

C7555 Notice of Intention – Goulden House Ventilation Project (Phase 2) – Ballot Form

Please read and complete the below to ensure that you are aware of the conditions for this scheme of works.

1. Name of Leaseholder(s):

2. Address of Leasehold Property:

3. Do you wish for your property to be included in the scheme? (Please tick the ONE option that applies).

- **Opt-in:** Yes, I would like the Council to install the new ventilation system to my property.
- **Opt-out:** No, I will arrange for the new ventilation system to be installed privately and understand I am liable for all costs associated.

4. If opting-in, please TICK that you agree to the Council's contractor accessing and undertaking the required works within your property. (Please ignore if opting-out).

5. If opting-in, please TICK that you understand that following completion of the scheme and expiry of the warranty period, that you as leaseholder will be responsible for any future repairs and servicing of the new system. (Please ignore if opting-out).

6. If opting-in, please TICK that you understand that prior to commencement of works you should ensure your internal electrical system is in good working order. The Council's contractor will test each internal system, however if issues are noted and the electricians are not able to accommodate the new system, you will be required to employ a private electrician to remedy any faults prior to the Council completing the final connection. (Please ignore if opting-out).

7. If opting-out, please TICK that you understand that you will still be charged for costs associated with the decommissioning of the existing communal system (Communal Block Works), and that access will still be required to your property as part of this phase of works. (Please ignore if opting-in).

8. If opting-out, please TICK that you understand that as a leaseholder you will still be required to install an individual ventilation system to your property to the required specification, employing and paying a contractor independently of the Council's scheme. (Please ignore if opting-in).

9. Please SIGN & DATE below.

(Signature).....

(Date)

With reference to the attached **Notice of Intention letter dated 9th July 2025**, building regulations require that all properties are adequately served by ventilation, however as you are aware the existing communal system is no longer adequately operational, therefore as part of this first-stage consultation process, leaseholders have the ability to decide whether they wish for the council to install individual systems in their properties as part of this scheme, or to opt-out and procure and pay for the work privately rather than using the Council's contractor.

Additional information to be aware of

For those leaseholders that opt-out of the Council's scheme, please note that any ventilation installations undertaken by leaseholders independently will require inspection by the Council to ensure they meet all regulatory standards. The new systems will not be permitted to feed into the existing communal ducts as these will become obsolete upon decommissioning of the communal system, as such any new or existing individual systems must be installed to terminate externally. All properties must have a compliant ventilation system in place by the completion and commissioning deadline.

Actions Required

Please notify me by **13th August 2025**, as to whether you intend to **'opt-in'**, or alternatively if you plan to undertake the works independently and **'opt-out'** of the Council's scheme by completing and returning the enclosed **ballot slip (this can be completed online via the QR code or returned by post using the enclosed returns envelope)**. Please be advised that we must receive a response from every leaseholder, with one response per property.

How Leaseholder charges will work

If individual leaseholders choose to **'opt-out'** and arrange for the work to be carried out privately, they will not be charged the estimated **'Dwellings'** sum as outlined above (**Point 2**). Instead, leaseholders will be provided with the necessary plans for their properties and will be given time to secure a private contractor to complete their individual installations before the communal ventilation system is decommissioned. Please note that leaseholders that opt-out will still be required to contribute towards the **'Communal Block Works' (Point 1)** associated with the decommissioning of the existing system, as well as bearing the full costs of the installation if arranged independently of this Council scheme. As part of the decommissioning works, the Council's contractor will need to close off the existing ducts within each property, as such access will still be required.



The ballot form can either be completed online via the adjacent QR code, or alternatively please complete the form overleaf and return in the post using the enclosed returns envelope.