

Residents' Handbook

BRIGHTON
MARINA

RESIDENTIAL MANAGEMENT COMPANY LTD

- Strand Road apartments and houses
- Village Square apartments



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The **Village Square** apartments are those at:
Portside
The Octagon
Starboard Court
Mariners Quay

The **Strand Road** properties are those at:
Britannia Court
Collingwood Court
Copenhagen Court
Hamilton Court
Merton Court
Neptune Court
Sovereign Court
St Vincents Court
Trafalgar Gate
Victory Mews
Wellington Court



Welcome!

Welcome to Brighton Marina.

This handbook is intended as a guide to help residents enjoy their properties and to provide information about living in Brighton Marina and the facilities available.

We hope the information here is helpful; it has been compiled based on questions and enquiries received over years of managing the Brighton Marina Estate. The intention of the Management Team is that the Marina should be a great place to live. We are dedicated to the Marina and proud of the service we provide. Our aim is to give the same service to others that we would like to receive ourselves.

This handbook is not a legal document and is intended to be complementary to the individual property Leases and transfer documents. In the event of any conflict these legal agreements override this handbook.

Contact us

The Marina Management Team is based in the Administration Office, in the heart of the Marina next to the vehicle barriers on the Strand Road. We are open Monday – Friday, 9am-5.30pm.

Telephone: 01273 628627

Postal address:

Brighton Marina Residential Management Company Limited,
Administration Office, Brighton Marina, Brighton, East Sussex BN2 5UF.

Email:

For general and accounts enquiries: **enquiries@brighton-marina.co.uk**

To report matters needing maintenance attention:

report@brighton-marina.co.uk

We have a Residential Portal for our Marina residents which is:

<http://portal.brightonmarina.co.uk/>

Please take full advantage of this facility where you can report and track maintenance matters affecting your block, receive news and information about the Marina and your block, access information, contact the management company and view and pay service charge invoices online.

Security

We regard your security and that of your property as being of paramount importance. Security staff are on hand 24 hours a day, 7 days a week, 365 days a year. We have at least 3 members of security staff on duty at any time. The security officers are responsible for covering all areas of the Brighton Marina Estate. As well as physical patrols, there are also over 100 CCTV cameras in strategic locations around the Marina. These are monitored and also recorded.

If you require assistance from Security at any time, day or night, telephone **01273 693636**, or in an emergency telephone **01273 818875**.

The Security control room may also be contacted by email at **securitycontrol@brighton-marina.co.uk**.

If you are concerned about something which you see occurring, please try and call the Security office at the time of the occurrence, rather than after the event.

Please see middle pages for site map, Security is located next to the Asda petrol station.



Emergency Message Service

We operate an emergency text message system allowing us to inform residents of emergency incidents affecting the Marina. If you would like to be included in this messaging service, please send your mobile number and address at the Marina to **report@brighton-marina.co.uk** with the subject 'text alert' and we will add you to the system.

Emergency Key Holding Service For Property Owners

The security team can hold a set of keys for you to use in emergencies, such as if you lose your keys. Keys are held against a code number and will only be released if the code is quoted. Contact the Security Office if you would like to take advantage of this service.

Key Safes at Security

Key safes are available for renting at the security office for a small annual charge. These are ideal for keys that require regular access. Please contact the Administration Office for details and an application form.

Vulnerable People List

Our Health, Safety & Security Manager keeps a confidential list of vulnerable people living on the Marina. People on the list have identified themselves to be vulnerable and the purpose of the list is so that in the case of an emergency incident, for example a fire in a building, especial attention can be given to any vulnerable people. If you would like to be on the list please contact our Health, Safety & Security Manager, Stuart Swain, in confidence. **stuart@brighton-marina.co.uk**



About the Marina

Brighton Marina was constructed on a site in the open sea; an incredibly ambitious project which was the brainchild of a Brighton businessman, Henry Cohen. Through the 1960s plans were drawn up, a public inquiry was held and the Brighton Marina Act was passed by Parliament in 1968. The infrastructure of the Marina was constructed in the 1970s and the development was opened by Her Majesty the Queen in May 1979.

Development of the Marina has continued decade by decade resulting in the Estate we see today, with a harbour for 1400 yachts, 1000 residential properties and a wide range of restaurants, shops, leisure and business tenants.

Although the Brighton Marina Company are the Landlord for the whole estate, there are different companies responsible for the various parts of the Marina.

Brighton Marina Estate Management Company are responsible for maintaining the infrastructure of the Marina and for services that are shared by all the users of the Marina.

Brighton Marina Residential Management Company are responsible for management of all the residential houses and apartments of the Marina.

Premier Marinas operate the berthing and boatyard, further information can be found at www.premiermarinas.com or their contact number is: **01273 819919**

Land Securities (through their agents, Savills) manage the majority of the retail, restaurant and leisure areas. Further information can be found at www.brightonmarina.co.uk

Fire Safety

All the buildings at the Marina have been built with a high degree of fire separation between neighbouring properties as well as any common areas of the building, making each apartment a fire-resisting enclosure.

This compartmentation is designed to resist the passage of a fire and contain smoke so that a fire, normally, should burn itself out before spreading to other parts of the building. Residents should follow the Fire Action Notice advice that is present at the exit of each building. The Fire service attending will give further instructions if they feel the need to do so. If your building has a fire alarm and it sounds continuously, you should leave the building and report to the Assembly point till advised it is safe to return.

Residents should take every reasonable precaution to ensure that nothing is done which could cause a fire.

Apartments were equipped with smoke alarms at construction and these **should be tested regularly and replaced should they pass any indicated expiry date**. If you are in a property on The Strand or Village Square and have the original mains powered smoke alarm this WILL have expired and should be replaced.

- ▶ Apartment front doors are fire doors and were fitted with spring closers at construction **these must not be removed!** The front doors should be kept closed and not left open! **Internal doors fitted with spring closers should be closed at night especially the kitchen door.** We would also recommend internal doors to garages being closed.
- ▶ **We would recommend that the boiler is serviced annually** and a carbon monoxide alarm is fitted near to the boiler.
- ▶ We would also recommend that leaseholders should **consider fitting a heat detector in the kitchen.**
- ▶ All common parts of buildings and service cupboards in the common parts must be kept clear at all times. **Any items left in these areas are liable to be removed without notice.**
- ▶ **The storing of flammables / gas cylinders in garages** is not permitted.
- ▶ **The storing of flammables / gas cylinders within apartments** should be avoided.
- ▶ **If you store Oxygen due to a medical condition** please advise the administration office so we can make a record of it **enquiries@brighton-marina.co.uk** or telephone **01273 628627**.

Would you know what to do if your smoke alarm went off in the night?

Would you and your family know what to do?

Plan together NOW – include everyone

- Your best route is the way you always come into your home. Think about another way too.
- Keep your escape routes clear of obstacles.
- Know where door and window keys are kept.
- Staying put may be the safer option sometimes.
- If your escape route is blocked, stay put and protect yourselves until help arrives.
- Find a suitable room with a window that opens where you could be rescued (We recommend for South Strand apartments they use a room that has a window that opens into the courtyard) and if possible, a phone to call 999.

If you live in a flat and discover the hallways filled with smoke or fire – go back inside and close the door. Blocking gaps in doors with wet towels/sheets will help block the passage of smoke.

Do not use the lift if there is one in your block.

Practise your Fire Action Plan

- Knowing what to do could save your life.
- Take a few minutes to ‘walk’ the route with your family.
- Check that everyone is able to operate keys and locks.

If fire breaks out in your home:

1. Leave the room where the fire is straight away closing any windows and internal doors if safe to do so.
2. Tell everyone in your home and follow your plan and get out.
3. Close the front door of your flat behind you.
4. Do not stay behind to put the fire out.
5. Call the fire service on 999 or 112.
6. Stay calm, speak clearly and listen to the operator.
7. If possible, get you or another person to call **Marina Security** on their emergency number **01273 818875**. Do not worry if you can't, as East Sussex Fire & Rescue Service will call us to advise they are on their way.

If you see or hear of a fire in another part of the building:

The building is designed to contain a fire in the flat where it starts. This means it will usually be safe for you to stay in your own flat if the fire is elsewhere.

If your building has a fire alarm and it sounds continuously you should leave the building till advised it is safe to return. You must leave immediately if smoke or heat affects your home or if you are told to by the fire service.

If you are in any doubt, get out.

If you smell gas:

Do not smoke, light matches or turn electrical switches on or off. Check if your gas hob has been left on.

1. Open windows in your apartment and in the common way.
2. Call security on 01273 818875 who will attend and call the Emergency gas services to attend.

In the event of a thunderstorm: When to unplug

Unplug electrical devices as soon as you notice the signs of an approaching thunderstorm: darkening sky, thunder, rising wind and/or visible lightning. Lightning strikes can occur several miles away from the actual centre of a thunderstorm. If you want to gauge the proximity of a lightning strike, count the seconds between the lightning and the thunder and divide the number by five to determine the distance in miles. Leave devices unplugged until the storm has passed.



Balcony Risks

The main cause of balcony fires are 'Careless disposal of smoking material' and 'Barbeque misuse'.

Barbeques on balconies are not allowed due to the nuisance caused to nearby neighbours and the fire hazard they pose.

Careful consideration should be given to what is stored on a balcony to reduce the risk of combustible material. You should also be aware of your neighbours below you. Glasses or bottles or anything heavy falling off a balcony can inflict serious injuries.

Additional measures to consider as good practise and having regards to the occupier's safety:

- Annual Boiler Service.
- Installation of a Carbon Monoxide Alarm – near to boiler (this also doubles up as a smoke alarm).
- Consider extending the existing single fire alarm to include a heat detector in the kitchen.

A Gas Safety Certificate and Electrical Installation Condition Report are required by law for all rental properties.

Water Safety

Deep water is always present at the Marina and because it is a harbour there are some areas where there are no fences on the water edge. Parents of young children in particular must be aware of the proximity of deep water and are responsible for the safety of their children who should always wear life jackets when close to water.

Fishing and Swimming are prohibited in both the inner and outer harbour. Fishing from the Breakwaters is controlled by a franchisee on payment of a fee. More details on fishing at the Marina can be found at www.thetackleboxbrighton.com



Transport

Parking

Strand Road Apartments and Houses

Access to the Strand Road residential areas is controlled by means of lifting barriers. The barriers can be operated either by a permit card or ticket, or by reading your car number plate.

If you advise us of your vehicle registration and property address then we can enter this on the system, allowing you to enter and exit without using a permit or ticket. If your number plate is registered then you just need to pull up alongside the machine as if you were going to use a permit and the system will read your number plate and open automatically.

We can supply you with permit cards which should be inserted into the terminals at the entrance and exit barriers to permit the vehicle to enter and exit.

Guests and tradespeople making a one-off visit can access the Strand Road by taking a green ticket at the barrier, this will allow free entry for one hour. Guests and tradespeople will need a pink exit pass which is inserted in the machine at the exit barrier. Each pink pass is valid for a single exit. Pink passes can be obtained from the Security Office. If you do not provide your guests with a pink pass to exit, they may end up paying for parking.

Each property has its own allocated parking space, which may be either an open parking space, garage or car port. Parking in any other property owner's parking space is not permitted without the express permission of that property owner. If someone parks in your parking space without your permission, you are entitled to arrange for the vehicle to receive a penalty charge notice. In this event call security on 01273 693636 to ask for them to apply a ticket.

'V' Spaces

There are a limited number of visitor's (marked 'V') parking spaces within the private estate. Parking in these spaces at weekends is only permitted for residents and their guests on display of a 'scratch card' voucher. These 'scratch cards' need to be displayed from midnight Fridays to midnight Sundays. 'Scratch card' vouchers are issued to apartment owners each quarter and the allocation is strictly limited.

Vans, campervans or commercial vehicles are not allowed to park in 'V' spaces overnight or at weekends.

At the time of writing additional parking spaces are available if needed in the multi storey car park, subject to the terms and conditions displayed. The advertised 4-hour limit is not currently applied to residents.

Boardwalk Car Park

An annual licence can be purchased to park in the secure car park beneath The Boardwalk apartments, subject to availability. Please contact the Administration Office for further details.

Village Square Apartments

Each property has its own allocated parking space located in one of four areas around the Village Square. Some of these areas are controlled by lifting barriers, activated by permit cards or fobs. Should you need an additional permit card, these can be purchased from the Administration Office. There are no visitor parking spaces around the Village Square. At the time of writing additional parking spaces are available if needed in the multi storey car park, subject to the terms and conditions displayed.

Bicycles

Residents may park roadworthy bicycles in the bicycle racks located around the various residential blocks. Bicycles must not be taken into the common ways of the apartment blocks.

We do advise using two locks when locking your bike, please see www.cyclinguk.org on further advice on securing your bike.

Bicycles which are abandoned and not roadworthy may be removed for disposal.

Brighton Bike Share Scheme

A hub for the Brighton Bike Share Scheme is located to the south side of the multi-storey car park. Details of the scheme can be found at <https://beryl.cc/>



Buses

Several bus routes serve the Marina. The frequent service to Brighton City centre and the railway station is no. 7. The bus stop is at the West end of the Marina next to McDonalds. Full details of which buses service the Marina can be found at www.buses.co.uk

Car Club

Enterprise car club have vehicles located on the Marina. Details of membership can be found at www.enterprisecarclub.co.uk

Being a good neighbour

Many of the properties on the Marina are very close to one another. This means that it is important for everyone to be considerate of their neighbours so as not to cause a nuisance. The following are things that we have found often cause tension between neighbours:

Noise Nuisance

Everyone living on the Marina has contractually committed not to cause any noise audible outside their property between the hours of 10pm and 8.30am.

It is obviously essential that care is taken to avoid disturbance to neighbours. Loud music or doors banged late at night can cause great annoyance. In the event of continued and serious disturbance the following action should be taken:

- 1) Contact the Marina Security Office on 01273 693636 at the time that the disturbance is occurring. They will attend and deal with the immediate problem.
- 2) Should the problem recur, continue to contact the Marina Security Office when it is happening, but also write to the Administration Office detailing your complaint. We will investigate the report from Security. If we find the complaint to be valid we will write to the offending party

asking that the nuisance ceases. If the nuisance is not remedied after two written requests, solicitors will be instructed to take action against the offending party. This action could ultimately result in the forfeiture of leasehold property.

Smoking

Smoking in any common parts of the building is against the law.

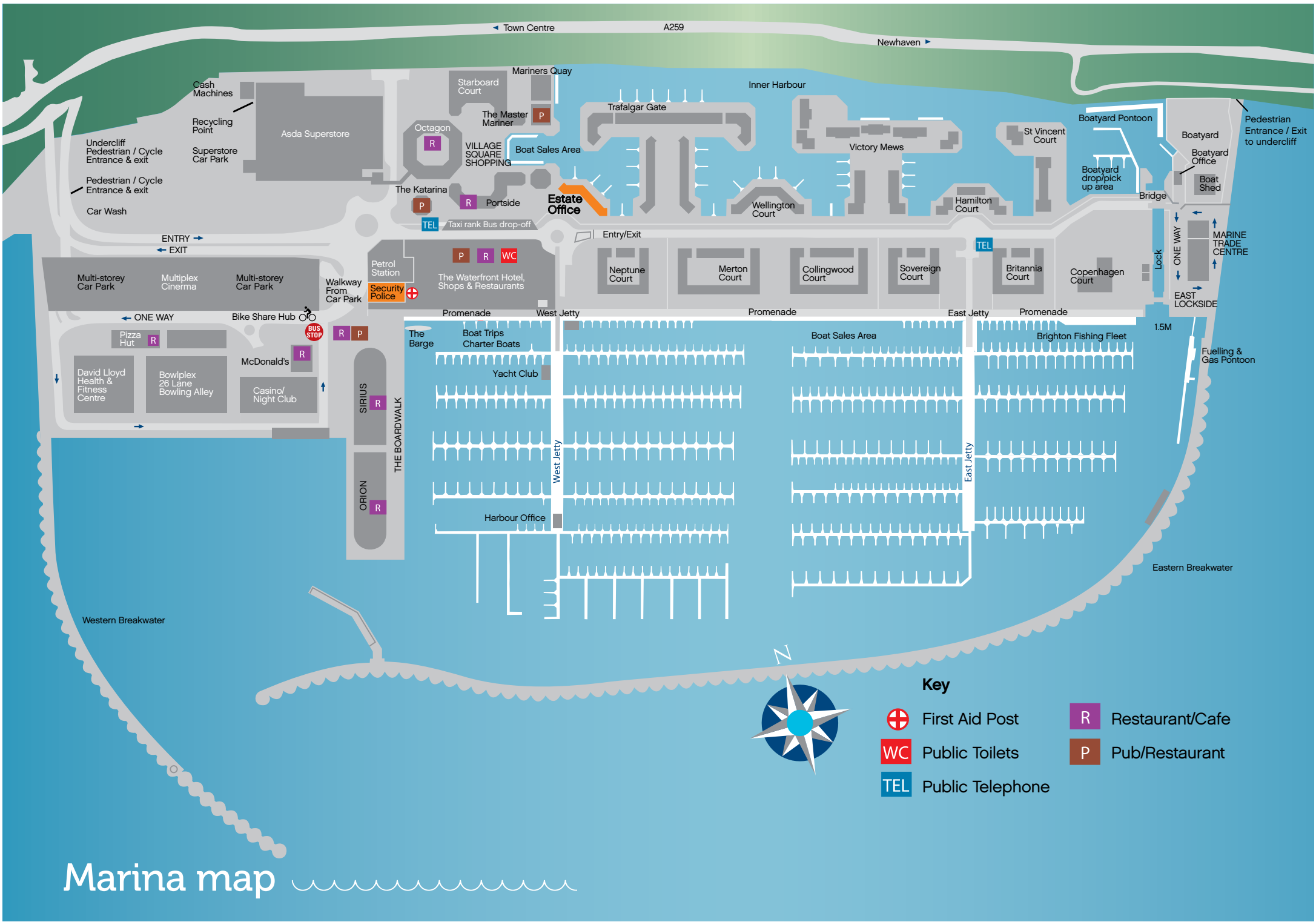
Pets

The residential leases and transfer documents permit pets, unless reasonable objection is made in writing to the Management Company. It is the pet owner's responsibility to ensure that their pet does not cause a nuisance. Dogs must be kept on a lead in all parts of the Marina. Obviously dog owners must clean up after their dogs. Dog waste bins and bags are provided and dog owners found not cleaning up after their dogs are liable to be fined under the Marina byelaws.

Common Areas






It is not permitted for any item of any nature to be left in the corridors, stairwells or other common parts of the buildings. Cleaners have instructions to dispose of anything left in these areas.

There are no areas within the properties and The Marina which are suitable for ball games and they should not be played in the car park or roadways. Please remember, if you have children you are responsible for ensuring that they do not cause a nuisance to your neighbours.



Marina map

Key

- | | | | |
|---|------------------|---|-----------------|
|  | First Aid Post |  | Restaurant/Cafe |
|  | Public Toilets |  | Pub/Restaurant |
|  | Public Telephone | | |

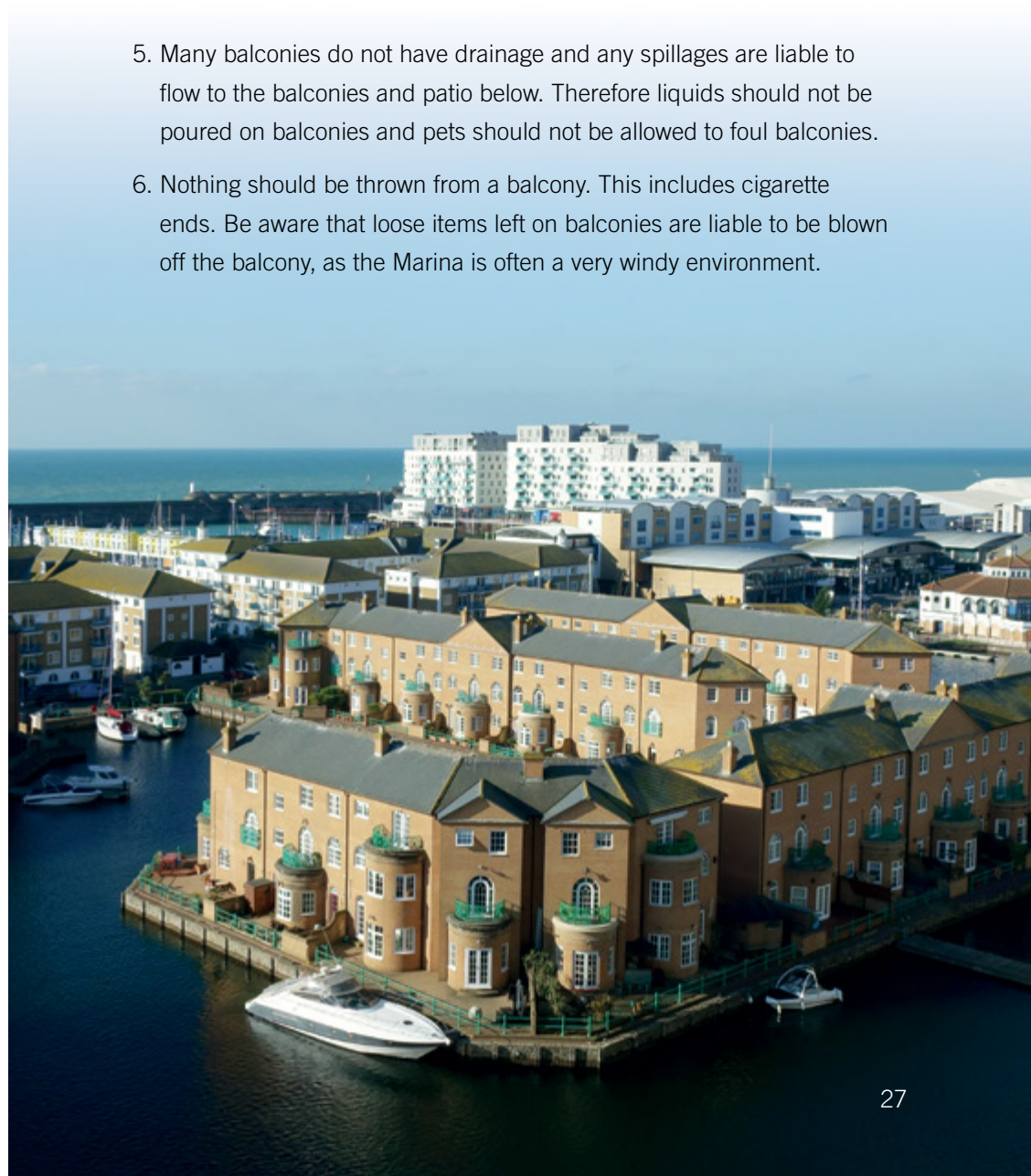
Balconies & Patios

Leasehold apartments have a general prohibition on any articles being 'hung, exposed or placed' outside the apartment. However, the Management Company recognises that residents should be able to make reasonable use of their balconies and patios so long as there is no nuisance caused and the Estate remains well presented.

The following guidelines are intended both to ensure that the Estate is presented as tidy and well-maintained and to assist and guide residents.

1. Well-maintained pot plants, planters and appropriate garden furniture are normally allowed on Patios and Balconies. Garden furniture which is liable to rust should be avoided due to it causing unsightly rust stains on the building.
2. Specifically not allowed on patios and balconies are washing, clothes airers and TV aerials/dishes.
3. Patio hedges and shrubs should be maintained and trimmed so as not to intrude on neighbouring property to either side or above, or on the public areas. Patios should be regularly weeded and kept clean.
4. Balconies are not to be used for storage, including storage of items such as barbecue equipment, outdoor heaters and bicycles. Displays of Christmas lights should be restricted to the Christmas period.

5. Many balconies do not have drainage and any spillages are liable to flow to the balconies and patio below. Therefore liquids should not be poured on balconies and pets should not be allowed to foul balconies.
6. Nothing should be thrown from a balcony. This includes cigarette ends. Be aware that loose items left on balconies are liable to be blown off the balcony, as the Marina is often a very windy environment.



Services and Utilities

Water

The majority of Marina properties have a metered water supply directly from Southern Water. Exceptions to this are Village Square, Wellington Court and Copenhagen Court apartments where water charges are included with your quarterly Service Charge invoice.

Gas and Electricity

All Marina Properties have Electricity and Gas (where installed) supplied on individual metered supplies to the property and residents are able to use a supplier of their choice. (A table listing locations of meters can be found on page 40.)

Refuse and Recycling

Refuse must be placed in sealed sacks in the bins provided in the domestic refuse rooms. Ensuring refuse sacks are sealed will prevent spillage and staining to common way carpets. It must not be left in any other location or on the floor of the refuse room. There are recycling bins available at the majority of refuse rooms, where space permits. Please ensure that you segregate waste into the appropriate bins for either refuse or recycling. The refuse rooms are emptied weekly by Brighton & Hove City Council. (Separate arrangements apply for the Trafalgar Gate houses). There is no provision for disposal of bulky items, non-domestic refuse, furniture or appliances in the refuse rooms, these such items should be taken to the Brighton & Hove City Council tip, nearest being located at 185 Wilson Avenue, Brighton, BN2 5PD or you should arrange for their removal by a suitable waste contractor.



Building Insurance

The Brighton Marina Residential Management Company is responsible for insuring the common parts of the Marina. It also insures the structure and internal common areas of the leasehold apartment blocks. Leaseholders are responsible for insuring their apartment contents. As a general rule fixed items are covered by the building insurance and movable items are covered by contents insurance. (Note that carpets need to be covered by contents insurance.)

There is an excess, currently £100, on the building insurance policy. This means that the first £100 of any claim has to be met by the resident making a claim. Contact the Administration Office if you need to make a claim on the building insurance policy.

A condition of the structural insurance is that properties cannot be left unoccupied for periods longer than 45 days. If they are, claims may be invalid.

A schedule giving details of the Brighton Marina Insurance Policy and confirmation of cover is available upon request from the Administration Office.

Owners of freehold houses on the Marina are responsible for arranging their own building and contents insurance.

Deliveries

If you are likely to be unavailable when a delivery arrives we recommend that you arrange delivery to a local pickup point. There is an Amazon locker on the Marina, located opposite the Administration Office. Unfortunately the Security Office and Administration Office are unable to accept parcels on your behalf.

For furniture deliveries to apartments, before committing to a purchase, please ask your supplier to survey the access to your apartment to ensure that large items will both fit into the apartment and be able to fit through the stairwell and common ways to reach your apartment. Leaseholders may be held responsible for the cost of repairing any damage caused during the course of deliveries to their apartment.

TV aerial system

Apartments at the Marina are all connected to a communal television aerial system which provides digital terrestrial (Freeview), Sky and FreeSat Satellite signals (subject to subscription where applicable). Your home has television points installed and is wired to the communal aerial.

Contact details for Sky are as follows; Telephone: 0844 241 1653,
Website: www.sky.com

The system is also Sky Q compatible, please contact community vision on 01892 722887 to arrange a subscription. If you are already a sky customer, you will need to contact Sky directly to arrange an upgrade.

Virgin Media have now installed their TV and internet network on the Marina; deals for Marina residents can be had by calling 0800 952 8056.

In order to watch live television legally, you will need to purchase a television licence from TV Licensing. Please note, your television licence doesn't automatically move with you. It's important to notify TV Licensing so they can transfer your licence to your new address. You can contact TV Licensing at: www.tvlicensing.co.uk

Internet

Apartments at the Marina are all cabled for high-speed Internet by Hyperoptic. Contact them directly for details of available services at www.hyperoptic.com . Internet services are also available through your telephone landline in the usual way.

Subletting

Subletting of Strand Road and Village Square apartments is prohibited in the Lease without the prior written permission of The Brighton Marina Residential Management Company. If you are considering subletting, either for long term letting or for holiday letting, please apply to the Administration Office for further details of the licensing procedure. To sublet without the required licence is a breach of the terms of the lease, which if not resolved will result in enforcement action.

Subletting of part only of leasehold properties on the Marina is forbidden under any circumstances by the lease. This would prohibit the letting of rooms within your property, for example via AirBnB, or letting one apartment as separate rooms as a house in multiple occupation.

Where a licence has been obtained and a property is sublet it is important that any tenants are familiarised with the contents of this handbook, which should be left in the apartment for reference by tenants. Leaseholders should ensure that they are adequately insured to cover any liabilities arising from subletting of their apartment and also for loss of rental income should the apartment become uninhabitable.

Service Charge

The principle of the Service Charge is that all users of Brighton Marina Estate share the costs of maintaining it. The lease obliges the Landlord and Management Company to provide certain specified services, and the leaseholders and tenants to cover the reasonable expenditure thereby incurred – this is the service charge.

The service charge is collected for the upkeep and running of both the buildings and communal areas of the various residential blocks, and for the Marina Estate as a whole, and is apportioned between various cost centres, covering items relating directly to the residential blocks, referred to as ‘direct costs,’ and items relating to the wider Marina Estate referred to as ‘indirect costs.’

Direct costs cover such matters as general maintenance, repairs, lighting and cleaning of the common areas of the building, as well as a management fee to the Management Company.

Indirect costs cover items which benefit everyone on the Marina Estate, such as security guarding and cleaning and maintenance of the entrance and exit viaduct roads.

Service Charges are payable quarterly in advance on 1st January, 1st April, 1st July and 1st October.

Payments can be made by Direct Debit (Forms are available from the Administration Office), directly into our bank account (Account number 05124328, sort code 01 01 23, please include your property address), via the online Portal, by cheque made payable to The Brighton Marina Residential Management Company or over the phone by debit or credit card.

Reserve Fund

The purpose of the reserve fund is to accumulate, in advance, the anticipated cost of cyclical and high cost works such as external building maintenance and structural repairs. This ensures that all leaseholders and property owners contribute to the cost of major works, not just those who are present at the time the works are carried out. It also avoids, where possible, large one-off bills for leaseholders. The amount of the contributions to the reserve fund is determined by the Management Company and, as with all other service charges, must be reasonable. No contribution made, or any part of the reserve fund, is repayable when an apartment is sold.

Brighton Marina Residents Association (BMRA)

There is an active Residents' Association at the Marina. The **BMRA** has been in existence for many years and is of great benefit to the members, particularly in facilitating discussion and communication with the Management Company (from whom the BMRA is independent).

The Association Committee includes a representative from each residential block, as well as Association officers. Delegated members of the Association meet regularly with the Management Company to discuss specific matters, including finance, maintenance, gardening, security and health & safety.

Meetings of the Committee are held approximately every 6 weeks. Further details are available at the BMRA website

www.brightonmarinaresidents.co.uk

Membership enquiries should be directed to the Association Secretary, **membership@brightonmarinaresidents.co.uk**

Maintenance

Responsibilities

As a general principal, items forming part of a leasehold apartment and only used by that apartment are the responsibility of the apartment leaseholder to maintain. Items that are shared with other users of the building are the responsibility of the Management Company to maintain. Examples of items that leaseholders are responsible for include the electrical, plumbing and heating systems in apartments as well as the windows and doors and their frames. Examples of items that are maintained by the Management Company include the structure of the building, shared drains, entryphone and access system and the shared TV aerial system. Any maintenance works affecting items visible from the exterior of the building must comply with the Marina 'Uniformity of Appearance' protocol (see page 42).

The owners of freehold houses are responsible for all building maintenance to their house.

Water Leaks

If a leak or overflow should occur in your apartment, you must immediately turn off the water supply to the apartment so as to prevent or minimise damage to your apartment as well as to communal areas and other apartments which may be affected. Report the incident to the Administration Office, or outside office hours to the Security Office.

The water supply to your apartment can be turned off at the isolating valve usually located near the ceiling in the cupboard containing the hot water tank. You should familiarise yourself with the location of this valve. If you discover water coming into your apartment please alert the Security Office immediately. Telephone 01273 693636.

If you suffer a water leak, please refer to page 30 for details on how to claim on the building insurance.

Alterations

Structural alterations to leasehold apartments are not permitted under any circumstances.

Non-Structural alterations to the interior of the apartments are also prohibited under your lease but may be permitted under licence. Please apply to the Administration Office for details of the conditions and procedure for obtaining a licence.

Works to apartments

If you are having maintenance works carried out to your apartment, please ensure that all noisy works are carried out during the normal working week i.e. between 8.30am and 5pm, Monday to Friday. Contractors must clear all debris and rubbish away from the Marina and must not leave anything in the common areas. Contractors must take care when moving equipment or furniture within the common ways in order to prevent damage being caused. The cost of repairing any damage or cleaning any mess will be recharged to the resident responsible for the works as it is their responsibility to ensure that their contractors are aware of procedures.

Drains

Please ensure that you do not put wet/baby wipes, disposable nappies or anything else liable to cause a blockage, down the toilets. You may be charged the cost of clearing blockages attributable to you putting these items into the drains.

Floors

Apartment leases do not specify what types of flooring material may be fitted but do state that floors must be kept adequately soundproofed.

Utility meter locations

Block	Water	Gas	Electricity
Village Square (Portside, The Octagon, Starboard Court, Mariners Quay)	No individual meters for apartments	No Gas service	In cabinet in common corridor near front door of apartment
Wellington Court	No individual meters for apartments	In cupboards accessed from outside the building key available from Security	In cabinet in common corridor near front door of apartment
Victory Mews apartments	Under covers in paving outside building entrances	Outside the buildings in housings at ground level either side of the entrance doors	In cupboard on stairwell near front door of apartment
Hamilton Court	Under covers in paving outside the entrance gates to the block	Outside the buildings in housings at ground level either side of the entrance doors	In cupboard on stairwell near front door of apartment
St Vincents Court	Under covers in paving outside the building (some are in parking areas.)	Outside the buildings in housings at ground level either side of the entrance doors	In cupboard on stairwell near front door of apartment

Block	Water	Gas	Electricity
Britannia Court	Under covers in paving outside stairwell entrance doors	In cupboard under stairs at ground floor	In cupboard on stairwell near front door of apartment
Sovereign Court	Under covers in paving outside stairwell entrance doors	In cupboard under stairs at ground floor	In cupboard on stairwell near front door of apartment
Collingwood Court	Under covers in paving outside stairwell entrance doors	In apartment	In cupboard on stairwell near front door of apartment
Merton Court	Under covers in paving outside stairwell entrance doors	In apartment	In cupboard on stairwell near front door of apartment
Neptune Court	Under covers in paving outside stairwell entrance doors	In apartment	In cupboard on stairwell near front door of apartment
Copenhagen Court	In cupboard on stairwell near front door of apartment	In cupboard in parking area beneath the building	In cupboard on stairwell near front door of apartment
Trafalgar Gate Houses	Under cover in paving outside the house	In House	In House

**Service cupboard keys to open meter cupboards are available
for purchase from the Administration Office
or borrow via the Security Office.**

Uniformity of Appearance Protocol

There are some parts of the Marina leasehold flats which are the responsibility of the leaseholder to maintain, but which also affect the external appearance of the building or common parts.

The Landlord requires that where such items are maintained or replaced, this is done in a way that ensures that any replacement matches exactly the visual appearance of the original, unless stated otherwise on the following pages.

This includes the following items (the following list may not be treated as exhaustive, and the principle outlined in the above paragraph should always be applied. Note also that any work must comply with all relevant regulations and statutory provisions):

Replacement Windows

- The colour and style of any replacement window frames fitted must be the same as the original that is being replaced. This includes that the width of the frame from the wall of the building to the glass must be the same and the arrangement of any intermediate glazing bars must be the same in number and width. We do not object to patio doors opening outwards rather than inwards.

Replacement Front Doors

- Where a replacement front door is fitted it must match exactly the original front door. This includes the arrangement of panelling on the door and the fire protection rating and self-closing mechanism, it must satisfy the requirements of Building Regulations.

Replacement Garage Doors

- Where a replacement garage door is fitted it must match exactly the original door. This includes the arrangement of panelling on the door.

Exterior Light Fittings

- Replacement fittings should match the appearance of the original.

Overflow and Condensate Drain Pipes

- If additional overflow pipes are required (for example for a replacement boiler) these should not extend beyond 150mm from the building wall.
- Condensate drain pipes should drain into the soil pipe internal to the building and not to the exterior of the building.



Gas Boiler Flues

- Where gas boilers are replaced the preferred option is that the new flue should exit the building through the same hole as the original flue.
- The Landlord recognises that some residents may wish to alter the type of plumbing installation in their flat to a 'combi' boiler, and in this case, it is probable that the flue will need to exit the building at a different location. Where this is the case, the following provisions must be observed.
 - o Flues may not exit the building through the roof.
 - o Flues may exit the building through the brickwork walls.
 - o Flues may exit the building through the painted, rendered walls. In this case a white coloured flue is to be used.
 - o Flues may not exit the building through the stone window surrounds or any other cast stone elements of the building.
 - o If the flue location is changed, the disused flue opening should be filled using materials to match the surrounding wall.
 - o The flue is not to be within 100mm of stone window surround or window recess.
 - o Where a plume management kit is required in order to make the installation compliant with regulations, then this must be installed so as to avoid the 'plume' encroaching in front of the windows of neighbouring properties.

Where the leaseholder has doubt regarding whether their proposed works will comply with this protocol, then they should clarify the position with the Management Company to avoid the inconvenience and cost of later being required to rectify breaches.

Brighton Marina Residential Management Company

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enquiries@brighton-marina.co.uk

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Residential Portal: **<http://portal.brightonmarina.co.uk>**

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Brighton Marina Residential

Management Co Ltd

The Administration Office

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Brighton Marina Security Office (24 hours)

Telephone: **01273 693636** or in an Emergency: **01273 818875**

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Disclaimer

The information in this guide is correct to the best of our knowledge at the time of publication, but may be subject to change. Liability cannot be accepted for errors, omissions or subsequent changes.

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