

Application to Build Over communal infrastructure

Your residents' company owns and maintains communal infrastructure on your estate, which is sometimes located within property boundaries. This infrastructure may include water mains or surface water sewers.

You must therefore seek approval from your residents' company to carry out any building work over the top of or within 3 metres of any communal infrastructure to ensure that no damage is caused to it or restrictions made to the way that the infrastructure is used or maintained.

In order to facilitate this construction, we have a 'build over licence' which allows the residents company to enter into an agreement with property owners. In considering if permission should be granted the directors of the resident's company will take into account the following factors;

- that no undue health and safety hazard is created
- that build overs are constructed to an acceptable standard (in accordance with local authority standards)
- that the build over will not cause any adverse effect to prejudice surface water drainage or cause flooding
- that any utilities or services under the build over are adequately protected and not liable to damage as a result of constructing the build over
- that all costs associated with the construction of the build over are met by the owner

Preim administers this process on behalf of your residents' company and we request that you complete the attached application form and provide supporting construction details and calculations as required. You will also need to agree to Preim's terms and conditions.

Upon receipt of this information we shall confirm if a build over licence is required; we may ask you to provide further information. We will then refer your application to the directors of the resident's company and if approved you can enter into the licence agreement for the construction of your build over once any conditions have been met,

The licence will lay out the terms by which the permission has been granted.

How much does it cost?

If your application is approved a fee of £250 is required for the administration of the request to ensure compliance with any residents' company requirements. Unless otherwise agreed this must be received before construction can commence. Payment can be made by BACS, using the details below. To pay by debit/credit card please contact our office on 01778 382210, option 2.

Bank: Barclays Bank
Account name: Preim Limited
Sort code: 20-67-37
Account number: 33486575
Reference: First line of the property address
Please email PREIM Ltd once payment is made to: company.secretarial@preim.co.uk

We will request payment from you once your application has been approved.

Once payment has been received, we will send you two copies of the licence. Please sign the licenses and plan(s) where indicated, arrange for them to be witnessed and returned to us for completion and signature by the director of the resident's company.

The completed licence will be returned to you; it should be kept in a safe place with the title deeds to your property. It is likely that any prospective new owner of your property will need a copy of the licence before they will be able to complete any future purchase.

Proceeding with Build Over works without a valid licence could mean you are liable for all costs to remedy any works and any damage to communal infrastructure.

Please return your application/licence to:

Preim Limited

Unit 8, The Forum, Minerva Business Park, Lynch Wood, Peterborough, Cambridgeshire, PE2 6FT

Email: helpdesk@preim.co.uk

This application must be completed by the property owner.

- 1. Name and address of applicant**
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- Telephone No.**
- Email**

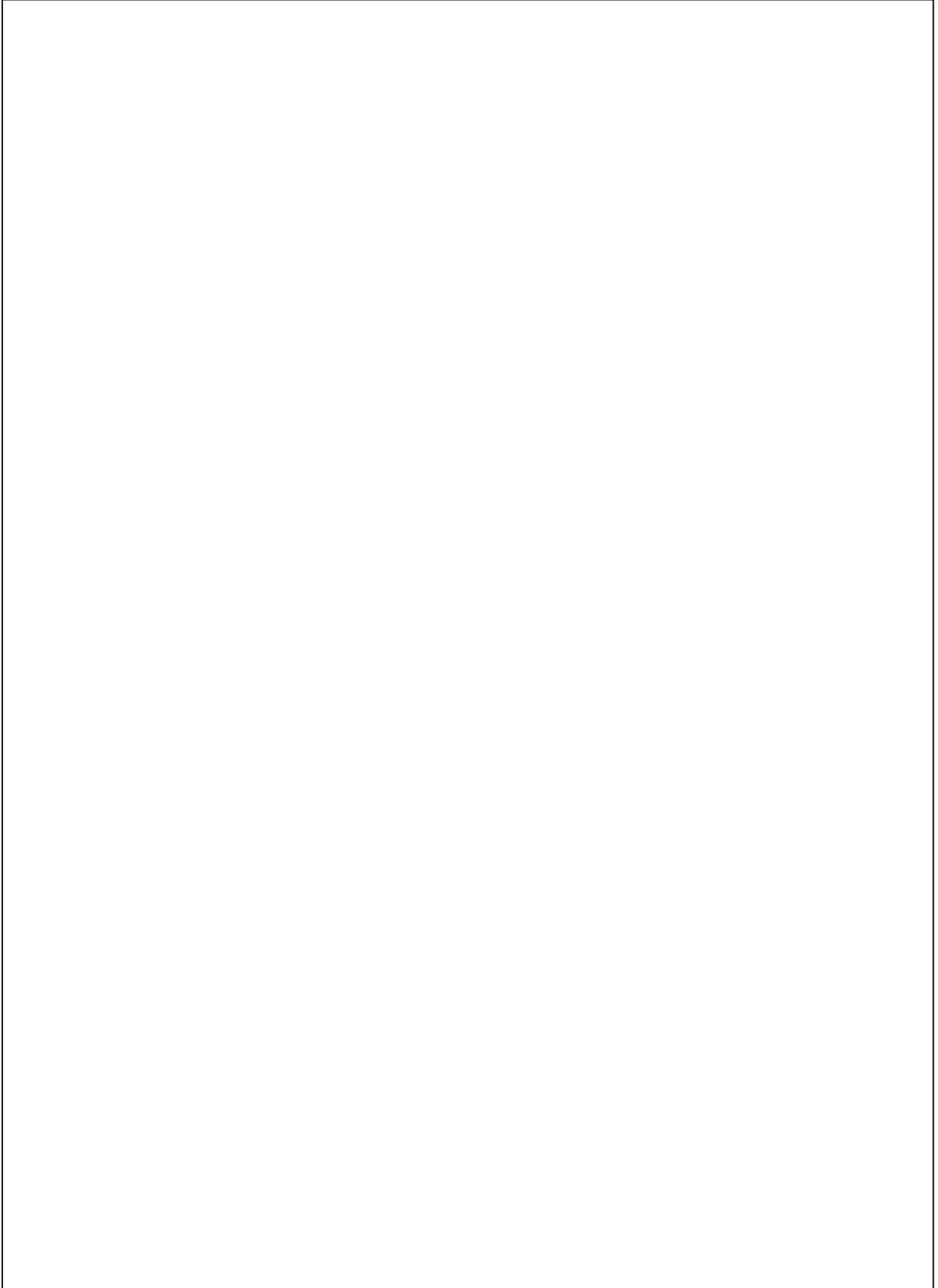
- 2. Location of proposed build over (if different to above address)**
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- 3. Location plan**
- Please provide a location plan at a scale of 1:1250 and a sketch plan at a scale of 1:50 in the space below together with full construction details showing sufficient information of the proposed Build Over at the above property.

- 4. Visible obstructions**
- Please indicate on the sketch plan below any visible obstructions within the vicinity of the proposed Build Over, e.g. manhole covers.

- 5.** Is the applicant aware of any utilities (water, gas, electric, telecoms) in the vicinity of the proposed Build Over? If so please mark on the sketch plan below.

6. Sketch plan



The property owner should sign and date the above sketch plan.

7. Approvals

Do you have written approval from the relevant authority?
(i.e. planning, building control approval) If yes, please provide a copy. YES / NO

I wish to apply for a Build Over Licence at the above location. I confirm that I am the property owner and the information given as part of this application is correct to the best of my knowledge.

Signed Date

FOR PREIM OFFICE USE ONLY

PERMISSION GIVEN? YES / NO

PAYMENT RECEIVED? YES / NO

Reason for refusal (if applicable)

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Signed Date