



Pontllanfraith House,  
Pontllanfraith,  
Blackwood,  
NP12 2YW

Ty Pontllan-fraith  
Pontllan-fraith  
Coed Duon  
NP12 2YW

Your Ref/Eich Cyf: N/A  
Our Ref/Ein Cyf:  
Contact/Cyslltwch â: Mrs A Davies  
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E Mail/E Bost: [daviea35@caerphilly.gov.uk](mailto:daviea35@caerphilly.gov.uk)  
Date/Dyddiad: 19<sup>th</sup> August 2015

Dear

### **SECTION 20 NOTICE IN RESPECT OF REMOVAL OF CHIMNEY STACK**

As previously advised the council intends to carry out maintenance work to your block of flats, as a result according to the regulations set out in the Landlord & Tenant Act 1985 the council has a responsibility to carry out a full consultation exercise with Leaseholders, this includes issuing a Section 20 Notice. This notice is given pursuant to the notice of intention to carry out works issued on 20<sup>th</sup> February 2015. The consultation period in respect of the notice of intention ended on 23<sup>rd</sup> March 2015.

In accordance with Section 20 of the Landlord and Tenant Act 1985, reputable contractors were invited to submit tenders to carry out this work. Details of the tenders received are provided below: -

<b><u>Contractor</u></b>	<b><u>Tender Figures (ex VAT)</u></b>
C G Brickwork	£1420.00
Millennium Builders	£1491.00
MSH Builders	£1797.00

The work specifications are available for inspection at my office. The council intends to place an order with the lowest tendering contractor, MSH.

**We did not receive within the consultation period any written observations in relation to the notice of proposals given on 15<sup>th</sup> May 2015 .**

A copy of the tender information sheet is attached for your information. We invite you to make **written** observations in relation to any of the estimates above by sending them to: Leaseholder Services Officer, Caerphilly County Borough Council, Pontllanfraith House, Pontllanfraith, Blackwood NP12 2YW.

Under the terms of your lease, you are required to contribute towards the cost of this work by one sixth (1/6) of the total cost. Details of your estimated contribution are set out below: -

Total cost of work to block	£	1420.00
Your contribution (1/6)	£	236.67
10% Administration fee	£	23.67

**Total Estimated Contribution £ 260.34**

These figures are estimates and the actual costs may be higher or lower. The estimate is intended to give you a close idea of the amount you will be charged, but it is not binding and the invoice you will receive following completion of the work will be based on actual costs incurred.

You are invited to submit any observations you may have relating to the proposed works or estimates within 30 days of the date of this notice. These **must be in writing to me at the above address by Friday 18<sup>th</sup> September 2015.**

Please do not hesitate to contact me if you require further information.

Yours sincerely

Mrs A Davies  
Leaseholder Services Officer