

Licence for Alteration Tracker

Item	Priority	Landlord Comment	Comment Date	Tenant Response	Response Date	Landlord comment	Comment Date	Tenant Response	Response Date	Date Issued / Received	Date Approved	Tenant Response	Response Date			
														Client	Example	Property Address:
														Tenant	Example	Address Line 1 Address Line 2 Address Line 3 Address Line 4
● Urgent - Information required prior to commencement or pre-licence.																
● Essential - Information/clarity required either during construction phase or post -licence.																
● Item closed - No further information required.																
1.0 General																
1.1	●	Building Control approval has not been received.	01/01/2019	Building control to be consulted via an appointed inspector. Notice yet to be issued, update to follow.	03/01/2019	Noted that appointment of approved inspector and submission of initial notice to follow in due course. Please provide detail of appointed approved inspector and initial notice once prepared.	10/01/2019	Landlords comment noted and details to follow.	20/01/2019							
1.2	●	Tenant to confirm whether the works will be notified to the HSE and whether an F10 has been issued. Also confirmation required as to whether a Principal Designer and Principal Contractor has been appointed in accordance with the CDM Regulations 2015. Please provide a H&S plan for the fit out prior to works commencing.	01/01/2019	CDM regs will be adhered to & construction phase H&S will be provided to client prior to work commencing.	03/01/2019	Please confirm if more than one sub-contractor will be involved in the works? If so, will the Principal Contractor also be assuming the responsibilities of the Principal Designer under the CDM Regulations 2015, or if a separate Principal Designer is to be appointed? Please also provide a copy of the F10 if the project is notifiable - see attached CDM help sheet.	10/01/2019	Yes more than one sub-contractor CSBD will be Principle Contractor & Designer. F10 not applicable as works are not notifiable under CDM.	20/01/2019							
2.0 Fabric																
2.1	●	Neither a scope of works nor specification has been provided for inclusion within the licence.	01/01/2019	Already submitted but attached again.	03/01/2019	Only drawings have been received to date. Please provide a detailed building fabric specification for inclusion within the licence for alterations.	10/01/2019	Specification attached.	20/01/2019							
2.2	●	Provide details and drawings of any penetrations required through the building fabric and associated weather protection.	01/01/2019	To follow.	03/01/2019	We await the information.	10/01/2019	Building penetration for the AC chiller units to be as those to existing.	20/01/2019							
3.0 Mechanical Services																
3.1	●	The tenant has not provided any mechanical proposals. Please provide a detailed mechanical schedule of works.	01/01/2019	Wall mounted AC unit un 2No. Meeting rooms and server room schedule to follow.	03/01/2019	Noted, however please provide a detailed mechanical schedule of works for inclusion within the licence for alterations.	10/01/2019	Wall mounted AC units to meeting & server room, to be 2.5kw inverter driven units. Location as shown on drawings. Full spec in OM	20/01/2019							
3.2	●	The tenant has not provided any proposed mechanical drawings. Please provide these.	01/01/2019	To follow.	03/01/2019	We await the information.	10/01/2019	Now provided.	20/01/2019							
4.0 Public Health Services																
4.1	●	Provide a detailed public health schedule of works outlining the proposed alterations.	01/01/2019	Installation of sink and dishwasher.	03/01/2019	Noted, however please provide a detailed public health schedule of works for inclusion within the licence for alterations.	10/01/2019	Please clarify. Drawing provided.	20/01/2019							
4.3	●	Provide technical submission/data sheets for any proposed equipment.	01/01/2019		03/01/2019	We await the information.	10/01/2019	To be provided in O&M.	20/01/2019							
4.4	●	Please confirm that no dead legs will be left within the cold and hot water systems.	01/01/2019		03/01/2019	We await the information.	10/01/2019	Confirmed no dead legs.	20/01/2019							
5.0 Electrical Services																
5.1	●	The tenant has not provided any electrical proposals. Please provide a detailed electrical schedule of works.	01/01/2019	Floor boxes, lighting alterations, small power for kitchen, additional power for AC and server room.	03/01/2019	Noted, however please provide a detailed electrical schedule of works for inclusion within the licence for alterations.	10/01/2019	On drawings & on scope of works.	20.10.2017							
5.2	●	The tenant has not provided any proposed electrical drawings, please provide these.	01/01/2019	To follow.	03/01/2019	We await the information.	10/01/2019	Provided.	20.10.2017							