 for a period of two years with the option to extend for two further years of one year each.
- 3. Value of the agreement.** The total cost of provision of all services throughout the Borough is envisaged to be in the range £3 million - £10 million.
- 4. Reasons why the agreement is necessary.** The agreement will enable the Council to enter into a contract with the successful consultant to provide the services listed above. The existing agreement for the supply of these services expires in March 2008. The proposed agreement is necessary so that the Council can comply with its contractual and statutory obligations to tenants and leaseholders.
- 5. 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 send them to this office in writing to be received within 30 days from the date of this notice. All observations must be received by the 22 November 2007. Observations should be sent to me at the following address: Home Ownership Team, 13 – 27 Station Road, Wood Green, London, N22 6UW.
- 6. Reason why the Council is not inviting nominations from leaseholders.** In the case of the proposed agreement the European Union requires the Council as a public authority to advertise the agreement by way of a public notice in the Official Journal of the European Union because of the

estimated cost of the provision of the services. Where it is necessary to issue such a public notice (as in this case), the right of leaseholders to nominate a consultant does not apply.

The public notice must give details and invite tenders from suitable consultants in respect of the proposed agreement. In view of this requirement, the Regulations state that it is not possible for leaseholders themselves to propose a person or consultant to tender for the contract, as would otherwise be the case. The Regulations also state that leaseholders must be informed of this fact.

7. Further consultation - Notification of Landlord's Proposal. Upon receipt of the tenders/estimates, we will send you a further notice regarding the Council's detailed proposal in accordance with the Regulations. This will inform you of the proposed consultant and provide you with a further opportunity to be consulted about the proposed agreement.

8. Cost of the services. As a leaseholder you will only be liable for a proportionate part of any costs incurred in relation to your building or estate under the agreement.

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