JORDAN & COOK
BLOCK MANAGEMENT & COMMERCIAL PROPERTY SERVICES

31 CHAPEL ROAD, WORTHING, WEST SUSSEX BN11 1EG
t: 01903 820740

Miss S Baker
74 Westlake Gardens
Worthing
West Sussex
BN13 1LF

Our Ref: CC/74WLG

17 September 2025

Dear Miss Baker

Re: 74 Westlake Gardens – Window License & Consent

With reference to your recent application for the Landlord's consent to replace the windows at the above property, we write to confirm that on behalf of Westlake Management Company Limited we are prepared to grant consent subject to your undertaking to comply with the following conditions:

1. The replacement of the windows is carried out by a FENSA registered contractor.

2. That the windows are replaced in accordance with the layout provided by Sussex Glazing reference 2480-1-v1.

3. Your contractors shall hold adequate third party insurance for a limit of indemnity appropriate to the nature and extent of the works, and to cover loss or damage to the whole or part of the buildings which the demised premises form part of the whole. Copies of current insurances by your contractors and sub-contractors must be provided prior to any works commencing.

4. Any other works shall be carried out strictly in accordance with the relevant documents/plans/specifications) from you to Jordan & Cook. Further plans, sections and details of the proposed work where appropriate may be requested and will require approval prior to the works commencing.

5. That you advise Jordan & Cook for the final detail and proposed date of installation prior to execution so that our surveyor may inspect during execution if appropriate.

6. All necessary Local Authority and other statutory consents shall be obtained and any fees payable in this connection are met by you. This shall include but not be limited to Planning and Building Regulations Approval.

7. All contractors shall comply with all appropriate Health and Safety legislation, regulations and approved codes of practice

8. The rights of owners, lessees and occupiers of the adjoining and surrounding property are to be maintained and you must give neighbouring residents adequate notice of your intention to carry out these works.

9. New lead trays are fitted when windows are replaced if required.

10. You undertake to pay any surveyor's costs incurred, if required. You will be given a fee quote prior to your undertaking.

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11. You will indemnify the Landlord against all loss/damage, expense and claims arising out of the carrying out of, retention, use and removal of the proposed works, including (but not limited to) any claims against the Landlord or its agents by other lessees and occupiers within the block in relation to any nuisance claimed to have been caused by the works.

12. All the work is to be carried out at your expense.

13. You shall provide any additional indemnities by way of insurance cover which may be required by the managing agents.

14. Where the works involve alterations to the existing structural parts of the construction, you will be required to provide your plans and Structural Engineer's details and calculations to the Local Building Control for approval. Where such work may require alterations to any existing structural element, you will need to provide Jordan and Cook with a written report from a Structural Engineer. You are advised that where major structural changes are proposed, consent from your Landlord may not be provided.

15. Notice must be served on the managing agents before any scaffolding or skips are positioned, such notice to state how long the scaffolding or skips are to be in position. Where scaffolding is used, adequate security measures must be taken and notice given to all flats in close proximity to the scaffold. All safety regulations must be complied with and proper security arrangements made to include provisions of lighting.

16. Gardens and outside areas must be protected at the time of erection and striking of scaffold and all scaffold equipment must be handed down and not thrown. No scaffold poles are to be left in the gardens, on walkways or elsewhere on site. No entrances are to be obscured and all entrances over which scaffold passes must be fully boarded to avoid risk to residents.

17. Ladders must be removed when the site is unattended, at night, weekends and public holidays.

18. The common staircase and common parts to the block may not be used for delivery, storage or removal of materials unless specific permission is given. Such permissions will only be granted on the strict understanding that proper measures are taken to protect walls and floors of the areas used in common with other residents.

19. Your contractors undertaking the work referred to herein shall make appropriate arrangements for the protection of common areas, including internal walls, floors, fences, gates, steps, courtyards and roofs. Should common areas be used, they must be kept clean and be swept and/or washed as necessary at the end of each working day.

20. Should any damage be caused to the common parts, the Landlord reserves the right to either require you to make good to their entire satisfaction or to arrange for the work to be carried out by others, with the cost to be met by yourself.

21. This licence relates solely to the alterations detailed on the enclosed documentation. Any other proposals or variations are to be subject to separate consideration and, if appropriate, documentation.

22. The managing agents must be notified in advance of the date of commencement and completion of the works.

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23. The work is to be carried out during normal working hours (**8.30am to 5.30pm**) **Monday to Friday inclusive**, and if work is necessary on a Saturday the consent of this firm must first be obtained in writing. No works are to be carried out on Sundays or Bank Holidays.

24. No alterations shall materially affect the exterior appearance of the building.

25. There shall be no major change of use of the rooms so as to conflict with the uses of adjacent property.

26. You undertake to pay the Landlord's costs in this matter and in this connection our costs will amount to **£90.00** inclusive of VAT.

27. We reserve the right to charge an increased fee if additional and unforeseen work is required in connection with these proposed alterations.

28. We will not be able to confirm the Landlord's consent to the proposals until:

    a) We have received from you our costs in the sum of **£90.00** inclusive of VAT, in connection with which our receipted account will be forwarded in due course.

    b) We have received from you your firm undertaking to comply with the above terms and conditions which will be evidenced by the return of the enclosed copy of this letter and attendant documents signed by you.

    c) You have from us acknowledgement of satisfactory completion of terms for (a) and (b) above.

If you wish to proceed, please return one signed copy of this letter and make a payment of £90.00 inclusive of VAT made payable to Jordan & Cook, we will then supply a receipted invoice for your files.

Yours sincerely

[redacted]

Jordan & Cook Property Management

Email: management@jordanandcook.com

I/~~We~~ acknowledge receipt of, and accept the terms of, the above letter Licence.

Signed: [redacted]

Date: 20 Sept 2025

Jordan & Cook Limited - Registered in England & Wales No. 02575766
Registered Office: 31 Chapel Road, Worthing, West Sussex BN11 1EG
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