



Pontllanfraith House,
Pontllanfraith,
Blackwood,
NP12 2YW

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

Your Ref/Eich Cyf:	
Our Ref/Ein Cyf:	
Contact/Cysylltwch	Mrs A Davies
Telephone/Ffon:	01495 235387
E Mail/E Bost:	daviea35@caerphilly.gov.uk
Date/Dyddiad:	15 th May 2015

Dear

NOTICE OF INTENTION TO CARRY OUT WORKS

It is the intention of Caerphilly County Borough Council to enter an agreement to carry out works in respect of which we are required to consult leaseholders. Section 20 of the Landlord and Tenant Act 1985 (as amended by the Commonhold and Leasehold Reform Act 2002) provides that a landlord must consult leaseholders who are required under the terms of their leases to contribute (by payment of service charges) to costs incurred under qualifying works, where the contribution of any one leaseholder will **exceed** £250.

The works to be carried out under the agreement are as follows: -

Removal of chimney stack at block.

A description of the works to be carried out under the agreement may be inspected by contacting: **Allison Davies on 01495 235387 to arrange an appointment with an inspector in order to discuss these works.**

We consider it necessary to carry out the works because:

The Council is required to maintain the structure and exterior of the block to a satisfactory standard.

We invite you to make **written** observations in relation to the proposed works by sending them to: **Tenant and Community Involvement Team, Caerphilly County Borough Council, Pontllanfraith House, Pontllanfraith, Blackwood, NP12 2YW**

Observations must be received within the consultation period of 30 days from the date of this notice. The consultation period will end on: **15th June 2015**

We also invite you to propose, within 30 days from the date of this notice, the name of a person from whom we should try to obtain an estimate for the carrying out of the proposed works described above.

Please note that any proposed contractor must comply with the Council's approved contractor criteria.

I trust this information is sufficient. If however you wish to discuss this matter further please do not hesitate to contact me.

Yours sincerely

Mrs A Davies
Leaseholder Services Officer