

# Housing & Investment

Assistant Director: Jaine Cresser

Name  
Address  
Address  
Address  
Postcode

Our Ref: S20/LIFTS/Leasehold  
Contact: Rebekah Brydon  
Telephone: 01438 242666  
Email: majorworks@stevenage.gov.uk

Date: 30<sup>th</sup> July 2018

Property Address: Address, Address, Address, postcode

Dear XXXXXX

**Service Charges (Consultation Requirements) (England) Regulations 2003:  
Landlord's Proposal Notice (where public notice is given) pursuant to S.20 of  
the Landlord and Tenant Act 1985 (as amended)**

1. This notice is given following the Notice of Intention to enter into a long term agreement issued on 13<sup>th</sup> October 2017. The consultation period in respect of the Notice of Intention ended on 15<sup>th</sup> November 2017.

2. We have completed the tendering exercise to choose a contractor to complete lift renewal and lift refurbishment works, lift maintenance and repairs to Stevenage Borough Council's housing stock

The preferred contractor to whom we propose awarding the agreement is:

Essex Lift Services Ltd  
Clements Bungalow  
Green Lane  
Little Burstead  
Essex  
CM12 9TT

3. We estimate that each tenants contribution towards the maintenance contract will be £?? per year. There will also be a separate cost for the refurbishment of the lift(s). We will contact you when we have a programme in place to tell you which year the refurbishment of your lift is due to take place.
4. The intended duration of the proposed agreement is 5 years.
5. We did not receive within the consultation period following the Notice of Intention any written observations.
6. We invite you to make written observations in relation to this Proposal by sending them to [majorworks@stevenage.gov.uk](mailto:majorworks@stevenage.gov.uk) or **Leasehold 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 2<sup>nd</sup> September 2018

Yours sincerely



Rebekah Brydon  
Major Works Officer

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