

THE CROWN ESTATE
KENSINGTON PALACE GARDENS, PALACE GREEN & PG MEWS
SITE WORKING GUIDANCE NOTES

- A. The lessee is responsible for obtaining all by-law planning and other consents (if any) required by law, including all statutory requirements in the execution of the works.
- B. The lessee is to inform the insurance company with whom the premises are insured of details of the works. The lessee must comply with any requirements made by the insurers.
- C. The works are to be carried out in accordance with the approved drawings which shall be detailed within the licence documentation. The works are not to commence until such time as a formal licence has been completed, consultation with neighbouring residents undertaken (Savills will advise of the required process) and 28 days prior notice provided to .
- D. The works are to be monitored at all times by Donald Insall and The Crown Estate appointed agents, who will also undertake a final inspection to approve all the works that have taken place and to ensure the works are in accordance with the licence.
- E. All works to be carried out in accordance with The Crown Estate's Guidelines to Architects and Standard Specification Seventh Edition.
- F. Your chosen architect will have previously been approved by Donald Insall, who will be ARB and AABC accredited and have demonstrated their experience of dealing with properties of this nature.
- G. The lessee must appoint one individual for Donald Insall and other appointed agents to liaise with who will oversee the works. It is preferable this is the lessee's architect.
- H. All works are to be carried out during Monday to Friday only within the hours of 9.00am and 5.00pm. Work which may involve mechanical hammering or drilling or other noisy operation (defined as noise exceeding 80 decibels) can only be carried out between the hours of 10.00am and 2pm, Monday to Friday only. No work is permitted on Saturdays, Sundays or Bank Holidays.
- I. All builders' rubble and materials are to be removed from the exterior of the premises daily and on completion of the works.
- J. The lessee or their appointed architect, must liaise with The Estate Manager at Kensington Palace Gardens in order to obtain site access and comply with these regulations. The Estate Manager, Mr Williams can be contacted on 020 7229 6835.
- K. No posters or advertisements may be affixed to any hoard or scaffolding that may be set up for the purpose of carrying out the works.
- L. Where contractors have to access your property through areas used by other tenants and occupiers, suitable and adequate provision must be made to provide dustsheets, to keep the areas as clean as is reasonably practicable and take every reasonable precaution to avoid any damage being caused. You will have to indemnify The Crown Estate against the cost of making good any damage and for the cost of any extra cleaning works that may be required as a result of the works.
- M. You will at all times keep The Crown Estate indemnified against claims and demands by third parties however arising because of your carrying out the works or as a result of the works having been carried out.

- N. All covenants in your lease, particularly those prohibiting causing any nuisance or annoyance to adjoining occupiers must be strictly observed and if anyone complains that these covenants are not being observed you must deal with such complaints direct immediately and take all steps to prevent the nuisance continuing. In addition, all covenants in the lease relating to noise and nuisance must be strictly complied with and noise from radios, building equipment, mobile phones etc must be kept to a minimum.
- O. Where scaffolding is to be erected, or hoarding set up, this must first be approved by Donald Insall and The Crown Estate appointed agents and arranged via the KPG Estate Manager.
- P. Requirements as to contractors employed to carry out the works:
- Before commencement, the contractors will provide Savills with the following:-
- i. Details of the Public Liability insurance maintained by them.
 - ii. A copy of their written Health & Safety method statement and Risk Assessment.
 - iii. Confirmation that, where applicable, the requirements of the Construction (Design & Management) Regulations 2015 will be complied with at all stages.
 - iv. Where applicable, it is the responsibility of the lessee to apply for Party Wall Notices and arrange for any Party Wall Awards should your neighbours descend to the works.
- Q. All site security, access and site working arrangements to be agreed with The Estate Manager prior to commencement of the works. This includes all vehicular deliveries and limits on weekly lorry movements. At no time are any deliveries or lorries to wait or turn on the KPG roadway. Furthermore, no vehicular access or parking will be provided at KPG for site construction employees.

2017 Working Guidance Notes