B.A.M. ESTATE HOUSE RULES

1. DEFECTS IN THE COMMON PARTS

Residents are required to report to the Estate Office any defects such as broken window panes, water leaks, blocked drains, damaged bolts or locks on front doors, broken switches, light bulbs or malfunctioning lifts.

2. PLUMBERS, BUILDERS, DECORATORS

If residents are about to undertake work within their flats, contractors must report to the Estate Office prior to commencing work. In particular, if during the course of works a resident finds it necessary to turn off the water supply, staff in the Estate Office must first be contacted, who will then co-ordinate the interruption of the cold or hot water supply to ensure neighbouring flats have as little disruption as possible. All major works must be authorised. Approval may also be required from the London Borough of Camden under local by-laws. Some alterations which are structural (see Estate Office for guide as to what is defined as structural), are subject to formal licence giving the consent of the Freeholder (the Estate Office will provide a free guide for the procedure).

Any changes to an individual flat's existing internal plumbing will not be permitted without the written permission of the Company, as non-return valves must be installed where necessary.

Lessees carrying out any work to their flats are held responsible for the cost of cleaning and any repairs necessary to communal staircases that have been damaged by them or their contractors.

Where the installation of bathrooms or showers is contemplated, residents must refer to the Code of Practice (available from the Estate Office). Works must be executed in accordance with this, in the interests of protecting the structure of the properties from wet and dry rot. Further guidance on this matter may be obtained from the Estate Office.

Scaffolding. Requests to erect scaffolding must be made to the Estate Office well in advance, to give enough time so that notices can be given to all neighbouring flats that may be put at risk so that they can inform their insurers. All Scaffolds must have an alarm system fitted.

3. WORKING HOURS

Building work in flats before 8.30 a.m. and after 5 p.m. is not permitted.

No works are permitted on Saturdays, Sundays or Bank Holidays.

4. INSURANCE OF CONTRACTORS

Residents are required to make sure that all contractors employed by them are fully insured against any damage to third parties (neighbours, common parts, etc.).

5. BUILDINGS INSURANCE AND CONTENTS INSURANCE

Residents must be aware of the difference between Buildings insurance (Landlord's responsibility) and Contents insurance (Lessee's responsibility). Buildings insurance does not provide cover for lessee-owned equipment which would include independent heating and hot-water pipes, independent drains and any fixture or fitting exclusively serving a flat. If a leak is caused by an act of negligence including an overflow of water or a poorly fitted appliance, the Buildings insurance may be void and claims will be made against the lessee responsible. You are advised to seek third party liability cover.

6. WINDOWS

Residents are required to keep their own windows clean at all times.

7. BASEMENT LOCKERS

For safety reasons, residents must not store inflammable or perishable materials in their lockers. Any items left outside a locker door or entrance will be removed by Estate staff and destroyed.

8. COMMON AREAS

No articles may be left on the staircases or landings, in the basement areas, or outside lockers or in the corridors to lockers or in any other common areas, as they may constitute an obstruction or fire hazard. The Estate Office will give advice on disposal of unwanted items.

9. BUILDING WORKS

Residents must be satisfied that their contractors have their own skips or other arrangements for removing rubbish or waste – this should not be via the lift or stairs, but via a hoist from a rear window of the flat, ensuring windows below are fully protected. Skips must be securely covered overnight and at weekends. Rubble and other materials should not be left at any times in common parts or on the street. The lift should not be used for incoming materials.

10. ESTATE OFFICE SKIP

The use by residents of the skip near the Estate Office is not permitted. The skip is for use by the Estate's builders, maintenance staff and gardeners.

11. ROOFS

Access to roofs by residents or their contractors is strictly prohibited, unless accompanied by Estate staff.

12. REFUSE BAGS

Refuse bags, properly secured, should be left outside flat doors between 10 p.m. and 8 a.m. daily (no collections on Sundays) for collection by the porters. Bags should not be left at any other time nor anywhere else on the Estate. Separate notification will be given of arrangements over Bank Holidays.

13. PETS

Pets should not be allowed to foul any part of the Estate, and dogs are not permitted in the gardens. Residents who allow their dogs to foul the gardens will be considered to be in breach of the lease and legal action will be taken where necessary.

14. SECURITY

In the interests of everyone's security, residents should always make sure of the identity of any caller before allowing admittance through the main entrance. Communal doors must not be wedged open. Access should never be given to persons claiming to be visiting flats other than your own. Police advice is:- "IF IN DOUBT KEEP THEM OUT".

15. REMOVALS & GOODS DELIVERIES AND USE OF COMMON PARTS

Removals are only permitted from 9 a.m. – 5 p.m. Mondays - Fridays and 10 a.m. – 4 p.m. at weekends. The Estate Office MUST be advised prior to any removals or deliveries taking place. Incoming and outgoing lessees are fully responsible for damage to common parts caused by any party connected with their flat, including their sub-tenants.

NO removals or deliveries of sizeable goods may take place without full protection to the floor and walls of the block entrance. Should you or your contractor require assistance with protective coverings, please contact the Estate Office.

16. GARDENS

The gardens belonging to the Estate are for the exclusive use of BAM residents and their guests (guests are only permitted access when accompanied by BAM residents).

No ball games are permitted. No barbecues are allowed.

Residents must ensure that after 5 p.m. on weekdays and at all times at weekends, all gates and doors leading to the gardens remain locked.