

The Resident
Burney House
Leatherhead
Surrey
KT22 7UJ

Fleet House
59-61 Clerkenwell Road
London EC1M 5LA

13 November 2020

Dear Resident,

Burney House fire safety work programme

We have previously written to you about our planned programme of fire safety works at Burney House and are now in a position to update you with further information.

In the coming week, you will receive a formal notice of our intention to carry out various fire safety upgrade works at Burney House. When we carry out any service chargeable works, we're obliged under section 20 of the Landlord and Tenant Act 1985, to consult with our customers as we're preparing for the work. The different notices within Section 20 give you an overview of the work we want to complete, details of the companies we want to work with, and an idea of the overall cost of the work. The initial notice will invite you to send us your observations (comments or feedback) and contractor nominations for tender (if you have any) in writing. You will have 30 days to do this, and details for how to do so will be explained in the formal notice of intention.

During the Section 20 process we will begin the procedure of appointing a contractor, and once this happens, we will be able to give you more specific details regarding timings and costs.

As it stands, visible work on the building won't begin until March 2021 at the earliest, so please be assured that there will be no impact on your property until this point. We will give you as much notice as we can of planned works, and any affect that it may have on your daily life.

It may be possible that some residents may be asked to temporarily leave their homes so that work can be carried out. At this stage, we are unable to say which properties this would affect, or the timings of this work. Once we have appointed a contractor, and the programme of work can be fully assessed, we will, of course, be in touch to keep you informed.

Thank you for your continued patience and understanding. If you have any further questions, please contact burneyhouse.BSP@shgroup.org.uk. Please also feel free to visit our Burney House microsite for additional information <https://www.shgroup.org.uk/your-home/repairs/burney-house>

Yours sincerely,

A handwritten signature in black ink, appearing to be the name 'Ranvir Sandhar' written in a cursive, stylized script.

Ranvir Sandhar
Building Safety Manager (North)