

To: **TENANT NAME**, **PROPERTY**

**SECTION 20 OF THE LANDLORD AND TENANT ACT 1985 (AS AMENDED BY THE COMMONHOLD AND LEASEHOLD REFORM ACT 2002).**

**NOTICE OF INTENTION TO ENTER INTO A QUALIFYING LONG TERM AGREEMENT (WHERE PUBLIC NOTICE IS TO BE GIVEN) UNDER SCHEDULE 2 OF THE SERVICE CHARGES (CONSULTATION REQUIREMENTS) (ENGLAND) REGULATIONS 2003.**

Dear **SALUTATION**

This notice is in relation to: **PROPERTY**

Woking Borough Council as landlord, hereby gives you 'Notice of Intention' under Schedule 2 of the Service Charges (Consultation Requirements) (England) Regulations 2003.

1. We, Woking Borough Council, intend to enter into a long-term agreement, and must consult you about this work under section 20 of the Landlord and Tenant Act 1985. (*See Note 1 below.*)
2. The Works to be undertaken under the agreement are as follows (*See Note 2 Below*):
  - Roof replacement or repairs
  - Window and door replacements or repairs
  - Communal area improvements to blocks including decoration and finishes
  - General preventative maintenance to communal areas within blocks
  - Upgraded or refurbished railing and balcony systems
  - Removal of the remaining cladding/wall system and replacement with a new suitable external wall system
3. You can inspect a description of the services to be provided under the agreement at the Council's offices at Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL between 9:00am and 5:00pm Monday – Friday (excluding public holidays). . If you have email facilities, we can email a copy of the documentation to you; alternatively they can be sent by post to you to view in your own home, by arrangement. (*See Note 3 below*).
4. Woking Borough Council considers it necessary to enter into the agreement because it is necessary to arrange a new contract to ensure that the works can be completed and on competitive terms, ensuring that the Council's property, including communal areas, can be well maintained in a safe and good condition for the benefit of all residents.
5. Woking Borough Council invites you to make written observations on the proposed agreement. You should send your observations to Woking Borough Council, either in writing to: Housing Asset Management, Woking Borough Council, Civic Offices, Gloucester Square, Woking, Surrey, GU21 6YL or via email ([housing.commercialenquiries@woking.gov.uk](mailto:housing.commercialenquiries@woking.gov.uk)). We must receive your observations within

the consultation period of 30 days from the date of this notice. The consultation period will end on **29/06/2025** (*See Note 4 below.*)

6. Woking Borough Council is not inviting you to nominate a contractor for the services as it has to give public notice of the services. (*See Note 5 below.*)

Signed:

A handwritten signature in black ink, appearing to read 'Louise Strongitharm', with a long horizontal stroke extending to the right.

Louise Strongitharm  
Strategic Director - Communities

Address: Woking Borough Council Civic Offices, Gloucester Square, Woking, Surrey GU21 6YL

Date: Friday 30<sup>th</sup> May 2025

## Notes

1. Under section 20 of the Landlord and Tenant Act 1985 (as amended) ('the 1985 act') landlords (as defined by section 30 of the 1985 act) must consult tenants whose leases say they must pay service charges to contribute to costs due under a qualifying long-term agreement, if the contribution of any one tenant would be more than £100 in any accounting period. 'Qualifying long-term agreement' is defined by section 20ZA of the 1985 act.
2. Not all Works contained within the agreement may directly affect Leaseholders, but the landlord is still obligated to consult on them.
3. If a notice says where and when tenants can inspect documents relating to the agreement:
  1. the place and time must be reasonable; and
  2. a description of the relevant matters must be available for inspection, free of charge, at that place and during that time.

If facilities to copy the documents are not made available at the times when tenants can inspect the description, the landlord must provide a copy of the description free of charge to any tenant who asks for one.

4. The landlord has a duty to have regard to written observations made within the consultation period by any tenant or Recognised Tenant Association (as defined by Section 29 of the 1985 act).
5. Tenants do not have the right to nominate contractors if the landlord has to give a public notice of the long-term agreement.