

WATCHFIELD

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Watchfield Estate Handbook

Lease Compliance and General Guidelines

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Introduction

These guidelines are provided to help us all live together harmoniously and also to comply with the terms of the lease.

This guidance is not a legal document but is designed to assist you in understanding your relationship with the freeholders and is an introductory guide for all leaseholders and tenants.

Where leaseholders have rented out their flats or lent them to family or friends the occupants must abide by the lease whilst they live here and should be referred to this document.

Please note that contravention of the guidelines may result in a breach of your lease.

The Flat

• [Use](#)

All flats must be used as a self-contained private residential flat in family occupation.

The lease strictly prohibits business use.

Any leaseholder planning on subletting their premises must provide the Estate Manager and the Managing Agents with details of the prospective tenants. It is the leaseholder's responsibility to ensure that their tenants are aware of this document and the terms of the lease. Remember, any breach of the lease by the tenant is treated as a breach of the lease by the leaseholder.

Short term letting is prohibited - this includes use of the flat for Airb&b and other short term letting schemes.

Sub letting of a part of the flat is strictly prohibited. This is set out in clause 15 (iii) of the Lease.

• [Noise](#)

Audio equipment/TV/musical instruments must not be played or any noise created, which could cause annoyance or nuisance to the residents of neighbouring flats, or that would be audible outside your flat between 11pm and 8am.

There must also be no use of electrical appliances such as drills, vacuum cleaners, washing machines, dishwashers or tumble driers between 11pm and 8am.

Please take particular care when installing electric pumps e.g. shower pumps, to use a good quality product that will not emit undue noise with proper insulation so as not to disturb neighbours.

If you are particularly impacted by unreasonable noise and are unable to resolve this with your neighbour, please report your issue to the Estate Manager in writing. You are also able to call the Hounslow Council Noise team.

- [Floor Coverings](#)

The leaseholder must ensure that the flats are carpeted with underlay in the living rooms, hallways and bedrooms.

Hard floor coverings are permitted in the kitchen and bathroom only.

Wooden flooring may be permitted by applying to the Freeholder for a *License to Alter*. Such License would only be given with certain undertakings, one of which is that beneath the flooring there must be adequate sound insulation. You should contact the Estate Manager or Stewart Hawkins of Faraday property Management on this matter.

- [Windows and External](#)

Leaseholders and tenants may not put anything up in the windows such as signboards, posters etc that would be visible from the outside of the building.

No clothes or other articles may be hung at the windows or exposed outside a flat.

Residents are not permitted to decorate, alter or maim the exterior of Watchfield Court in any way. **This includes the installation of satellite aerials or similar.**

- [Balconies](#)

For the safety and courtesy to others, please do not shake out items such as rugs; hang out washing; store bicycles; ladders or other such items on the balcony that would be within sight of your neighbours.

Barbecues are prohibited on the balcony.

- [Pets](#)

No birds, dogs, or other animals which may cause annoyance to other residents may be kept in a flat. Dogs are the most common pets and the most likely to impact other residents.

All animal excrement must be picked up and disposed of by the owner.

All dog owners are therefore required to apply for a Watchfield Court Dog License (available from the Estate Manager's Office) which should be completed and returned to the Estate Manager's office.

• Heating, Water and Electrical Services

Only Gas Safe registered engineers shall be employed to work on heating and water services.

Only NICEIC registered electricians shall be employed to work on electrical circuits.

The upkeep of any services that serve a property exclusively are the sole responsibility of the resident. This includes the repair and maintenance of radiators or any pipework causing damage to other residents or the communal services. Only qualified heating engineers and plumbers shall be employed to work on heating and water services.

Any resident that carries out work in their flat that contravenes these rules and regulations will be held fully liable for the cost of rectifying any damage caused to other flats or the communal system together with any other consequential losses.

• Building and Decoration Works in Flat

Under the terms of your lease, before you can make any alterations to your premises, you will need the prior written consent of Watchfield Estate Management Company Limited.

Works may be carried out within flats between 8.30am and 5pm, Monday to Friday only. No work is to be carried out at weekends or Bank Holidays.

It is the resident's responsibility to ensure that any tradespeople that enter the estate grounds on their instruction, are:

- Qualified and hold any relevant accreditations (gas, electric, plumbing).
- Hold the relevant insurances suitable to the services provided.
- Provide appropriate documentation and sign off of works.
- Adhere to all relevant sections of the lease, together with statutory and sections of this document.

Dust-sheets must be used in all communal areas to protect the carpets. It is the responsibility of the resident to ensure that their workmen clean the communal areas at the end of each working day. All debris must be removed from the Estate promptly. The communal bins must not be used for the disposal of build/renovation waste.

At no time must debris, equipment, or tools be allowed to impede access to the lifts or staircases.

Entrances and fire doors must not be propped open or left unlocked.

Where a refuse skip or other container is required, prior arrangement must be made with the Estate Manager, in order that a suitable location may be found. The skip should be covered at the earliest opportunity. No rubbish or materials may be stored outside a flat or in the communal areas. Building contractors are responsible for removing waste building material from the Estate. **Such waste must not be**

dumped in the bin area or in stairwells, or liquids other than water to be poured down the drains.

- [Insurance](#)

The managing agents provide building insurance cover on behalf of the Estate Company and the cost of this is included in the service charge. This building insurance covers the structure of the building. The resident is responsible for arranging their own contents insurance for personal belongings and the parts of the flat for which they are responsible. Residents must not do anything which may incur an increased premium or void the insurance.

The Estate

- [Fire Risk Management and Evacuation Policy](#)

The policy is one described as “Evacuation’. This means that if there is a fire, you must leave the building and go to the Assembly Point.

The policy is as follows:

- Leave the room where the fire is straight away, then close the door.
- Tell everyone in your flat and get them to leave.
- Shut doors and windows to slow the spread of fire, but do not delay your escape.
- Do not stay behind to extinguish the fire.
- Leave the building by using the nearest staircase.
- Call the fire brigade 999/112 as soon as it is safe to do so.
- Go to the assembly point located: **Turnham Green Park**

Owners should also install smoke detectors.

The hallways should be kept clear of all items such as door mats, prams, toys, or any item which could cause a hazard in the event of an emergency evacuation.

- [Security](#)

Please be mindful of security. Do not give access to anyone you do not know or are not expecting when you enter or leave the building, or via the entry phone system. If you do need to open both doors in order to bring in or have a larger item delivered, please ensure that the doors are properly secured immediately afterwards. Please do not leave any of the doors “on the latch” at any time.

Please do ensure that the front main doors close after you and that they remain shut and locked at all times.

• Flat Doors

For security, fire safety and privacy **please ensure that entrance doors of your flat are kept shut.**

• Refuse Collection and Recycling

We have a refuse collection **each day of the week except Sundays and Bank Holidays**. Collection takes place each morning between 8.00am and 8.30am. Please ensure that rubbish is put out for collection in secure bags that are tied closed. Take care that there are no leaks in the bag, which could damage the carpet. This service is provided for the disposal of general, everyday household rubbish only. Recycling should not be put out for refuse collection. Cardboard should be taken to the recycling bins situated alongside Aintree Lodge on the south perimeter road. There is a provision in the Bin Room (behind the Estate Office) for you to separate out your refuse as follows:

- Newspapers, magazines and paper
- Coloured or plain glass
- Tin cans and aerosols
- Plastic
- Smaller items of cardboard

There is no separate provision for food waste. This can be included with your household rubbish. It is not the responsibility of the Estate Staff to separate your recycling materials.

Refuse should be put out for collection before 8am. **It must NOT be put out for collection the night before or be left outside a flat if the collection time has been missed.** The bin area is for the disposal of domestic waste only. Bulky electrical items, furniture etc. must be taken to a recycling plant. The closest can be found on Bollo Lane.

• Deliveries

Boxes and parcels must not be left in the hallways or on the landings. It is recognised, however, that parcels may be delivered when residents are not at home, therefore, in the interests of health and safety and fire regulations we would request that only small parcels are left outside front doors and that arrangements are made for larger items to be delivered when you can be at home to receive them, or delivered to a neighbour.

• Lifts

The following are items not appropriate for transporting in the communal lifts:

- Bicycles,
- large items of furniture,
- items that may damage the interior of the lift in any way.

It is the responsibility of the resident to ensure that all delivery or removal companies also follow these guidelines.

If you see a problem with the lift, please notify the Estate Manager and Managing Agent immediately.

- **Feeding of birds, foxes and other animals**

For health and safety reasons we request you do not put out food for the birds or foxes on the Estate as it also attracts vermin such as mice, rats and pigeons and causes nuisance for residents.

- **Gardens**

The communal gardens are there for the residents' enjoyment, however, small children should not be left unsupervised in these areas. Please show consideration to other residents by keeping noise to a minimum.

Ball games, barbecues and fireworks are not permitted.

- **Parking**

All residents who wish to park within the Watchfield Estate must have a valid permit.

Parking restrictions apply throughout the Estate. Please contact the Estate Manager immediately to register your vehicle and obtain your resident's permit and also to obtain temporary permits for visitors.

The following will render a residents permit invalid: absence of insurance or tax, failed/expired MOT, vehicle parked outside of white bay lines.

Permits must be clearly displayed at all times on the Estate and failure to do so could involve a penalty.

- **Garages and bicycle storage**

Bicycles racks have been provided at various locations around the estate for the residents' use. Residents' bicycles are not covered by the estate insurances and residents should take appropriate steps.

Garage doors must be closed and locked when not in use.