



Clarendon Amenity, London W9 **Alterations Guidance**

This guidance is intended to complement the Rentcharge Deed and seeks to explain some parts and key obligations under it. For a complete overview, please refer to the Rentcharge Deed.

Please note that you need to inform the Amenity Company, via Hammerbush Management, if you are planning to undertake works to the property which affect the external appearance (front or rear), or if you are changing the use of the property. In all cases, the Amenity Company needs to be informed at least 14 days before making any planning application to Westminster Council to carry out works. A copy of any final planning consent from Westminster Council must subsequently be presented to the Amenity Company, via Hammerbush Management.

The following guidance applies:

Property Condition and Upkeep

The owner of each property is obliged to decorate the exterior including garden walls, railings and gates and maintain the external appearance of the property in good order. If you own the freehold to the building, it is your individual responsibility to ensure the condition of the property meets the expected standards. If you own a flat within a freehold building, the owners within the freehold building (or their appointed building manager) will be responsible.

The Rentcharge deed specifies that this requires painting of all exterior parts every 5 years. We have found that with better colours and better painting techniques, a good paint can last somewhat longer than five years – but in any case, you must at all times ensure that the outside is in good condition. The Clarendon Amenity regularly monitors the condition of the properties and will remind freeholders of necessary works.

Please note the following on colours to be used for external decorations:

- On any stucco façade and any façade facing the streets, all walls, pipework and woodwork (other than windows frames) must be painted in **Magnolia** (specifically British Standard **Colour BS 08 B 15** – [Dulux is the reference colour](#))
- Railings, entrance gates and doors are painted black
- Window frames are painted white

Gardens and trees must be maintained.

Property Alteration Consent

It is entirely for the freeholder to formulate/submit written application, which should be accompanied by architectural plans and drawings in good time and ahead of any external works taking place.

Any proposed alteration to the external appearance of a property always requires consent from the Amenity Company in writing before work can commence, whether or not planning



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permission is required from Westminster. The Amenity Company has absolute discretion as to whether or not such consent will be forthcoming. It is not bound by precedent but respects it while considering each case on its specific merits.

No refurbishment or modification project should be undertaken without the consent of both Westminster and the Amenity Company.

A lessee should obtain the permission in writing of their freeholder regarding any project before formally applying to the Amenity Company.

All communications from the Amenity Company relating to decisions on Applications for Consent are only valid for a period of two years within which the work must be completed or the application renewed.

The Directors of the Clarendon Amenity Company

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