



LONDON FIRE BRIGADE

London Fire Brigade Headquarters
169 Union Street London SE1 0LL
T 020 8555 1200 F 020 7960 3602
Textphone 020 7960 3629
london-fire.gov.uk

Freedom of Information request reference number: FOIA 8780.1

Date of response: 8th July 2024

Request:

1. Any documents in relation to enforcement action that may have been taken against the owners or managing agents of Wyndham House 24 Bryanston Square London W1H 2DS by London Fire Brigade following the Enforcement Notice issued by London Fire Brigade in relation to the property dated 13th December 2022.
2. Copy of the recent fire safety risk assessment for the property given to London Fire Brigade by the managing agents of the building.
3. Copy of the recent survey on the fire doors given to London Fire Brigade by the managing agents of the building.

Response:

Please find attached copy of the Enforcement Notice (EN) issued for Wyndham House, 24 Bryanston Square, London, W1H 2DS on 13th December 2022 along with the extended letters sent the RP.

Copy of the recent fire safety risk assessment for the property given to London Fire Brigade by the managing agents of the building. – **We do not hold any record of the Fire Risk Assessment.**

Copy of the recent survey on the fire doors given to London Fire Brigade by the managing agents of the building. - **We do not hold any record of the survey on the fire doors.**

We have dealt with your request under the Freedom of Information Act 2000. For more information about this process please see the guidance we publish about making a request [on our website](#).



LONDON FIRE BRIGADE

Fire Safety Regulation, South West 1 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London
NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 13 December 2022
Our Ref 01/251108

ENFORCEMENT NOTICE

**Notice requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)**

TO:

Name: **Slogantree Limited**

Address: **9 Windsor Court, Golders Green Road, London, NW11 9PP**

Concerning Premises at: **Wyndham House, 24 Bryanston Square, London, W1H 2DS**

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter referenced as ('The Order') in London.

I Charlie Pugsley, Assistant Commissioner (Fire Safety) on behalf of the Commissioner hereby give you notice that the Commissioner is of the opinion that you, as a person being under an obligation to do so, have failed to comply with the duties placed upon you by the Regulatory Reform (Fire Safety) Order 2005 (as amended) (The Order) in respect of the above named premises, the relevant persons who may be on the premises or who may be affected by a fire on the premises.

The matters which, in the opinion of the Commissioner, constitute the failure(s) to comply with The Order are specified in the Schedule of Fire Safety Observations attached to this notice. The Commissioner is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failure(s) and comply with The Order.

The relevant extracts of the legislation are attached.

There may be suitable alternative safety measures, to those detailed in this notice that would meet the requirements of The Order. If you wish to propose or discuss any alternative measures you should contact the person named below, before you take any action, to ensure that your proposed measures will be deemed satisfactory by the Commissioner.

The steps must be taken by **2 May 2023** (or such extension if granted by the Commissioner).

Unless the steps identified in the schedule attached to this notice have been complied with, or such other steps are taken to remedy the failures in consultation with the Commissioner, you will be deemed not to have complied with this notice.

If you fail to comply with the requirements of this notice, you may have committed an offence. The Commissioner may consider a prosecution against you. If you are found guilty, you will be liable to a fine or imprisonment (or both).

You have the right to appeal against this notice, by way of complaint for an order, to the Clerk to the Court of the Magistrates' Court acting for the petty sessions area in which your premises is located. If you wish to bring an appeal, you must do so within 21 days of the date this notice is served on you. The Magistrates' Court Act 1980 will apply to the proceedings. The bringing of an appeal will suspend the operation of this enforcement notice. An appeal against an enforcement notice served under Article 30 of the Regulatory Reform (Fire Safety) Order 2005 (as amended), may be brought on any grounds. These may include that you are aggrieved:

- a) by anything mentioned in the notice with respect to the premises concerned, or the relevant persons as defined by The Order, being a step which must be taken in order to comply with The Order; or
- b) by the period allowed by such a notice for the taking of any steps mentioned in it.

If at any time you wish to discuss the requirements of this notice, or are experiencing difficulty in carrying out the work, please contact **Inspecting Officer** [REDACTED]

Signed [REDACTED]

Dated: 13 December 2022

Assistant Commissioner [REDACTED]
(The Officer appointed for the purpose)

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Commissioner under the Petroleum (Consolidation) Regulations 2014, or either the local authority or the Health and Safety Executive under any other Act of Parliament or Regulation for which they are the enforcing authority. Approval will normally be required under the Building Regulations for any building works for which you are obliged to notify the local Building Control Officer under the Building Regulations 2010 or an Approved Inspector under the Building (Approved Inspectors etc) Regulations, 2010.

Reply to Inspecting Officer [REDACTED]
Direct T 020 8555 1200 [REDACTED]
FSR-AdminSupport@london-fire.gov.uk

Encl: FS03_01a, FS03_01b, FS03_06

Cc: [REDACTED]
[REDACTED]

ENVIRONMENT AND SAFETY INFORMATION ACT 1988

SECTION 4 - PROTECTION OF TRADE SECRETS

The above Act requires the London Fire Commissioner to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005 (as amended), (other than those which impose requirements or prohibitions solely for the protection of persons at work) and Sections 21 and 22 of the Health and Safety at Work etc, Act 1974.

Provisions are made within the Act for persons on whom the above notices are served to appeal against any proposed entry in the register which may disclose "trade secrets" or "secret manufacturing processes".

Entries in the register are required to be made after the period for appeal against the notice expires or after any appeal is disposed of.

If you feel that any such entry would disclose information about a trade secret or secret manufacturing process you may write to the Commissioner within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

Notes relating to Schedule of Fire Safety Audit Observations attached to this notice.

Important information to consider before taking remedial steps:

1. Words written in BLOCK CAPITALS in the attached schedule are standard terms defined in "Definitions of standard terms used in means of escape requirements" which form part of this schedule.
2. Officers of the Commissioner may visit your premises during the course of the notice, to ensure the dates within this plan are being followed.
3. Notwithstanding any consultation undertaken by the Commissioner, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.
4. There may be suitable alternative safety measures to those detailed in the attached schedule, which would meet the requirements of The Order. If you wish to propose or discuss any alternative measures you should get in touch with the person named as the contact above, before you take any action, to ensure that your proposed measures are deemed satisfactory by the Commissioner.
5. Remedial steps must be undertaken by a competent person who has sufficient training, experience, knowledge or other qualities to enable him or her to properly undertake them.
6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

SCHEDULE

PREMISES: Wyndham House, 24 Bryanston Square, London, W1H 2DS

FILE NUMBER: 01/251108

This schedule should be read in conjunction with the Commissioner's Notice dated **13 December 2022**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005 (as amended), were being contravened and the following step(s) need(s) to be taken in order to comply with the above legislation:

Article	Area of Concern	Steps Considered necessary to remedy the contravention.
Article 11	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none">1) Since my last inspection and notice served on the premises, no action has taken place to plan, organise, monitor or review the fire safety arrangements in the premises.2) There has been no planning or organisation for maintenance of the fire alarm system.3) There has been no monitoring or reviewing of employee training at the premises.4) There has been no review of the fire alarm in the common parts. This could compromise the stay put policy in place for the premises.	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <ol style="list-style-type: none">1) The basement fire exit route should not be double locked and the final exit door should have a simple door fastening.2) Next to all flat front doors, there was an area of partitioning which does not provide the required 30 minutes FIRE RESISTANCE.	<p>Ensure adequate emergency routes and exits, for use by relevant persons in the premises, are available and can be safely and effectively used at all relevant times. This can be achieved by:</p> <ol style="list-style-type: none">1) Making adequate arrangements for the basement fire escape route not to be double locked and for the final exit door to have a simple door fastening, with emergency overrides or failsafe, where required.2) Commissioning a survey for partitioning next to the flat front doors, to ascertain the level of FIRE RESISTANCE provided and update if not meeting the minimum 30 minutes FIRE RESISTANCE.

Article 14 continued	3) In the entrance lobby, there is wooden panelling on the walls. It is uncertain if this product provides adequate FIRE RESISTANCE.	3) Commissioning a survey for the wooden panelling at the entrance lobby, to ascertain the level of FIRE RESISTANCE. Replace with adequate FIRE RESISTANT materials or apply FIRE RESISTANCE at regular intervals, if staying in situ.
Article 17	The corridors, lobbies and stairs used for access to and from flats in the premises (the access route(s)) are intended for use by relevant persons as a PROTECTED ROUTE. This route should provide a safe means of escape in the event of fire and must be maintained in an efficient state, in efficient working order and good repair. During the audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to, the protection to the access route. The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route; missing working self closers, intumescent strips and cold smoke seals.	Ensure the access corridor is returned to its intended state as a PROTECTED ROUTE to afford protection from fire in a flat to relevant persons who may require use of that corridor for safe escape from the premises in case of fire. Remedial work that may be necessary for this purpose must be assessed and completed by a competent person who is practised in application of the relevant standards for means of escape. Your attention is drawn to the provisions of subsections (2) (3) and (4) of Article 17 of the Regulatory Reform (Fire Safety) Order 2005 in the attached extracts of legislation. You are advised that walls in PROTECTED ROUTES should have a minimum of 60 minutes FIRE RESISTANCE. Openings in the walls leading to accommodation off a PROTECTED ROUTE (including doors in entrance ways, service openings, borrowed light glazing, holes around cables, trunking and pipework) should be of a minimum 30 minutes FIRE RESISTANCE. Available means the responsible person could use to comply with Article 17 (1) may include enforcing terms of lease and Landlord and Tenant/Property legislation as lessor/owner.
Article 17	At the time of the audit, you had not ensured that a suitable system of maintenance was in place in your premises. It was found that the fire alarm still had faults showing on the fire alarm panel. At the last servicing in April 2022, the contractor raised that the fire alarm was not working properly and was not being suitably maintained.	Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring that the fire alarm system is maintained in efficient working order.
Article 21	At the time of the audit, your employees had not been provided with adequate safety training. It was found that the porter has not been provided with appropriate training on fire safety within the building.	Provide your staff with adequate safety training and refreshers at regular intervals.

Article 9	At the time of the audit the fire risk assessment for your premises has not been subject to a suitable system of review. It was found that since the last fire risk assessment, conducted in January 2020, no further review has taken place for the premises or a new fire risk assessment completed.	The fire risk assessment should be reviewed.
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

The Commissioner would strongly urge that you consider the presence of combustible façade cladding materials as part of the risk assessment process for these premises. All relevant information about any replacement window and facade schemes should be made fully available to fire risk assessors. Where no reliable information is available for a given property, a strategy to assess the risk and where necessary implement short, medium and long term actions to address the risk should be implemented.

Where remedial measures are to be undertaken to which consultation requirements under Section 20 of the Landlord and Tenant Act 1985 will apply, the Commissioner would urge you to consider application of the disapplication provisions under Section 20ZA of that Act.



LONDON FIRE BRIGADE

Fire Safety Regulation, South West 1 Team
169 Union Street London SE1 0LL
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Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London
NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 13 June 2024
Our Ref 01/251108

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)

Premises: Wyndham House, 24 Bryanston Square, London W1H 2DS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter ('The Order') in London.

I refer to the Commissioner's enforcement notice dated **13 December 2022** when you were given notice of steps to be taken by **2 May 2023**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **31 July 2024**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully

■ [REDACTED]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 [REDACTED]

■ [REDACTED]

[REDACTED]



LONDON FIRE BRIGADE

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london-fire.gov.uk

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London
NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 9 May 2023
Our Ref 01/251108

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)

Premises: Wyndham House, 24 Bryanston Square, London, W1H 2DS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter ('The Order') in London.

I refer to the Commissioner's enforcement notice dated **13 December 2022** when you were given notice of steps to be taken by **11 July 2023**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **11 July 2023**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

[Redacted]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [Redacted]

Direct T 020 8555 1200 [Redacted]

[Redacted]

[Redacted]

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London
NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 30 August 2023
Our Ref 01/251108

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)

Premises: Wyndham House, 24 Bryanston Square, London, W1H 2DS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter ('The Order') in London.

I refer to the Commissioner's enforcement notice dated **13 December 2022** when you were given notice of steps to be taken by **2 May 2023**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **29 September 2023**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully

■ [REDACTED]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 ext. [REDACTED]

■ [REDACTED]

[REDACTED]



LONDON FIRE BRIGADE

Fire Safety Regulation, South West 1 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 13 October 2023
Our Ref 01/251108

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)

Premises: Wyndham House, 24 Bryanston Square, London W1H 2DS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter ('The Order') in London.

I refer to the Commissioner's enforcement notice dated **13 December 2022** when you were given notice of steps to be taken by **2 May 2023**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **29 March 2024**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.



LONDON FIRE BRIGADE

Fire Safety Regulation, South West 1 Team
169 Union Street London SE1 0LL
T 020 8555 1200 x89171

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Slogantree Limited
9 Windsor Court
Golders Green Road
London NW11 9PP

The London Fire Commissioner is the
fire and rescue authority for London

Date 29 April 2024
Our Ref 01/251108 [REDACTED]

**EXTENSION OF TIME IN RESPECT
OF ENFORCEMENT NOTICE**
requiring steps to be taken under Article 30 of the
Regulatory Reform (Fire Safety) Order 2005 (as amended)

Premises: Wyndham House, 24 Bryanston Square, London W1H 2DS

The London Fire Commissioner (the Commissioner) is the fire and rescue authority for London. The Commissioner is responsible for enforcing the Regulatory Reform (Fire Safety) Order 2005 (as amended), hereafter ('The Order') in London.

I refer to the Commissioner's enforcement notice dated **13 December 2022** when you were given notice of steps to be taken by **2 May 2023**.

You have since contacted the Commissioner to advise that you will be unable to complete the work within time allowed.

The time limit in which to deal with these outstanding matters has been extended to **8 July 2024**.

If at the end of the time limit the matters have not been rectified, further extensions of time will not be granted, except in exceptional circumstances, and consideration may be given to the initiation of legal proceedings.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

[Redacted]

for Assistant Commissioner (Fire Safety)

Directorate of Operations
FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [Redacted]

Direct T 020 8555 1200 [Redacted]

[Redacted]

[Redacted]

Notification of fire safety information - to station

Enforcement and Prohibitions Notices

Building Safety Information (BSI)
Admin team to gather summaries
of Enforcement and Prohibition
Notices and add to Station
Notification form.

This needs to be uploaded to the
fire safety portal.



BSI to send Station Notification
form to Ops to upload onto
ORD and review PRA.

*If building is a high rise please
BCC [highrisereferrals@london-
fire.gov.uk](mailto:highrisereferrals@london-fire.gov.uk)*

BSI to make note of
enforcement expiry date and
email Ops to remove from ORD



Ops will review existing PRA or
create a new PRA and adjust
ORD entries to incorporate
enforcement information. This
will include a station diary entry
to review the enforcement
expiry date. A new PRA may be
required if the enforcement
notice is complied with.



LONDON FIRE BRIGADE

Notification of fire safety information - to station

To: **Station Commander** – A21 Paddington
Cc: [redacted]@london-fire.gov.uk

From: **High Risk Premises Team** FS file: 01/251108
Email: [redacted]@london-fire.gov.uk

Date: 02/02/2023

The under-mentioned premises have been identified as having special interest to operational personnel. Brief details are given below and further information can be obtained from the officer dealing.

Address of premises:

Wyndham House
24 Bryanston Square
London
W1H 2DS

Detail of information or risk:

- Prohibition notice served
- Enforcement Notice served that contains risks to firefighters**
- Inappropriate sleeping accommodation (sleeping in commercial premises/beds in sheds)
- High-risk to firefighters present (detail below)

Enforcement details:

Issued: 13/12/2022	Expiry: 02/05/2023
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Area of concern

Failure in the effective management of the preventive and protective measures.
 Failure to ensure employees receive adequate safety training.
 Failure to ensure that the premises and any facilities, equipment and devices are maintained in an efficient state, in effective working order and in good repair.
 Failure to provide and/or maintain adequate and clearly indicated emergency routes and exits that lead to a place of safety.
 Failure to review the fire risk assessment.

Action recommended by fire safety:

- Joint visit with fire safety
- Visit by local station
- Details to be added to ORD**
- Check contents of premises information box installed

Carry out Premises Risk Assessment if required

Note to BSI admin: Copy must be placed on e-FSF



LONDON FIRE BRIGADE

Notification of fire safety information - to station

Notification of fire safety information - return to fire safety

To: **Team Leader**
Cc: [redacted]@london-fire.gov.uk

From: **Station Commander** FS
file:
Email: Tel:

Date:

Acknowledgement of receipt and action taken by station:

- Joint visit carried out with fire safety
- Visit carried out by local station
- Details added to ORD**
- Premises added to 'Outside duty master schedule'
- Premises information box contents checked
- Information circulated to local station(s)
- Noted (no further action required)
- Other (detail below)

Note to BSI admin

Acknowledged copy must be placed on e-FSF



LONDON FIRE BRIGADE

Notification of fire safety information - to station

Email template for ORD upload of Enforcement notices

Dear Station,

Please see attached a station notification form that has a summary of an **enforcement notice** which has been issued on a premises on your station ground, please undertake the following actions

- Update the ORD with this risk information in order to ensure you have the latest details about this premises.
- Add details to the **Operational Hazards section on the Tactical Plans tab** of the ORD
- Create a new Premises Risk Assessment if the risk level has changed.
- Consider if a temporary risk should be placed on the mobilising system and / or any changes to the pre-determined attendance.
- Place an entry in LFB diary two weeks prior to the enforcement notice expiry date in order to revisit the premises and confirm if the enforcement notice is still outstanding.

If further information is required please email Building Safety Information mail box.

 [@london-fire.gov.uk](mailto:_____@london-fire.gov.uk)