

Our Ref: S20/MRC/Leasehold  
Contact: Rebekah Brydon  
Telephone: 01438 242666  
Email: [Major.works@stevenage.gov.uk](mailto:Major.works@stevenage.gov.uk)

Date: 21<sup>st</sup> March 2023

Property Address:

Dear

**Notice of intention to enter into a long-term agreement (where public notice is not required) pursuant to Section 20 of the Landlord and Tenant Act 1985 (as amended)**

1. It is the intention of Stevenage Borough Council to enter into a long-term agreement in respect of which we are required to consult residents.
2. The service to be provided under this agreement is Buildings Insurance which covers the structure of your home and:
  - Fixtures and fittings within the building including the communal areas
  - Domestic outbuildings
  - Walls, gates, fences, patios, drives and paths
  - More details can be found on our website
3. We consider it necessary to enter into the agreement because the current contract expires on 30<sup>th</sup> September 2023.
4. We invite you to nominate a supplier you believe we should try and get an estimate from for the services described in paragraph 2 above. If you want to nominate a supplier, you must give us their name within 30 days from the date of receiving this notice.

5. We invite you to make written observations in relation to the proposed agreement by sending them to [major.works@stevenage.gov.uk](mailto:major.works@stevenage.gov.uk) or **Investment Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**. Observations must be made within the consultation period of 30 days from the date of this notice. The consultation period will end on **23<sup>rd</sup> April 2023**.

Yours sincerely



Rebekah Brydon  
Major Works Officer

All future communications relating to the subject matter of the notice should be sent to [major.works@stevenage.gov.uk](mailto:major.works@stevenage.gov.uk) or **Investment Team, Stevenage Borough Council, Daneshill House, Danestrete, Stevenage SG1 1HN**.