



Tenant Alterations

Initial Notification Form

Version 10

Please complete all sections of this form:

(Note: In the case of sub-tenant works, this form **MUST** be completed in Landsec's direct Tenant name, **NOT** the Sub-Tenant's name).

Tenant	
Tenant's representative	
Demise	
Date of application	
Brief description of works	
Tenant contact for signing the licence	
Tenant address for licence to be sent	



Item	Description	Tenant comment
Mandatory items for all works - Please provide all of the following:		
M1	Please confirm the design complies with the requirements stated in the Landlord's Fit Out Guide for the Building?	
M2	Provide copies of all the latest design drawings (including but not limited to: General Arrangement, Reflective Ceiling Plan, Floor Plan, Partitioning Plan, Structural and Services installations / alterations). Existing and Proposed drawings required. Scaffold drawings and hoarding details is applicable to also be provided for external / façade works. Provide Elevation and Section drawings (existing and proposed). Note: depending on the works we may require visuals to also be provided.	
M3	Please confirm the planned Occupancy levels pre and post works.	
M4	Please provide a copy of the appointed Contractors Public Liability Insurance Certificate. Note: We will NOT allow any works to be undertaken until we have seen / approved this. Please refer to the "INSURANCES" Folder in the Notification Pack.	
M5	CDM – Please provide copies of the Pre-Construction H&S Plan and Construction Phase H&S Plan. THESE ARE REQUIRED IRRESPECTIVE OF WHETHER OR NOT THE WORKS ARE NOTIFIABLE.	
M6	Please Provide a Programme for the works.	



If applicable to the works, please also provide the following:

Item	Description	Tenant comment
Mandatory items for all works - Please provide all of the following:		
1.0	Statutory applications	
1.1	Is Building Regulations Approval required for these works (YES / NO)? If YES, please provide a copy of the Building Regulations Application and initial response from the Approved Inspector / Local Authority.	
1.2	Is Planning or Advertising consent required for these works (YES / NO)? If YES, please provide copies of all applications for the works. If the consent comes with conditions, our expectation will be that these will be discharged in accordance with the Lease requirements.	
2.0	Design & specifications	
2.1	Provide a copy of the written Specification of Works.	
2.2	Provide the Structural Engineer's calculations & report for all structural work (inc Safe installs and Folding Walls), plus their design statement on what is being proposed.	
2.3	Please note that any Sprinkler alterations are to be in accordance within the "Sprinkler Requirements" Policy in the Notification Pack. The Fire alarm must comply with the "Fire Alarm During Works" requirements as contained it the Notification Pack.	
2.4	Where "wet points" such as a kitchen, tea point, showers etc are being installed, Leak detection and bunding will be required in accordance with the Landsec "Leak Detection Requirements" document in the Consents Pack.	



Item	Description	Tenant comment
2.5	If your works involve the installation of a kitchen, and especially if you are fitting out a restaurant, you will need to adhere to the “Specification for Tenant Kitchen Extract System” and the “Fat Oil & Grease Specification” for Tenants” documents as included in our Notification Pack. Please confirm that your design meets the stated requirements.	
3.0	Health & Safety and Logistics	
3.1	Please confirm the measures taken to deal with Control of Asbestos (where applicable).	
3.2	Please note that site specific RAMS for the works will be required for review by Operations or Technical Managers for any PERMITS TO WORK. For Details please refer to the “Permit To Work” folder in the Notification Pack.	
3.3	Please note that all reasonable professional fees incurred by Landlord in reviewing this application are to be reimbursed by the Tenant, whether or not the works go ahead and a licence agreed. No fees are incurred on works permitted under the lease provisions.	

Please note that we allow up to 10 working days to complete our initial review.