

SCHEDULE 1

Regulation 4(2)

Form of installation notice

**INSTALLATION NOTICE**

This notice is given by an owner or group of owners proposing to install equipment through or to common parts of a tenement for the purpose of providing a heating service to that owner's flat.

**Heating service for which the installation is required:**

*(see note for completion 1)*

**To the owner(s) of the other part of the tenement:**

*(see note for completion 2)*

**Name and address of the owner(s) giving notice:**

*(see note for completion 3)*

**Flat(s) to which the notice relates (if different from the above):**

*(see note for completion 4)*

**The nature and extent of the work to be carried out:**

*(see note for completion 5)*

**The safety standards which the work is required to meet:**

*(see note for completion 6)*

**The timetable for carrying out the work, including the proposed dates of commencement and completion:**

*(see note for completion 7)*

**What disruption is expected to be caused (if any) to other occupiers within the tenement:**

*(see note for completion 8)*

**Arrangements that will be put in place to ensure the work is completed:**

*(see note for completion 9)*

**The arrangements for maintaining and repairing the equipment, once it is installed:**

*(see note for completion 10)*

**What insurance is in place during the work to install the service:**

*(see note for completion 11)*

**Any objections or other representations relating to this notice must be sent to:**

*(see note for completion 12)*

**Date:**

*(see note for completion 13)*

*Status: This is the original version (as it was originally made). This item of legislation is currently only available in its original format.*

*Notes for completion*

*(These notes are not part of the notice)*

1. Please state whether the service is district heating or communal heating.
2. This notice must be sent to each owner of the other part of the tenement through or to which equipment would be led or fixed (except those who are proposing the installation). You must insert the full name and address of the owner, if known.
3. You must insert your full name and address (for each owner giving notice where the owner(s) of more than one flat are giving notice).
4. This is only applicable if you do not currently reside at the above address, e.g. you may be the landlord instructing the proposed installation. Otherwise put "not applicable". If more than one owner is proposing the installation and any such owner does not currently reside at the above address, please state the name of that owner in connection with the flat to which the notice relates.
5. Provide information on where the equipment will be led through or fixed to the tenement. You should obtain this information from the installing utility company.
6. Provide the safety standards that the installing utility company will adhere to when installing the service. You should obtain this information from the installing utility company.
7. The utility company will have provided you with a proposed timetable for the work. This will show the time period within which the work is due to be completed. You should provide this information here.
8. Some occupiers within the tenement may not be owners of the other part of the tenement through or to which equipment would be led or fixed. However, there may be general disruption to the whole tenement resulting from the installation work, e.g. drilling, banging, dust etc. You should provide any details of work which will affect any occupiers in the tenement.
9. Provide information on the arrangements that are in place to ensure the work is completed if, for example, the contractor carrying out the work should cease trading.
10. Provide information on the arrangements that are in place to repair and maintain the pipes/cables or other equipment once installed. This information should also include arrangements for rectifying any damage to the equipment after it has been installed and any damage to the fabric of the building caused by the equipment.
11. Provide information on the extent of any relevant insurance arrangements in place during the installation of the service.
12. Specify the address to which any objections or other representations are to be sent. The deadline for such objections or representations is not later than 28 clear days after this notice is given. In accordance with section 30(4) of the 2004 Act, this notice is taken to be given on the day of posting or, if transmitted by electronic means, the day of transmission.
13. Provide the date on which you are posting or delivering the notice; or if you are transmitting the notice by electronic means, the date of transmission.