

**Freedom of Information request reference number:** 8366.1

**Date of response:** 07 March 2024

**Request:**

*For Michael Laurie Magar Limited trading as MLM Properties 'MLM' please provide:*

- 1. A copy of every NOD and Enforcement Notice issued to MLM; and*
- 2. A confirmation letter of every 'closing out' letter should notices in 1 above have been closed/satisfied.*

**Response:**

Our Prevention and Protection (Fire Safety) team have provided the attached notices issued to Michael Laurie Magar Limited.

Personal data has been redacted from the attached documents under [section 40 of the FOI act: 'Personal information.'](#)

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.](#)



Michael Laurie Magar Ltd  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 18 February 2014  
Our Ref 10/010378 /JPC

Dear Madam

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Blueprint Apartments 16 Balham Grove London SW12 8AU**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **13 May 2014**, when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate

FSRSouth@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Reply to Inspecting Officer [REDACTED]

Direct T 0208 555 1200 Ext: [REDACTED]

M: [REDACTED]

## SCHEDULE

**Premises: Blueprint Apartments 16 Balham Grove London SW12 8AU**

**File Number: 10/010378**

This schedule should be read in conjunction with the Authority's letter dated **18 February 2014**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 9(3) Failure to Review	Failure to review fire risk assessment	Implement regular program to review fire risk assessment.
Article 10 Part 3 Schedule 1	Where a risk assessment has been undertaken the preventative and protective measures have not been carried out on the basis of the principles specified in Part 3 of Schedule 1.	Implement preventative and protective measures identified in fire risk assessment on the basis of the principles specified in Part 3 of Schedule.
Article 17(1) Failure to maintain	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.	Ensure that adequate maintenance systems are in place 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.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



[REDACTED]  
Michael Laurie Magar Limited Chartered Surveyors  
2nd Floor  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 1 October 2013  
Our Ref FS/13/001841/PC

Dear [REDACTED]

## REGULATORY REFORM (FIRE SAFETY) ORDER 2005 NOTIFICATION OF FIRE SAFETY DEFICIENCIES

**Premises: 492 Lea Bridge Road, Leyton, London, E10 7DU**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **26 November 2013** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours sincerely

**for Assistant Commissioner (Fire Safety Regulation)**

Fire and Community Safety Directorate

FSRNorth@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555-1200 Ext [REDACTED]

Cc- [REDACTED] Michael Laurie Magar Limited, 2nd Floor, Melville House, 8-12 Woodhouse Road  
London, N12 ORG

[REDACTED], Michael Laurie Magar Limited, 2nd Floor, Melville House, 8-12 Woodhouse Road,  
London, N12 ORG

## SCHEDULE

**PREMISES:** 492 Lea Bridge Road, Leyton, London , E10 7DU

**File Number:** FS/13/001841

**Sheet : 1 of : 2**

This schedule should be read in conjunction with the Authority's letter dated **1 October 2013**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 9(1)	Failure to make a suitable and sufficient fire risk assessment. Mr [REDACTED] stated that there was a fire risk assessment in place but to date, neither he or his deputy have been able to produce it for Audit. If the risk assessment has been carried out it does not appear to cover sufficient articles	Carry out a suitable and sufficient fire risk assessment
Article 11(1)	Failure in the effective organisation of preventive and protective measures.	Implement effective organisation of preventive and protective measures.
Article 11(1)	Failure in the effective control of preventive and protective measures. The single stairwell is not a sterile area. Combustibles and evidence of burned candles are apparent.	Implement effective control of preventive and protective measures.
Article 17(1)	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. There are no records available to confirm regular testing and maintenance of AFA within the common parts. The secure fastenings on the front entrance door are broken and not secure.	Ensure that adequate maintenance systems are in place 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



Article 18(1)	Failure to appoint sufficient competent persons to assist in undertaking preventive and protective measures. There is no evidence of a deputy aware of the Fire Risk assessment in the absence of Mr Senior. There is no confirmation of competent persons testing fire alarm	Appoint sufficient competent persons to assist in undertaking preventive and protective measures.
Article 14(1)	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. Residents appear to use landing for extra storage. A large amount of postage and junk mail appears to be stacked on electrical intake cupboard in the ground floor entrance area . These areas should be sterile.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 14(2)(b)	Failure to ensure that, in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible. The electrical intake cupboard door is left open and not lockable. In the event of fire within it, products of combustion could quickly spread into the escape route. The risk of arson is also increased.	Ensure persons are able to evacuate the premises as quickly and as safely as possible.
Article 8	Failure to take such general fire precautions as will ensure the safety of those who are not employees. At the time of inspection the grassed area around the building at the back was extremely overgrown with grass and dry bracken, which was up to windowsill level in a number of places. This could be a fire hazard in dry conditions.	Implement the general fire precautions identified as necessary by the fire risk assessment for the premises. Maintain the area so as to reduce the risk of fire spreading from a grass fire to the building.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

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**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

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The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C, Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 06 April 2022  
Our Ref 15/254245/OA

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**Premises: Flats 13-20, Calder Court, Riverside Close, Romford RM1 1EN**

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 (The Order) in London.

Further to the recent inspection by an authorised officer I confirm that the works specified in the Enforcement Notice dated **28 June 2021**, issued by the Commissioner in respect of the above mentioned premises have been satisfactorily completed within the specified time limit. The Enforcement Notice has been complied with and at the time of the inspection the premises were deemed to comply with the above Order.

Should the circumstances change in the future affecting the risk to persons in case of fire, a further risk assessment of the premises should be carried out and the findings addressed. The law requires that if you have:

- 5 or more employees,
- a licence under an enactment in force in respect of the premises, or
- an alteration notice in force requiring such,

your risk assessment should be recorded and made available for future inspection in order to ensure continued compliance with the Order.

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,



**for Assistant Commissioner (Fire Safety)**  
Directorate of Operations

Reply to Inspecting Officer [REDACTED]  
Direct T 02085551200 Ext. [REDACTED]  
FSR-AdminSupport@london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C, Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 06 April 2022  
Our Ref 15/254245/OA

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

### **Premises: Flats 1-12, Calder Court, Riverside Close, Romford RM1 1EN**

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 (The Order) in London.

Further to the recent inspection by an authorised officer I confirm that the works specified in the Enforcement Notice dated **28 June 2021**, issued by the Commissioner in respect of the above mentioned premises have been satisfactorily completed within the specified time limit. The Enforcement Notice has been complied with and at the time of the inspection the premises were deemed to comply with the above Order.

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**for Assistant Commissioner (Fire Safety)**  
Directorate of Operations

Reply to Inspecting Officer [REDACTED]  
Direct T 02085551200 Ext. [REDACTED]  
FSR-AdminSupport@london-fire.gov.uk



The Company Secretary  
MLM Limited  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 7 August 2014  
Our Ref 23/013848/JH

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

**Premises: Charter Court, Linden Grove, New Malden, Surrey, KT3 3BW**

I refer to the Authority's enforcement notice dated **16 September 2013** when you were given notice of steps to be taken by **21 July 2014**.

You have since contacted the Authority 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 December 2014**.

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,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
[FSRSouth@london-fire.gov.uk](mailto:FSRSouth@london-fire.gov.uk)

Reply to [REDACTED]  
Direct T 020 8555 1200 Ext. [REDACTED]

cc: Mr [REDACTED] Property Manager, Michael Laurie Magar Ltd, Melville House, 8-12 Woodhouse Road,  
London, N12 0RG



The Company Secretary  
MLM Ltd  
Melville House  
8 - 12 Woodhouse Road  
London  
N12 ORG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 23 January 2014  
Our Ref 23/013848/sh

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

**Premises: Charter Court, Linden Grove, Kingston, Surrey, KT3 3BW**

I refer to the Authority's enforcement notice dated **16 September 2013** when you were given notice of steps to be taken by **20 January 2014**.

You have since contacted the Authority 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 **21 July 2014**.

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,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate

FSRSouth@london-fire.gov.uk

Reply to [REDACTED]

Direct T 0208 555 1200 ext [REDACTED]





LONDON FIRE BRIGADE

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

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 8 December 2021  
Our Ref 15/254245/MH

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

**Premises: Flats 21-28, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I refer to the Commissioner's enforcement notice dated **28 June 2021** when you were given notice of steps to be taken by **15 November 2021**.

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 **25 February 2022**.

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](mailto:FSR-AdminSupport@london-fire.gov.uk)

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]



LONDON FIRE BRIGADE

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

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
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WD6 1JH

The London Fire Commissioner is the  
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Date 8 December 2021  
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**EXTENSION OF TIME IN RESPECT  
OF ENFORCEMENT NOTICE**  
requiring steps to be taken under Article 30 of the  
Regulatory Reform (Fire Safety) Order 2005

**Premises: Flats 13-20, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I refer to the Commissioner's enforcement notice dated **28 June 2021** when you were given notice of steps to be taken by **15 November 2021**.

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 **25 February 2022**.

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](mailto:FSR-AdminSupport@london-fire.gov.uk)

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]



LONDON FIRE BRIGADE

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

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The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 8 December 2021  
Our Ref 15/254245/MH

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

**Premises: Flats 1-12, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I refer to the Commissioner's enforcement notice dated **28 June 2021** when you were given notice of steps to be taken by **15 November 2021**.

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 **25 February 2022**.

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](mailto:FSR-AdminSupport@london-fire.gov.uk)

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]



LONDON FIRE BRIGADE

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

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 28 June 2021  
Our Ref 14/195984/PG

## ENFORCEMENT NOTICE

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

TO :

Name: **Michael Laurie Magar Limited**

Address: **Suite C, Premiere House, Elstree Way, Borehamwood, Hertfordshire,  
WD6 1JH**

Concerning Premises at: **Flats 21-28, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I Paul Jennings, Assistant Commissioner (Fire Safety Regulation) 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 (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 **15 November 2021** (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, 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: 28 June 2021**

Assistant Commissioner  
(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 ext. [REDACTED]  
[FSR-AdminSupport@london-fire.gov.uk](mailto:FSR-AdminSupport@london-fire.gov.uk)

Encl: FS03\_01a  
FS03\_01b  
FS03\_06



## 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, (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: Flats 21-28, Calder Court, Riverside Close, Romford, RM1 1EN**

**FILE NUMBER: 14/195984**

This schedule should be read in conjunction with the Commissioner's Notice dated **28 June 2021**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <p>1) The service riser cupboards had not been constructed correctly. The riser cupboards at Calder Court have been constructed using timber which should have a plasterboard finish on both sides. The internal FIRE RESISTING plasterboard construction is missing.</p> <p>2) The service riser cupboards have not been sealed correctly at the top floor level. The top floor riser cupboard is open to the roof void, allowing a route for fire spread into the roof void.</p> <p>3) The service cabling and pipework have not been sealed correctly where the cabling and pipework leave the riser cupboards.</p> <p>4) There is storage of residents' goods and rubbish in the common corridor/stair and inside riser cupboards.</p>	<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> <p>1) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>2) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>3) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>4) Ensuring that all common parts and riser cupboards are to be maintained as sterile areas with all storage of goods/rubbish removed.</p>

**\*\*\*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, North East 1 Team  
169 Union Street London SE1 0LL  
T 020 8555 1200

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 28 June 2021  
Our Ref 14/195984/PG

## ENFORCEMENT NOTICE

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

TO :

Name: **Michael Laurie Magar Limited**

Address: **Suite C, Premiere House, Elstree Way, Borehamwood, Hertfordshire,  
WD6 1JH**

Concerning Premises at: **Flats 13-20, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I Paul Jennings, Assistant Commissioner (Fire Safety Regulation) 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 (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 **15 November 2021** (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, 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: 28 June 2021**

Assistant Commissioner  
(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 ext. [REDACTED]  
[FSR-AdminSupport@london-fire.gov.uk](mailto:FSR-AdminSupport@london-fire.gov.uk)

Encl: FS03\_01a  
FS03\_01b  
FS03\_06

## 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, (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: Flats 13-20, Calder Court, Riverside Close, Romford, RM1 1EN**

**FILE NUMBER: 14/195984**

This schedule should be read in conjunction with the Commissioner's Notice dated **28 June 2021**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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"><li>1) The service riser cupboards had not been constructed correctly. The riser cupboards at Calder Court have been constructed using timber which should have a plasterboard finish on both sides. The internal FIRE RESISTING plasterboard construction is missing.</li><li>2) The service riser cupboards have not been sealed correctly at the top floor level. The top floor riser cupboard is open to the roof void, allowing a route for fire spread into the roof void.</li><li>3) The service cabling and pipework have not been sealed correctly where the cabling and pipework leave the riser cupboards.</li><li>4) There is storage of residents' goods and rubbish in the common corridor/stair and inside riser cupboards.</li></ol>	<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"><li>1) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</li><li>2) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</li><li>3) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</li><li>4) Ensuring that all common parts and riser cupboards are to be maintained as sterile areas, with all storage of goods/rubbish removed.</li></ol>

**\*\*\*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, North East 1 Team  
169 Union Street London SE1 0LL  
T 020 8555 1200

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 28 June 2021  
Our Ref 14/195984/PG

## ENFORCEMENT NOTICE

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

TO :

Name: **Michael Laurie Magar Limited**

Address: **Suite C, Premiere House, Elstree Way, Borehamwood, Hertfordshire,  
WD6 1JH**

Concerning Premises at: **Flats 1-12, Calder Court, Riverside Close, Romford, RM1 1EN**

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 (The Order) in London.

I Paul Jennings, Assistant Commissioner (Fire Safety Regulation) 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 (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 **15 November 2021** (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, 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]  
Assistant Commissioner  
(The Officer appointed for the purpose)

**Dated:** 28 June 2021

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 ext. [REDACTED]  
[FSR-AdminSupport@london-fire.gov.uk](mailto:FSR-AdminSupport@london-fire.gov.uk)

Encl: FS03\_01a  
FS03\_01b  
FS03\_06

## 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, (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: Flats 1-12, Calder Court, Riverside Close, Romford, RM1 1EN**

**FILE NUMBER: 14/195984**

This schedule should be read in conjunction with the Commissioner's Notice dated **28 June 2021**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 14	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that:</p> <p>1) The service riser cupboards had not been constructed correctly. The riser cupboards at Calder Court have been constructed using timber which should have a plasterboard finish on both sides. The internal FIRE RESISTING plasterboard construction is missing.</p> <p>2) The service riser cupboards have not been sealed correctly at the top floor level. The top floor riser cupboard is open to the roof void, allowing a route for fire spread into the roof void.</p> <p>3) The service cabling and pipework have not been sealed correctly where the cabling and pipework leave the riser cupboards.</p> <p>4) There is storage of residents' goods and rubbish in the common corridor/stair and inside riser cupboards.</p>	<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> <p>1) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>2) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>3) Arranging for a compartmentation survey of all riser cupboards. Any deficiencies are to be fire stopped to provide a minimum 60 minutes FIRE RESISTANCE.</p> <p>4) Ensuring that all common parts and riser cupboards are to be maintained as sterile areas, with all storage of goods/rubbish removed.</p>

**\*\*\*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.



Michael Laurie Magar Limited  
2nd Floor Melville House  
8-12 Woodhouse Road  
Finchley  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 18 March 2014  
Our Ref 28/001618/MEG

Dear Sir/Madam,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Common Areas, Flats 1-23 Linear View, Wellspring Crescent, Wembley,  
HA9 9UY**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the steps detailed in the attached schedule need to be taken in order to comply with the above legislation.

The steps should be completed by **10 June 2014** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
FSRNorth@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Cc: [REDACTED] - Michael Laurie Magar Ltd, Melville House, 8-12 Woodhouse Road, London  
N12 0RG

Reply to [REDACTED]  
Direct T 0208 555 1200 [REDACTED]

## SCHEDULE

**PREMISES:** Common Areas, Flats 1-23 Linear View, Wellspring Crescent, Wembley, HA9 9UY

**File Number:** 28/001618

**Sheet : 1 of : 1**

This schedule should be read in conjunction with the Authority's letter dated **18 March 2014**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 11(1)	Failure in the effective planning of preventive and protective measures.	Implement effective planning of preventive and protective measures.
Article 17(1)	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. At the time of audit the fire door to the 5th floor lobby was not self closing effectively.	Ensure that adequate maintenance systems are in place 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.
Article 14(1)	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. At the time of audit items that appeared to be personal effects were found stored on the 7th floor and a cleaning trolley on the lower ground floor in the escape route.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 15(1)(a)	Failure to establish an appropriate emergency plan. At the time of audit the fire action notice displayed in the common parts indicated residents should use manual call points to raise the alarm, yet none were observed.	Prepare/update emergency plan.



## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



LONDON FIRE BRIGADE

Fire Safety Regulation, South East 3 Team  
169 Union Street London SE1 0LL  
T 020 8555 1200

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
MLM Property Management Ltd  
57 Park Gardens  
Hockley  
SS5 4HF

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

Date 25 November 2020  
Our Ref 94/206063/MH

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Cornmill House, 4 Wharf Street, Deptford, SE8 3GE**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **17 March 2021**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Cornmill House, 4 Wharf Street, Deptford, SE8 3GE**

**FILE NUMBER: 94/206063**

This schedule should be read in conjunction with the Commissioner's letter dated **25 November 2020**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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"><li>1) There was no review of the fire risk assessment.</li><li>2) Maintenance of the automatic opening vents, automatic fire alarm, dry rising main ,emergency lighting, five year fixed electrical test had not been planned and organised.</li><li>3) Integrity of riser cupboard doors had not been monitored.</li><li>4) Review of flat front door operation had not been completed.</li><li>5) No review of suitability of fire action notices.</li><li>6) No review of riser cupboard compartmentation.</li><li>7) No evidence FIRE RESISTANCE of furniture in the entrance has been checked.</li></ol>	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that riser cupboard doors across most floors, have excessive gaps and need reviewing.	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 obtaining competent person(s) to review the riser cupboard doors on all floors.

Article 15	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that fire action notices are not suitable for a stay put fire strategy.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by installing suitable fire action notices for a stay put fire strategy.
Article 17	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair.</p> <p>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. At the time of the audit the PROTECTED ROUTE was compromised as flat front door number 45 did not close fully because it was catching on the latch and door 42 not closing due to a draught excluder installed onto it.</p>	<p>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.</p> <p>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.</p>
Article 8	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that:</p> <ol style="list-style-type: none"> <li>1) No testing/maintenance certification for the automatic fire alarm, dry rising main, automatic opening vents, 5 yearly fixed electrical test, emergency lighting.</li> <li>2) Hanging pictures in the common areas are to be removed.</li> <li>3) 10th floor telecoms cupboard has no fire stopping where cables go through compartment.</li> <li>4) 6th and 9th floor risers adjacent to lift have breach in compartmentation.</li> </ol> <p style="text-align: right;"><i>Continued on page 7</i></p>	Implement the significant findings of your fire risk assessment.

Article 8 Cont'd	<p>5) 8th floor electrical riser has some intumescent strip missing.</p> <p>6) Assess furniture in entrance hall that it complies with current fire safety standards.</p>	
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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.



The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 7<sup>th</sup> August 2018  
Our Ref 23/013848/HE

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

### **Premises: Charter Court, Linden Grove, New Malden, KT3 3BN**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **22<sup>nd</sup> January 2018**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply To Inspecting Officer [REDACTED]

Direct T 02085551200 Ext. [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc. [REDACTED] Michael Laurie Magar Limited, Melville House, 8-12 Woodhouse Road, London,  
N12 0RG

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## 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, (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).

## SCHEDULE

### PREMISES: Charter Court, Linden Grove, New Malden, KT3 3BN

**File Number: 23/013848**

This schedule should be read in conjunction with the Commissioner's letter dated **7<sup>th</sup> August 2018**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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"> <li>1) The fire risk assessment is not being continuously monitored and reviewed.</li> <li>2) The coordination and cooperation with the leaseholders are not being controlled, managed, or presently planned.</li> <li>3) Regular testing of the emergency escape lighting and fire detection and warning system are not being planned, organised, or controlled.</li> </ol>	<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"> <li>1) Combustibles were stored in the communal parts of the premises which could impede the ability to safely evacuate the premises.</li> <li>2) Combustibles were stored in the under stair cupboard for the block containing flats 33-40a,</li> <li>3) The emergency escape lighting is not tested on a regular basis,</li> </ol>	<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"> <li>1) All common parts should be kept clear and sterile, not containing bikes, prams, or rubbish.</li> <li>2) All riser cupboards need to be kept clear and sterile and not used for the storage of combustibles.</li> <li>3) Emergency escape lighting should be tested regularly and is in good practice to record any testing and maintenance performed.</li> </ol>

Article 14 Continued	4) The riser cupboard doors do not have intumescent strips, or cold smoke seals, or 'fire door, keep locked shut' signage.	4) All riser cupboards should be of substantial build, allowing for 30 minute fire resistance, and should be equipped with intumescent strips, cold smoke seals, and be securely locked shut and contain relevant 'Fire door, keep locked shut' signage.
Article 15	<p>At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that:</p> <p>1) Fire action notices are suitable and sufficient as they do not suitably inform relevant persons of an assembly point, or the need to activate a break glass call point.</p> <p>2) Fire action notices are not affixed near break glass call points.</p> <p>3) The stay put policy does not correspond to the level of detection present in the premises, or the level of separation.</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by:</p> <p>1) Fire action notices should indicate the location of an assembly point which is understood by all relevant persons and that upon discovery of a fire, activation of a break glass call point should take place.</p> <p>2) Fire action notices should be affixed at final exits, in line with break glass call points.</p> <p>3) A simultaneous evacuation process should be instituted given the level compartmentation noticed, and the provision of a communal fire detection and warning system.</p>
Article 17	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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 flat front doors in all blocks except that housing flats 33-40a do not appear to be suitable and sufficient. Although appearing to be of nominal 30 minute fire resistance, no intumescent strips or cold smoke seals are installed, cat flaps are installed in flat front doors 69, 79 and 80 and letter boxes does not appear to be fire resisting.</p>	<p>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.</p>

Article 22	At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that coordination and cooperation is not be sourced between leaseholders and the Responsible Person.	You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular, continuous contact with leaseholders is required to ensure compliance of the Fire Safety Order, including the need to achieve suitable and sufficient fire resisting standards for flat front doors.
Article 8	<p>At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that:</p> <p>1) Breaches in the horizontal separation from riser cupboards under the stairs was breached and not repaired.</p> <p>2) It is believed that there is insufficient compartmentation in the loft spaces in all blocks beside the ones housing flats 1-8 and 33-40a.</p>	<p>Provide suitable FIRE RESISTING separation by:</p> <p>1) All breaches in the horizontal compartmentation needs to be repaired with suitable and sufficient fire stopping materials.</p> <p>2) A full compartment survey should be undertaken to ascertain the level of separation of the loft spaces. Separation should be achieved in accordance with building design and run in line with all cavity barriers.</p>
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 there was no evidence of continual review of the fire risk assessment or that the significant findings have been actioned.	The fire risk assessment should be reviewed.

**\*\*\*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.

The Company Secretary  
Michael Laurie Magar Ltd  
Suite C Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 16 November 2022  
Our Ref 90/214833/DW

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (AS AMENDED): NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Boulton House, Conington Road, Ladywell, London, SE13 7LH**

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 Fire Safety Order (as amended) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with the Fire Safety Order (as amended).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **8 March 2023**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order (as amended); or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order (as amended) can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.



When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order (as amended).

Yours faithfully,

[Redacted Signature]

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer [Redacted]  
Direct T 020 8555 1200 ext [Redacted]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: The Company Secretary, Notting Hill Genesis, Bruce Kenrick House, 2 Killick Street, London, N1 9FL

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Boulton House, Conington Road, Ladywell, London, SE13 7LH**

**FILE NUMBER: 90/214833**

This schedule should be read in conjunction with the Commissioner's letter dated **16 November 2022**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, 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> <p>1) Planning and organisation to ensure fire safety signage was provided to meet the requirements of BS5499 had not been undertaken, an incorrect fire action notice was provided in the ground floor entrance lobby.</p> <p>2) Planning and organisation to ensure that the plasterboard linings were not compromised by holes had not been undertaken. On audit it was found that the plasterboard of a means of escape wall close to the stair in the lower ground had been compromised by a hole caused by a self closing device.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
Article 9	<p>At the time of the audit, the fire risk assessment for your premises was not suitable and sufficient. It was found that:</p> <p>1) The fire risk assessment contains ambiguities and inaccuracies. For example, on page 9 it states that "There is/is not an active fire warning system installed".</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to:</p> <p>1) Ensuring that it is accurate and free of ambiguities.</p>

<p>Article 9 Continued</p>	<p>2) The fire risk assessment does not consider the presence of the smoke dampers located above doors between lobbies and the protected stair, their function and maintenance.</p> <p>3) The fire risk assessment does not fully consider the operation of the automatic opening ventilation system which appears to include provision of smoke dampers as part of its operation.</p> <p>4) The fire risk assessment does not consider the provision of an inappropriate fire action notice located in the common parts on the ground floor.</p> <p>5) The fire risk assessment does not consider the impact on fire safety of the anti-social behaviour in the block that leads to issues including several shopping trolleys being left in the common parts regularly and abuse of the common parts.</p>	<p>2) Ensuring it considers the presence of all fire safety features of the premises, including the unusual provision in this instance of smoke dampers.</p> <p>3) Ensuring suitable consideration of the automatic opening ventilation system.</p> <p>4) Ensuring correct fire action notices are provided where required, in this case to support a stay put evacuation strategy.</p> <p>5) Ensuring suitable action is taken to limit the occurrence impact of anti social behaviour on the fire safety of the premises.</p>
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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.

The Company Secretary  
Notting Hill Genesis  
Bruce Kenrick House  
2 Killick Street  
London  
N1 9FL

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

Date 16 November 2022  
Our Ref 90/214833/DW

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005 (AS AMENDED): NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Boulton House, Conington Road, Ladywell, London, SE13 7LH**

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 Fire Safety Order (as amended) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with the Fire Safety Order (as amended).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **8 March 2023**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order (as amended); or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order (as amended) can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order (as amended).

Yours faithfully,

[REDACTED]

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer [REDACTED]  
Direct T 020 8555 1200 ext [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: The Company Secretary, Michael Laurie Magar Ltd, Suite C, Premiere House, Elstree Way, Borehamwood, Hertfordshire, WD6 1JH

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.



The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Boulton House, Conington Road, Ladywell, London, SE13 7LH**

**FILE NUMBER: 90/214833**

This schedule should be read in conjunction with the Commissioner's letter dated **16 November 2022**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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 there was a puncture in the plasterboard surface of the means of escape in the lower ground floor means of escape.	Arranging 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 implementing a suitable program of inspection and maintenance to ensure that compartmentation is not compromised. Ensuring self closing devices fitted to doors on the common means of escape do not impact and cause punctures in the plasterboard of the means of escape.

**\*\*\*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.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C, Premiere House  
Elstree Way, Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 11 May 2022  
Our Ref 94/206063/OA

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

### **Premises: Cornmill House, 4 Wharf Street, Deptford SE8 3FY**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **31 August 2022**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control.
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.


I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.


Yours faithfully,

  
**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer 

Direct T 020 8555 1200 ext: 

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: mlmproperty.co.uk

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

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- ◆ how to appeal.
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Cornmill House, 4 Wharf Street, Deptford SE8 3FY**

**FILE NUMBER: 94/206063**

This schedule should be read in conjunction with the Commissioner's letter dated **11 May 2022**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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"><li>1) There was no review of flat front doors 45, 42, 30, and 15 to ensure they close fully into door frames by use of the positive action self closer.</li><li>2) There was no review of the suitability of the blank caps on the riser doors.</li><li>3) There was no review of the riser doors to ensure that, they have suitable gaps around doors when they are closed into the door frame.</li><li>4) There was no review of the suitability of the fire action notices.</li><li>5) There was no review of the neoprene cold smoke seals on the lobby doors to the staircase.</li></ol>	Arrangements identified as not suitably addressed, must be effectively planned, organised, controlled, monitored, or reviewed.
Article 14	<p>At the time of the audit, the emergency routes or exits were inadequate. It was found that, riser cupboard doors have a metal blank cap over openings in the door. A number of riser cupboard doors had excessive door gaps when the doors were closed into their frames.</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 ensuring, these caps have suitable FIRE RESISTANCE to ensure, the integrity of the riser door. Conduct riser door survey and remediate faults identified.
Article 15	<p>At the time of the audit, your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that, fire action notices displayed did not state the stay put fire strategy but was more akin to a fire action notice for use in an office.</p>	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by installing suitable fire action notices for a stay put fire strategy purpose built block of flats.

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, neoprene door blades on a number of lobby doors to staircase did not engage against the door frame when the doors were closed into the door frame.	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 repair and replacement of neoprene blades on lobby doors to staircase.
Article 17	The corridors, lobbies, and the 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 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 required rectification of defects that, have arisen in, and alterations made to, the protection to the access route. It was found that, flat front doors numbers 45, 42, 30, and 15 sampled and doors did not close fully into the door frame by use of the positive action self closer.	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.

**\*\*\*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.



The Company Secretary  
Michael Laurie Magar Limited  
Suite C, Premiere House  
Elstree Way, Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 11 May 2022  
Our Ref 94/206063/OA

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

### **Premises: Cornmill House, 4 Wharf Street, Deptford SE8 3FY**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **31 August 2022**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

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- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

[REDACTED]

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 ext: [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: [REDACTED]mlmproperty.co.uk

Notes to accompany the Notification of Deficiencies schedule.

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4. There may be suitable alternative safety measures to those detailed in this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

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**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Cornmill House, 4 Wharf Street, Deptford SE8 3FY**

**FILE NUMBER: 94/206063**

This schedule should be read in conjunction with the Commissioner's letter dated **11 May 2022**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, 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"> <li>1) There was no review of flat front doors 45, 42, 30, and 15 to ensure they close fully into door frames by use of the positive action self closer.</li> <li>2) There was no review of the suitability of the blank caps on the riser doors.</li> <li>3) There was no review of the riser doors to ensure that, they have suitable gaps around doors when they are closed into the door frame.</li> <li>4) There was no review of the suitability of the fire action notices.</li> <li>5) There was no review of the neoprene cold smoke seals on the lobby doors to the staircase.</li> </ol>	<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, riser cupboard doors have a metal blank cap over openings in the door. A number of riser cupboard doors had excessive door gaps when the doors were closed into their frames.</p>	<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 ensuring, these caps have suitable FIRE RESISTANCE to ensure, the integrity of the riser door. Conduct riser door survey and remediate faults identified.</p>
Article 15	<p>At the time of the audit, your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that, fire action notices displayed did not state the stay put fire strategy but was more akin to a fire action notice for use in an office.</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by installing suitable fire action notices for a stay put fire strategy purpose built block of flats.</p>

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, neoprene door blades on a number of lobby doors to staircase did not engage against the door frame when the doors were closed into the door frame.	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 repair and replacement of neoprene blades on lobby doors to staircase.
Article 17	The corridors, lobbies, and the 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 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 required rectification of defects that, have arisen in, and alterations made to, the protection to the access route. It was found that, flat front doors numbers 45, 42, 30, and 15 sampled and doors did not close fully into the door frame by use of the positive action self closer.	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.

**\*\*\*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.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 13 September 2021  
Our Ref 25/210946/LB

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: 67-70 Staveley Gardens, Chiswick, London W4 2SA**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **4 January 2022**

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If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

[REDACTED]

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Fire Safety Advisor [REDACTED]

Direct T 020 8555 1200 ext [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

CC: [REDACTED]@mlmproperty.co.uk



Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: 67-70 Staveley Gardens, Chiswick, London W4 2SA**

**FILE NUMBER: 25/210946**

This schedule should be read in conjunction with the Commissioner's letter dated **13 September 2021**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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.</p> <p>It was found that:</p> <ol style="list-style-type: none"><li>1) Items were being stored in the communal area.</li><li>2) The domestic storage cupboards in the communal area were unable to be locked.</li><li>3) The majority of action points raised by the most recent fire risk assessment had not been addressed within the recommended time periods.</li><li>4) The contact details on display in the communal area have not been updated to reflect who the property manager for the premises is.</li></ol>	<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 on the ground floor, by the front entrance, there are vents and a window leading from a flat. It is not clear whether these parts have been sealed adequately to ensure the means of escape is adequately protected.</p>	<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 ensuring that any openings onto the means of escape have adequate FIRE RESISTANCE.</p>
Article 15	<p>At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that the fire action notice on</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by reviewing the fire safety signage and</p>

Article 15 continued.	display was inconsistent with the evacuation strategy for the premises.	ensuring it is consistent with the evacuation strategy for the premises.
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 there was no evidence the emergency lighting on the premises is subject to periodic testing, in line with required standards.	Arrange initial and on going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by reviewing the testing schedule for the emergency lighting on the premises, and ensuring that it is in line with the required standards.
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 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 considered, prevented or addressed deficiencies in the FIRE RESISTANCE of the PROTECTED ROUTE. The PROTECTED ROUTE may have been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.	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 8	At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented.  It was found that action points including:  1) Replacing the fire action notice on display.  2) Confirming that the flat entrance doors meet required standards.  3) Ensuring the emergency lighting is subject to periodic testing, in line with	Implement the significant findings of your fire risk assessment, in particular the actions required to ensure the means of escape is sterile and adequately protected, and the evacuation strategy is clearly communicated.

Article 8 continued.	required standards. This is not an exhaustive list. Please refer to the most recent fire risk assessment for a comprehensive list.	
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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 East 4 Team  
169 Union Street London SE1 0LL  
T 020 8555 1200

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire WD6 1JH

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

Date 28 June 2021  
Our Ref 90/250939/MH

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Hester House, Conington Road, Ladywell, London SE13 7FL**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **15 November 2021**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

██████████  
**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer ██████████

Direct T 020 8555 1200 x ██████████

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: [hello@mlmproperty.co.uk](mailto:hello@mlmproperty.co.uk)

██████████@mlmproperty.co.uk

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.



The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Hester House, Conington Road, Ladywell, London SE13 7FL**

**FILE NUMBER: 90/250939**

This schedule should be read in conjunction with the Commissioner's letter dated **28 June 2021**.

The condition(s) specified in the Regulatory Reform (Fire Safety) Order 2005, 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	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 planning and organisation to ensure that fire doors protecting the means of escape were fully self closing into their frames had not been undertaken.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that several fire doors protecting the means of escape were not fully self closing into their frames. Including the door onto the protected stair on the 3rd floor and a fire door between the bin room and the lobby containing flat entry doors.	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 ensuring fire doors protecting the means of escape fully self close into their frames.
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 fire doors, including a door on the ground floor between the bin room and the lobby containing the flat entry doors, and a door onto the protected stair on the third floor, were not fully self closing into their frames.	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 implementing a suitable programme of inspection and maintenance of fire doors.
Article 9	At the time of the audit the fire risk assessment (FRA) for your premises was not suitable and sufficient. It was found that:  1) The FRA for the premises is not site specific, there is a generic and general approach across the seven premises making up the larger site.	The fire risk assessment should be reviewed, with specific consideration given to:  1) Provision of suitable and sufficient fire risk assessment that is site specific to this specific premises.

*Continued on page 6*

*Continued on page 6*

Article 9 Cont'd	2) The FRA states that there is an "evacuate" policy (presumably meaning "simultaneous evacuation") without addressing how this will be executed and what will be provided to implement it, such as common parts fire alarm systems in the various blocks, suitable fire action notices and information provided to residents about this change. It seems reasonable that the evacuation policy would not be simultaneous evacuation in this specific premises, but this is not clarified.	2) What the evacuation procedure is and how this is to be implemented and supported.
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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.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire WD6 1JH

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

Date 28 June 2021  
Our Ref 90/250939/MH

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Hester House, Conington Road, Ladywell, London SE13 7FL**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **15 November 2021**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's website at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

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- if your premises have a listed heritage status, approval from the local authority conservation officer; or
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I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

[REDACTED]

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 x [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: [hello@mlmproperty.co.uk](mailto:hello@mlmproperty.co.uk)

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4. There may be suitable alternative safety measures to those detailed in this 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.
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**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Hester House, Conington Road, Ladywell, London SE13 7FL**

**FILE NUMBER: 90/250939**

This schedule should be read in conjunction with the Commissioner's letter dated **28 June 2021**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 11	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 planning and organisation to ensure that fire doors protecting the means of escape were fully self closing into their frames had not been undertaken.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that several fire doors protecting the means of escape were not fully self closing into their frames. Including the door onto the protected stair on the 3rd floor and a fire door between the bin room and the lobby containing flat entry doors.	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 ensuring fire doors protecting the means of escape fully self close into their frames.
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 fire doors, including a door on the ground floor between the bin room and the lobby containing the flat entry doors, and a door onto the protected stair on the third floor, were not fully self closing into their frames.	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 implementing a suitable programme of inspection and maintenance of fire doors.
Article 9	At the time of the audit the fire risk assessment (FRA) for your premises was not suitable and sufficient. It was found that:  1) The FRA for the premises is not site specific, there is a generic and general approach across the seven premises making up the larger site.	The fire risk assessment should be reviewed, with specific consideration given to:  1) Provision of suitable and sufficient fire risk assessment that is site specific to this specific premises.

*Continued on page 6*

*Continued on page 6*



Article 9 Cont'd	2) The FRA states that there is an "evacuate" policy (presumably meaning "simultaneous evacuation") without addressing how this will be executed and what will be provided to implement it, such as common parts fire alarm systems in the various blocks, suitable fire action notices and information provided to residents about this change. It seems reasonable that the evacuation policy would not be simultaneous evacuation in this specific premises, but this is not clarified.	2) What the evacuation procedure is and how this is to be implemented and supported.
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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.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premiere House  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 20 January 2020  
Our Ref 202/243018/SP

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Chadwick House, 2 Watteau Square, Croydon CR0 3BZ**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **20 July 2020**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]  
Direct T 0205551200 ex [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: [REDACTED]@mlmproperty.co.uk  
[REDACTED]@brnsgroup.com

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

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- ◆ how to appeal;
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- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Chadwick House, 2 Watteau Square, Croydon CR0 3BZ**

**FILE NUMBER: 20/243018**

This schedule should be read in conjunction with the Commissioner's letter dated **20 January 2020**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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.</p> <p>It was found that:</p> <p>1) Fire stopping works within the riser cupboards and above the stair lobby doors had not been effectively monitored or reviewed, and the use of PU foam material had not been controlled.</p> <p>2) You had not reviewed, planned or organised the fitting of positive door closers to the ground floor and mezzanine lobby doors.</p> <p>3) You had not reviewed, monitored or organised the maintenance of the stair lobby doors and flat front doors, as the doors were not closing fully into their frames and there were missing intumescent seals to some doors.</p> <p>4) You had not reviewed, monitored or organised the maintenance of the dry rising main as the dry rising main isolating wheel was broken away.</p> <p>5) You had not reviewed, planned or organised a fire</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored and reviewed.</p>

<p>Article 11 continued</p>	<p>alarm zonal plan to assist attending fire crews.</p> <p>6) You had not monitored or controlled the electrical service riser cupboards that was found to be open, not secured with the storage of mixed materials evident.</p>	
<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate.</p> <p>It was found that:</p> <p>1) There are holes within the service riser cupboards around cables running horizontally, exiting the cupboards at a high level above the common area within the corridor, with holes in the protected wall on the 5<sup>th</sup> floor above the stair lobby door.</p> <p>2) The flat lobby doors are not closing fully into their frames and missing intumescent strips are evident. The lobby doors on the ground and mezzanine floors are missing positive door closers.</p> <p>3) The electrical service riser cupboards were not secured and locked.</p>	<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.</p> <p>This can be achieved by:</p> <p>1) Utilising the correct methods of fire stopping around cables/pipes that horizontally enter and exit the service riser cupboards and protected walls above the lobby doors at each level.</p> <p>2) 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 adjusting all lobby doors, fitting intumescent strips and fit positive door closers to the ground and mezzanine doors.</p> <p>3) Ensure all high risk rooms on escape routes are kept locked shut.</p>
<p>Article 17</p>	<p>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.</p> <p>This route should provide a safe means of escape in event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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</p>	<p>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.</p> <p>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</p>

<p>Article 17 continued</p>	<p>that have arisen in, and/or alterations made to, the protection to the access route.</p> <p>The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.</p> <p>Flat 7 was missing strips and seals, and the door was not closing fully into its frame.</p> <p>Flat 8 was missing strips and seals, and the door was not closing fully into its frame.</p>	<p>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.</p>
<p>Article 17</p>	<p>At the time of the audit you had not ensured that a suitable system of maintenance was in place in your premises.</p> <p>It was found that:</p> <p>1)The flat lobby doors are not closing fully into their frames. The lobby doors on the ground and mezzanine floors are missing positive door closers.</p> <p>2) The dry rising main isolating wheel on the 3rd floor outlet has broken away.</p>	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.</p> <p>This can be achieved by:</p> <p>1)Adjusting all lobby doors, and fit positive door closers to the ground and mezzanine doors.</p> <p>2)Replace the isolating wheel to the dry rising main outlet on the 3<sup>rd</sup> floor.</p>
<p>Article 17</p>	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the ventilation of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to the ventilation of the access route.</p>	<p>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. The following is provided as advice and does not form any part of the notice:</p> <p>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. 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.</p>



Article 17 continued	The AOV's had not been reset and faults were showing on the control box on the ground floor.	
Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place.</p> <p>It was found that:</p> <p>1) Stair lobby fire doors leading from the firefighting shaft into the flat corridors had been poorly maintained and are not closing into their frame.</p> <p>2) Holes are evident within the protected wall on the 5<sup>th</sup> floor above the stair lobby door.</p> <p>3) The dry rising main isolating wheel on the outlet has broken away.</p>	<p>Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair.</p> <p>This can be achieved by:</p> <p>1) Ensuring the maintenance of the fire doors that protect the firefighting shaft is carried out.</p> <p>2) Utilising the correct methods of fire stopping to the protected walls above the lobby doors at each level.</p> <p>3) Replace the isolating wheel to the dry rising main outlet on the 3<sup>rd</sup> floor.</p>
Article 8	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented.</p> <p>It was found that:</p> <p>1) The flat lobby doors are not closing fully into their frames with missing intumescent strips evident, the lobby doors on the ground and mezzanine floors are still missing positive door closers.</p> <p>2) No zonal map displayed adjacent to the fire alarm panel.</p>	<p>Implement the significant findings of your fire risk assessment.</p> <p>In particular:</p> <p>1) 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 adjusting all lobby doors, fitting intumescent seals and fit positive door closers to the ground and mezzanine doors.</p> <p>2) Display a fire alarm zonal map to prevent delay in identifying the alarm location.</p>
Article 9	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. During audit it was found that adequate fire stopping of services (e.g., pipes and wiring) between FIRE RESISTING compartments had not been installed, notably in and from service risers, with additional gaps surrounding the door frames internally.	The fire risk assessment should be reviewed, with specific consideration given to taking the general fire precautions required to prevent fire and smoke spread by ensuring the correct methods of fire stopping are used around cables/pipes/door frames to fill voids within the service riser cupboards at each level.

**\*\*\*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.

The Company Secretary  
Michael Laurie Magar Limited  
Suite C  
Premier House  
Elsetree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 5 April 2019  
Our Ref 23/013848/PO

Dear Sir/Madam,

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Charter Court, Linden Grove, New Malden KT3 3BN**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **20 September 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

**for Assistant Commissioner (Fire Safety)**

Directorate of Operations

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

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc.: Mr [REDACTED] Michael Laurie Magar Limited, Suite C, Premier House,  
Elsetree Way, Borehamwood, Hertfordshire WD6 1JH

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

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- ◆ how to appeal;
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**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Charter Court, Linden Grove, New Malden KT3 3BN**

**FILE NUMBER: 23/013848**

This schedule should be read in conjunction with the Commissioner's letter dated **5 April 2019**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that combustible items are being stored in the common parts which could impede the ability for residents to safely evacuate the premises.	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 ensuring that the common parts are kept clear and sterile and that all residents are made aware of this.
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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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 flat front doors in all blocks except the block serving flats 33-40a are not seen to be suitable and sufficient. Although being seen as providing notional 30 minute fire resistance, no intumescent strips, cold smoke seals, or sufficient rebate, along with non fire resisting letter boxes compromise the fire and smoke protection of the flat front doors. The PROTECTED ROUTE has been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.	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 22	At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that coordination and cooperation in relation to flat front doors had not been achieved between leaseholders and MLM group.	You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular, agreements need to be made between leaseholders and MLM group to ensure that flat front doors are upgraded to a suitable 30 minute FIRE RESISTING standard.
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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.





Michael Laurie Magar Ltd  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 18 March 2014  
Our Ref 28/011276/DK

Dear Sir/Madam

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: 23a Wellspring Crescent, Wembley, London HA9 9UB**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **10 June 2014** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
FSRNorth@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Cc: [REDACTED] Mellville House, 8-12 Woodhouse Road, London N12 0RG

Reply to [REDACTED]  
Direct T 020 8555 1200 Ext. [REDACTED]

## SCHEDULE

**PREMISES:** 23a Wellspring Crescent, Wembley, London HA9 9UB

**File Number:** 28/011276/DK

**Sheet : 1 of 1**

This schedule should be read in conjunction with the Authority's letter dated **18 March 2014**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 11(1)	Failure in the effective planning of preventive and protective measures.	Implement effective planning of preventive and protective measures.
Article 17(1)	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. At the time of audit the emergency lighting did not appear to be working effectively.	Ensure that adequate maintenance systems are in place 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.
Article 14(1)	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. At the time of audit, items that appeared to be personal effects were found stored on the 3rd floor in the escape route.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 8	Failure to take such general fire precautions as will ensure the safety of those who are not employees. At the time of audit a breach in compartmentation was observed on the common staircase at 2nd floor level.	Implement the general fire precautions identified as necessary by the fire risk assessment for the premises. With particular attention to fire resisting standards.
Article 15(1)(a)	Failure to establish an appropriate emergency plan. At the time of audit the fire action notice displayed in the common parts indicated residents should use manual call points to raise the alarm, yet none were observed.	Prepare/update emergency plan.



## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.



LONDON FIRE BRIGADE

Fire Safety Regulation, South West 2 Team  
169 Union Street London SE1 0LL  
T 020 8555 1200

Minicom 020 7960 3629  
london-fire.gov.uk

The Company Secretary  
Michael Laurie Magar Limited  
Suite C, Premiere House,  
Elstree Way  
Borehamwood  
Hertfordshire  
WD6 1JH

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

Date 23<sup>rd</sup> September 2019  
Our Ref 11/010830/RP

Dear Sir/Madam

## **REGULATORY REFORM (FIRE SAFETY) ORDER 2005: NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Apex Court, 1 Woodger Road, London W12 8NW**

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 (The Order) in London.

The Commissioner's Inspectors have recently carried out an inspection of the above-mentioned premises. During the inspection, it was noted that some fire safety matters require attention to reduce the risk of fire and/or reasonably ensure the safety of people using the premises. These matters need to be addressed in order to comply with Regulatory Reform (Fire Safety) Order 2005 (the Fire Safety Order).

The matters that need to be addressed, together with the Commissioner's recommendations about the actions you should take are explained in the attached schedule. We recommend that action should be taken by **4<sup>th</sup> November 2019**.

If you are in any doubt about what you need to do to comply with the Fire Safety Order; or if there is anything in the schedule that you do not understand or need further explanation of then please contact the Inspector named at the end of this letter. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

You may also wish to know that fire safety guidance for businesses can be found on the Commissioner's web-site at [www.london-fire.gov.uk](http://www.london-fire.gov.uk) under the heading 'Fire safety at work'. Additionally, guidance on general fire precautions and how to comply with the Fire Safety Order can be found at [www.Gov.uk](http://www.Gov.uk) under the heading 'Fire safety law and guidance documents for business'.

When undertaking fire safety works at your premises you may need to seek approval for what you are going to do. Examples of this would include:

- any building works for which you are obliged to notify or seek the approval of Building Control;
- if your premises have a listed heritage status, approval from the local authority conservation officer; or
- if your premises are licenced then you may need to consult the relevant licensing or approvals authority.
- It is your responsibility to consult the relevant bodies and obtain any necessary approvals.

I would ask you to note that as well as placing people at risk, operating premises without having adequate general fire precaution in place to remove or reduce fire risk and to ensure people can safely escape if a fire does occur can result in a criminal offence being committed. This letter and its associated schedule are consequently issued without prejudice to any legal action the Commissioner may subsequently take regarding failures to comply with the Fire Safety Order.

Yours faithfully,

**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]

Enc: Form FS03\_01b Legislation Extracts  
Form FS03\_06 Definitions of standard terms

Cc: The Company Secretary, 1 Woodger Road W12 Management Company Limited, Premiere House, Elstree Way, Borehamwood, Hertfordshire WD6 1JH

Notes to accompany the Notification of Deficiencies schedule.

**Important information to consider before taking remedial steps:**

1. Certain terms 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 again to check on the action you have taken.
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 this 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.

## **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

Your rights when Fire Safety Inspecting Officers take action.

The Commissioner has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.



The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## **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, (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).

## SCHEDULE

**PREMISES: Apex Court, 1 Woodger Road, London W12 8NW**

**FILE NUMBER: 11/010830**

This schedule should be read in conjunction with the Commissioner's letter dated **23<sup>rd</sup> September 2019**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
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"><li>1) Fire exit signage on your escape routes had not been organised.</li><li>2) Fire Door Keep Locked signage had not been organised for your riser cupboards and these cupboards were not locked shut.</li><li>3) Your riser cupboard doors had not been monitored to ensure they were in good repair.</li></ol>	<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"><li>1) Fire exit signage was not in place.</li><li>2) Riser cupboard fire doors were not locked and were not signed Fire Door Keep Locked Shut.</li></ol>	<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"><li>1) Installing fire exit signage on your escape routes.</li><li>2) Ensuring riser cupboard fire doors are locked and signed Fire Door Keep Locked Shut.</li></ol>

Article 15	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that fire action notices were not in place.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by installing fire action notices on each floor and by the final exits.
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 strips and seals on the dry riser cupboard on the 4th floor were damaged.	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 employing a competent person to repair the strips and seals on the dry riser cupboard on the 4th floor.

**\*\*\*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.



Mr [REDACTED]  
Michael Laurie Magar Ltd  
492 Lea Bridge Road  
Leyton  
London  
E10 7DU

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 22 April 2015  
Our Ref 13/001841/ms

Dear Sir,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: 492 Lea Bridge Road, Leyton, London E10 7DU**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the steps detailed in the attached schedule need to be taken in order to comply with the above legislation.

The steps should be completed by **15 July 2015** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
FSR-AdminSupport@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Reply to [REDACTED]

Direct T 020 8555 1200 [REDACTED]

## SCHEDULE

**PREMISES:** 492 Lea Bridge Road, Leyton, London E10 7DU

**File Number:** 13/001841/ms

**Sheet : 1 of : 2**

This schedule should be read in conjunction with the Authority's letter dated **22 April 2015**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 9(1)	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the arson risk to the premises had not been properly considered.	The fire risk assessment should be reviewed, with specific consideration given to assessing the risk of arson and provision of suitable security measures to reduce the risk.
Article 10	At the time of the audit the risk reduction and prevention principles of the Order had not been applied in the correct sequence. It was found that the arson risk to the premises had not been properly considered.	Apply the principles of prevention contained in Schedule 1 Part 3 of the Order in the priority set out in that schedule. In particular the provision of suitable security measures to reduce the arson risk.
Article 11	At the time of the audit your preventative and protective measures had not been monitored or reviewed where required. It was found that although previous enforcement action had identified a lack of security to reduce arson risk, nothing had been done to improve this deficiency.	Arrangements identified as not suitably addressed must be effectively monitored and reviewed.
Article 17(1)	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 there are no records available to confirm regular testing and maintenance of AFA within the common parts. The secure fastenings on the front entrance door are broken and not secure.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.

Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that the electrical intake cupboard door is left open and not lockable. In the event of fire within it, products of combustion could quickly spread into the escape route. The risk of arson is also increased.	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 ensuring that the means of escape routes are protected from fire and smoke at all times.
Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that there is inadequate provision of emergency lighting in the escape route to ensure adequate illumination in the event of an emergency.	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 installing emergency lighting to BS 5266 in the common parts of the premises.
Article 8	Failure to take such general fire precautions as will ensure the safety of those who are not employees. At the time of inspection the grassed area around the building at the back was populated with mattresses and other combustible waste. This could be an arson risk as access to this area is not restricted.	Implement the general fire precautions identified as necessary by the fire risk assessment for the premises. Maintain the area so as to reduce the risk of fire spreading from combustible waste to the building.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.





The Company Secretary  
C/o MLM Ltd  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 16 September 2013  
Our Ref FS/23/013848/ms

## ENFORCEMENT NOTICE

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

TO :

Name: **MLM Ltd**

Address: **Melville House, 8-12 Woodhouse Road, London N12 0RG**

Concerning Premises at: **Charter Court, Linden Grove, Kingston, Surrey KT3 3BW**

I Steve Turek, Assistant Commissioner (Fire Safety Regulation) on behalf of the London Fire & Emergency Planning Authority (the Authority) hereby give you notice that the Authority 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 (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 Authority, constitute the failures to comply with the Order are specified in the schedule attached to this notice.

The relevant extracts of the legislation are attached.

The Authority is further of the opinion that the steps identified in the schedule to this notice must be taken to remedy the specified failures to comply with the Order.

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 Authority, you will be deemed not to have complied with this notice.

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 Authority.

The steps must be taken by **20 January 2014** (or such extension if granted by the Authority).

If you fail to comply with the requirements of this notice, you may have committed an offence. The Authority 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, 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 [REDACTED].

**Signed:**

[REDACTED]

**Dated:** 16 September 2013

---

Assistant Commissioner  
(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 Authority under the Petroleum (Consolidation) Act 1928, 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.

Encl: FS03\_01a  
FS03\_01b  
FS03\_06

Reply to [REDACTED]  
Direct T 020 8555 1200 [REDACTED]

cc. Mr [REDACTED]

Notes:

**ENVIRONMENT AND SAFETY INFORMATION ACT 1988**  
**SECTION 4 - PROTECTION OF TRADE SECRETS**

The above Act requires the London Fire and Emergency Planning Authority to maintain public registers of notices issued under Article 30 of the Regulatory Reform (Fire Safety) Order 2005, (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 Fire Authority within a period of 14 days following the service of the notice, requesting exclusion of these details (see Section 4 of the 1988 Act).

## SCHEDULE

Schedule referred to in the enforcement notice reference **FS/23/013848/ms** under the Regulatory Reform (Fire Safety) Order 2005, issued by the London Fire and Emergency Planning Authority on 16 September 2013.

Certain terms written in BLOCK CAPITALS in this schedule are standard terms defined in "**Definitions of standard terms used in means of escape requirements**" which form part of this schedule. Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to comply with the Order.

**NOTE** : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the premises, **you** must apply for local authority building control department approval (and the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Article	Location and detail of matters which are considered to be failures to comply with the Order	Steps considered necessary to remedy the failures
Article 9(1)	<p>The fire risk assessment is not suitable and sufficient. During the audit, it was found that within the electrical riser cupboards in some blocks the Bakelite fuses and holders were burnt indicating a small fire had occurred. Residents in adjacent flats had smelled burning and stated that the steel cover serving the riser was very hot. Further examination of other riser cupboards indicated temporary wiring and one notice from UK Power Networks indicating a fault (dated 16/3/12). No action had been taken. In the event of fire in a riser cupboard, residents above the fire in the single staircase building would have to pass the riser cupboards to make their escape. Residents of flats generally have a 'stay put' policy as their emergency plan. This assumes that early intervention by the fire service extinguishes any fire.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to the electrical installation to 7 of the 11 blocks within Charter Court. An inspection identified old wiring and fuses with scorching to some fuses and fuse holders. The electrical installation should be examined by a competent person and any necessary improvements made. The fire separation between the risers and flats should also be examined.</p> <p>Arrangements should be made to ensure that fire service access is not restricted due to parked cars etc.</p>

	Due to parked vehicles blocking appliance access to two of the blocks the fire service are unable to quickly access the area. General fire precautions that need to be taken have not been appropriately considered.	
Article 11(1)	Suitable arrangements for the effective planning, organisation, control, monitoring and review of the protective measures are not in place. During audit residents had left pushchairs, cycles etc. in fire escape corridors.	Suitable arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.
Article 14(1)	Routes to emergency exits are not kept clear. Pushchairs, cycles etc. were located in the corridors of two blocks. This prevents relevant persons from evacuating the premises as quickly and safely as possible.	All routes to emergency exits must be kept clear at all times. Remove all items blocking or obstructing emergency exit routes and, in accordance with Article 11, make suitable management arrangements to ensure the routes are kept clear of obstructions.
Article 14(2)	In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because the single stairway emergency route serving the blocks are provided with riser and fuse cupboards with non fire rated doors and not adequately protected from fire and smoke. This would allow fire to spread into the escape route and the route to fill with smoke before people can use it to escape.	Provide suitable and sufficient protection from fire to the single stairway means of escape by enclosing the staircase with 30 minute fire resistant material (including doors accessing the stairway) and provide all doors to service cupboards onto the staircase with intumescent strips and cold smoke seals.
Article 17(1)	Inadequate maintenance of the electrical installation in most blocks.	Arrange maintenance to ensure the electrical installation is in an efficient state, in effective working order and in good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organisation, control, monitoring and review in accordance with article 11 of the Order.



The Company Secretary  
c/o MLM Ltd  
Melville House  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 19 January 2015  
Our Ref 23/013848/ms

Dear Sir or Madam,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**Premises: Charter Court, Linden Grove, Kingston, Surrey KT3 3BW**

I refer to the Authority's enforcement notice dated 16 September 2013 in respect of the above mentioned premises.

An inspection took place on 16 December 2014 and the following steps within the Notice were found to have been completed to a satisfactory standard:

<p>Article 9(1)</p>	<p><i>The fire risk assessment is not suitable and sufficient. During the audit, it was found that within the electrical riser cupboards in some blocks the Bakelite fuses and holders were burnt indicating a small fire had occurred. Residents in adjacent flats had smelled burning and stated that the steel cover serving the riser was very hot. Further examination of other riser cupboards indicated temporary wiring and one notice from UK Power Networks indicating a fault (dated 16/3/12). No action had been taken. In the event of fire in a riser cupboard, residents above the fire in the single staircase building would have to pass the riser cupboards to make their escape. Residents of flats generally have a 'stay put' policy as their emergency plan.</i></p>	<p><i>The fire risk assessment should be reviewed, with specific consideration given to the electrical installation to 7 of the 11 blocks within Charter Court. An inspection identified old wiring and fuses with scorching to some fuses and fuse holders. The electrical installation should be examined by a competent person and any necessary improvements made. The fire separation between the risers and flats should also be examined. Arrangements should be made to ensure that fire service access is not restricted due to parked cars etc</i></p>
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	<p><i>This assumes that early intervention by the fire service extinguishes any fire. Due to parked vehicles blocking appliance access to two of the blocks the fire service are unable to quickly access the area. General fire precautions that need to be taken have not been appropriately considered.</i></p>	
Article 11(1)	<p><i>Suitable arrangements for the effective planning, organisation, control, monitoring and review of the protective measures are not in place. During audit residents had left pushchairs, cycles etc. in fire escape corridors.</i></p>	<p><i>Suitable arrangements for the effective planning, organisation, control, monitoring and review of the preventative and protective measures must be made and implemented. The preventative and protective measures are the measures that have been identified by a risk assessment as the general fire precautions the responsible person needs to take to comply with the Order.</i></p>
Article 14(1)	<p><i>Routes to emergency exits are not kept clear. Pushchairs, cycles etc. were located in the corridors of two blocks. This prevents relevant persons from evacuating the premises as quickly and safely as possible.</i></p>	<p><i>All routes to emergency exits must be kept clear at all times. Remove all items blocking or obstructing emergency exit routes and, in accordance with Article 11, make suitable management arrangements to ensure the routes are kept clear of obstructions.</i></p>
Article 14(2)	<p><i>In the event of danger persons would be unable to evacuate as quickly and as safely as possible due to inadequate protection to emergency route from fire. This is because the single stairway emergency route serving the blocks are provided with riser and fuse cupboards with non fire rated doors and not adequately protected from fire and smoke. This would allow fire to spread into the escape route and the route to fill with smoke before people can use it to escape.</i></p>	<p><i>Provide suitable and sufficient protection from fire to the single stairway means of escape by enclosing the staircase with 30 minute fire resistant material (including doors accessing the stairway) and provide all doors to service cupboards onto the staircase with intumescent strips and cold smoke seals.</i></p>

The following items were still outstanding:

Article 17(1)	<i>Inadequate maintenance of the electrical installation in most blocks.</i>	<i>Arrange maintenance to ensure the electrical installation is in an efficient state, in effective working order and in good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organisation, control, monitoring and review in accordance with article 11 of the Order.</i>
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It is important that action is taken in respect of these matters to ensure compliance with the Regulatory Reform (Fire Safety) Order 2005. The Authority does not propose to carry out a further visit specifically to check on these items, however the Authority may consider further enforcement action if these matters are still outstanding at the time of the next routine inspection.

**Note** Any change you may introduce to your premises could lead to new hazards or increased risk. If there is any significant change, you will need to review your risk assessment in the light of the new hazard or risk and act upon the findings as necessary

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,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
FSR-AdminSupport@london-fire.gov.uk

Reply to [REDACTED]  
Direct T 020 8555 1200 x [REDACTED]





Michael Laurie Magar Ltd  
Melville House  
2nd Floor  
8-12 Woodhouse Road  
London  
N12 0RG

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 19 February 2014  
Our Ref 05/003284/PO

Dear Sir/Madam,

**REGULATORY REFORM (FIRE SAFETY) ORDER 2005  
NOTIFICATION OF FIRE SAFETY DEFICIENCIES**

**Premises: Eluna Apartments, 4 Wapping Lane, Wapping, London E1W 2RG**

A recent inspection of the above premises by a fire authority officer revealed that certain conditions specified in and required by the Regulatory Reform (Fire Safety) Order 2005, were being contravened. The Authority considers that the step(s) detailed in the attached schedule need(s) to be taken in order to comply with the above legislation.

The steps should be completed by **19 March 2014** when a further inspection may be carried out.

You should note that failure to comply with any requirement of the legislation is an offence and the person responsible is liable to prosecution. This letter and attached schedule are issued without prejudice to any legal action which may subsequently be taken regarding the failures to comply with the Legislation.

Your attention is drawn to the notes attached.

The contents of this notice are without prejudice to any requirements or recommendations that may be made by the Authority under the Petroleum (Consolidation) Act 1928, 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.

If you are in any doubt as to the obligations placed upon you by the legislation, or if there is any relevant matter upon which you require clarification you may contact the person named below. If you are dissatisfied in any way with the response given please ask to speak to the Team Leader quoting the above reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate

FSRNorth@london-fire.gov.uk

Enc: Form FS03\_01b Legislation Extracts

Reply to [REDACTED]

Direct T 0208 555 1200 [REDACTED]

## SCHEDULE

**PREMISES:** Eluna Apartments, 4 Wapping Lane, Wapping, London E1W 2RG

**File Number:** 05/003284

**Sheet :** 1 of 1

This schedule should be read in conjunction with the Authority's letter dated **19 February 2014**.

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

<b>Article</b>	<b>Area of Concern</b>	<b>Steps Considered necessary to remedy the contravention.</b>
Article 17(1)	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. No evidence in place indicating that the automatic smoke ventilation system is adequately functioning.	Ensure that adequate maintenance systems are in place 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. Up to date servicing certificates from qualified engineers required, indicating that the automatic smoke ventilation system is adequately functioning.
Article 38	Failure to ensure that the premises and any facilities, equipment and devices for use by or protection of fire-fighters are maintained in an efficient state, in effective working order and in good repair. Lack of evidence that the dry riser outlets equipment are adequately maintained. A glass pane is missing from dry riser outlet by the exit by the Sovereign Close.	Ensure that adequate maintenance systems are in place to ensure that the premises and any facilities, equipment and devices for use by or protection of fire-fighters are maintained in an efficient state, in effective working order and in good repair. Servicing certificates required from a qualified engineer stipulating the dry riser equipment is in workable order. The glass pane to be replaced within the dry riser outlet in Sovereign Close.
Article 14(2)(b)	Failure to ensure that, in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible i.e. persons within the north side of premises on the 4th floor are unable to egress via the clearly marked exit door leading to the south side, en route to a final exit, as there is no door handle on door linking north with the south side.	Ensure persons are able to evacuate the premises as quickly and as safely as possible. Easy, accessible door mechanisms required for the exit door on the 4th floor north side linking the external area with the 4th floor south side common area and to staircase route to final exit.

## THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Your rights when Fire Safety Inspecting Officers take action.

The fire authority has a duty to enforce the Regulatory Reform (Fire Safety) Order 2005.

If an Inspector:

**tells you to do something** - you have a right to a verbal and written explanation of what needs to be done and why.

**Intends to take immediate action** - for example by issuing an enforcement notice this will include a written explanation either forming part of the notice or by separate letter.

**Issues a formal notice** - you will be told in writing about your right to appeal to a magistrates' court. You will be told:

- ◆ how to appeal;
- ◆ where and within what period an appeal may be brought; and
- ◆ that action required by a prohibition/restriction notice is not suspended while an appeal is pending unless the court so directs.
- ◆ that action required by an enforcement notice is suspended while an appeal is pending.

**Issues a Notification of Fire Safety Deficiencies** - full discussion should have taken place and agreed improvements to bring the premises up to minimal standards should be formulated. A Notification of Fire Safety Deficiencies carries no statutory force but may result in formal action being considered if the agreed improvements do not take place.

The procedures and rights above provide ways for you to have your views heard. If you are not happy with the inspecting officer's action you should contact the Team Leader on the telephone number shown at the head of the covering letter in the first instance.

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 23/013848  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** CHARTER COURT, LINDEN  
GROVE  
NEW MALDEN  
KT3 3BN

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that combustible items are being stored in the common parts which could impede the ability for residents to safely evacuate the premises.	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 ensuring that the common parts are kept clear and sterile and that all residents are made aware of this.
Article 17(1) Flat doors-Common parts exit routes	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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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 flat front doors in all blocks except the block serving flats 33-40a are not seen to be suitable and sufficient. Although being seen as providing notional 30 minute fire resistance, no intumescent strips, cold smoke seals, or sufficient rebate, along with non fire resisting letter boxes compromise the fire and smoke protection of the flat front doors. The PROTECTED ROUTE has been	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.

	compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.	
Article 22 Little or no cooperation between RP	At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that coordination and cooperation in relation to flat front doors had not been achieved between leaseholders and MLM group.	You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular, agreements need to be made between leaseholders and MLM group to ensure that flat front doors are upgraded to a suitable 30 minute FIRE RESISTING standard.

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 23/013848  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** CHARTER COURT, LINDEN  
GROVE  
NEW MALDEN  
KT3 3BN

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: (1) The fire risk assessment is not being continuously monitored and reviewed, (2) The coordination and cooperation with the leaseholders are not being controlled, managed, or presently planned and, (3) Regular testing of the emergency escape lighting and fire detection and warning system are not being planned, organised, or controlled.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that: (1) Combustibles were stored in the communal parts of the premises which could impede the ability to safely evacuate the premises, (2) Combustibles were stored in the under stair cupboard for the block containing flats 33-40a, (3) The emergency escape lighting is not tested on a regular basis, (4) The riser cupboard doors do not have intumescent strips, or cold smoke seals, or 'fire door, keep locked shut' signage.	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: (1) All common parts should be kept clear and sterile, not containing bikes, prams, or rubbish, (2) All riser cupboards need to be kept clear and sterile and not used for the storage of combustibles, (3) Emergency escape lighting should be tested regularly and is in good practice to record any testing and maintenance performed, (4) All riser cupboards should be of substantial build, allowing for 30 minute fire resistance, and should be equipped with intumescent strips, cold smoke seals, and be securely

		locked shut and contain relevant 'Fire door, keep locked shut' signage.
Article 15(1)No emergency plan created/implemented	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that: (1) Fire action notices are suitable and sufficient as they do not suitably inform relevant persons of an assembly point, or the need to activate a break glass call point, (2) Fire action notices are not affixed near break glass call points, (3) The stay put policy does not correspond to the level of detection present in the premises, or the level of separation.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by: (1) Fire action notices should indicate the location of an assembly point which is understood by all relevant persons and that upon discovery of a fire, activation of a break glass call point should take place, (2) Fire action notices should be affixed at final exits, in line with break glass call points, (3) A simultaneous evacuation process should be instituted given the level compartmentation noticed, and the provision of a communal fire detection and warning system.
Article 17(1)Flat doors-Common parts exit routes	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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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 flat front doors in all blocks except that housing flats 33-40a do not appear to be suitable and sufficient. Although appearing to be of nominal 30 minute fire resistance, no intumescent strips or cold smoke seals are installed, cat flaps are installed in flat front doors 69, 79 and 80 and letter boxes does not appear to be fire resisting.	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 22 Little or no cooperation between RP	At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that coordination and cooperation is not be sourced between leaseholders and the Responsible Person.	You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular, continuous contact with leaseholders is required to ensure compliance of the Fire Safety Order, including the need to achieve suitable and sufficient fire resisting standards for flat front doors.
Article 8 FR Separation	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that: (1) Breaches in the	Provide suitable FIRE RESISTING separation by: (1) All breaches in the horizontal compartmentation needs to be repaired with suitable and



	horizontal separation from riser cupboards under the stairs was breached and not repaired, (2) It is believed that there is insufficient compartmentation in the loft spaces in all blocks beside the ones housing flats 1-8 and 33-40a.	sufficient fire stopping materials, (2) A full compartment survey should be undertaken to ascertain the level of separation of the loft spaces. Separation should be achieved in accordance with building design and run in line with all cavity barriers.
Article 9(3) Failure to Review	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 there was no evidence of continual review of the fire risk assessment or that the significant findings have been actioned.	The fire risk assessment should be reviewed.

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 11/010830  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** APEX COURT, 1 WOODGER  
ROAD  
LONDON  
W12 8NW

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: (1) fire exit signage on your escape routes had not been organised (2) Fire Door Keep Locked signage had not been organised for your riser cupboards and these cupboards were not locked shut (3) Your riser cupboard doors had not been monitored to ensure they were in good repair	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 11 FS arrangements not maintained	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 +	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that: (1) fire exit signage was not in place (2) riser cupboard fire doors were not locked and were not signed Fire Door Keep Locked Shut.	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: (1) installing fire exit signage on your escape routes (2) ensuring riser cupboard fire doors are locked and signed Fire Door Keep Locked Shut.

<p>Article 15(1)No emergency plan created/implemented</p>	<p>At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that Fire Action Notices were not in place</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by installing Fire Action Notices on each floor and by the final exits.</p>
<p>Article 17(1) Facilities/equipment not maintained</p>	<p>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 strips and seals on the dry riser cupboard on the 4th floor were damaged.</p>	<p>Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by employing a competent person to repair the strips and seals on the dry riser cupboard on the 4th floor</p>



LONDON FIRE & EMERGENCY PLANNING AUTHORITY

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 23/013848  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: CHARTER COURT, LINDEN  
GROVE  
NEW MALDEN  
KT3 3BN

Article #	Issue	Action(s) to be taken
Article 17(1) Facilities/equipment not maintained	Inadequate maintenance of the electrical installation in most blocks.	Arrange maintenance to ensure the electrical installation is in an efficient state, in effective working order and in good repair. An on-going maintenance regime must be put in place. The maintenance regime must be subject to effective planning, organization, control, monitoring and review in accordance with article 11 of the Order.



LONDON FIRE & EMERGENCY PLANNING AUTHORITY

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 28/001618  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: LINEAR VIEW, 71 FORTY  
LANE  
WEMBLEY  
HA9 9UR

Article #	Legislation	Issue	Action(s) to be taken
Article 11(1) Failure to make and effect	Failure to make and give effect to such arrangements as appropriate	Failure in the effective planning of preventive and protective measures.	Implement effective planning of preventive and protective measures.
Article 17(1) Failure to maintain	Failure to ensure that the premises and any facilities, equipment and devices equipment is maintained in efficient state, in efficient working order and in good repair	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. At the time of audit the fire door to the 5th floor lobby was not self closing effectively.	Ensure that adequate maintenance systems are in place 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.
Article 14(1) Routes and Exits Clear	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. At the time of audit items that appeared to be personal effects were found stored on the 7th floor and a cleaning trolley on the lower ground floor in the escape route.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 15(1)(a) Inappropriate plan	Failure to establish an appropriate emergency plan	Failure to establish an appropriate emergency plan. At the time of audit the fire action notice displayed in the common parts indicated residents should use manual call points to raise the alarm, yet none were observed.	Prepare/update emergency plan.



LONDON FIRE & EMERGENCY PLANNING AUTHORITY

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 28/011276  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: 23A WELLSRING  
CRESCENT  
WEMBLEY  
HA9 9UB

Article #	Legislation	Issue	Action(s) to be taken
Article 11(1) Failure to make and effect	Failure to make and give effect to such arrangements as appropriate	Failure in the effective planning of preventive and protective measures.	Implement effective planning of preventive and protective measures.
Article 17(1) Failure to maintain	Failure to ensure that the premises and any facilities, equipment and devices is maintained in efficient state, in efficient working order and in good repair	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. At the time of audit the emergency lighting did not appear to be working effectively.	Ensure that adequate maintenance systems are in place 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.
Article 14(1) Routes and Exits Clear	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times	Failure to ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times. At the time of audit items that appeared to be personal effects were found stored on the 3rd floor in the escape route.	Ensure that routes to emergency exits and the exits themselves are kept clear at all times.
Article 8 Minor General Fire Precautions	Failure of general fire precautions identified from audit - minor failure	Failure to take such general fire precautions as will ensure the safety of those who are not employees. At the time of audit a breach in compartmentation was observed on the common staircase at 2nd floor level.	Implement the general fire precautions identified as necessary by the fire risk assessment for the premises. With particular attention to fire resisting standards.
Article 15(1)(a) Inappropriate plan	Failure to establish an appropriate emergency plan	Failure to establish an appropriate emergency plan. At the time of audit the fire action notice displayed in the common parts indicated residents should use manual call points to raise the alarm, yet none were observed.	Prepare/update emergency plan.

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 13/001841  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: 492 LEA BRIDGE ROAD  
LEYTON  
E10 7DU

Article #	Issue	Action(s) to be taken
Article 9(1) FRA not suitable or sufficient	At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. It was found that the arson risk to the premises had not been properly considered.	The fire risk assessment should be reviewed, with specific consideration given to assessing the risk of arson and provision of suitable security measures to reduce the risk.
Article 10 The principles of prevention	At the time of the audit the risk reduction and prevention principles of the Order had not been applied in the correct sequence. It was found that the arson risk to the premises had not been properly considered.	Apply the principles of prevention contained in Schedule 1 Part 3 of the Order in the priority set out in that schedule. In particular the provision of suitable security measures to reduce the arson risk.
Article 11 FS arrangements not maintained	At the time of the audit your preventative and protective measures had not been monitored or reviewed where required. It was found that although previous enforcement action had identified a lack of security to reduce arson risk, nothing had been done to improve this deficiency.	Arrangements identified as not suitably addressed must be effectively monitored and reviewed.
Article 17(1) Facilities/equipment not maintained	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 there are no records available to confirm regular testing and maintenance of AFA within the common parts. The secure fastenings on the front entrance door are broken and not secure.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that the electrical intake cupboard door is left open and not lockable. In the event of fire within it, products of combustion could quickly spread	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 ensuring that the Means of Escape routes are

	into the escape route. The risk of arson is also increased	protected from fire and smoke at all times.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that there is inadequate provision of Emergency Lighting in the Escape route to ensure adequate illumination in the event of an emergency.	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 installing Emergency Lighting to BS 5266 in the common parts of the premises.
Article 8 Minor General Fire Precautions	Failure to take such general fire precautions as will ensure the safety of those who are not employees. At the time of inspection the grassed area around the building at the back was populated with mattresses and other combustible waste. This could be an arson risk as access to this area is not restricted.	Implement the general fire precautions identified as necessary by the fire risk assessment for the premises. Maintain the area so as to reduce the risk of fire spreading from combustible waste to the building.





LONDON FIRE & EMERGENCY PLANNING AUTHORITY

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 10/010378  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: BLUEPRINT APARTMENTS,  
16 BALHAM GROVE  
LONDON  
SW12 8AU

Article #	Legislation	Issue	Action(s) to be taken
Article 9(3) Failure to Review	Failure to review the fire risk assessment	Failure to review fire risk assessment	Implement regular program to review fire risk assessment.
Article 10 Part 3 Schedule 1	Where a risk assessment has been carried out the preventative and protective measures have not been carried out on the basis of the principles specified in Part 3 of Schedule 1	Where a risk assessment has been undertaken the preventative and protective measures have not been carried out on the basis of the principles specified in Part 3 of Schedule 1.	Implement preventative and protective measures identified in fire risk assessment on the basis of the principles specified in Part 3 of Schedule.
Article 17(1) Failure to maintain	Failure to ensure that the premises and any facilities, equipment and devices are maintained in efficient state, in efficient working order and in good repair	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.	Ensure that adequate maintenance systems are in place 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.



LONDON FIRE & EMERGENCY PLANNING AUTHORITY

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

FILE 05/003284  
REFERENCE:

OCCUPIER/AGENT: Default Property

ADDRESS: ELUNA APARTMENTS, 4  
WAPPING LANE  
LONDON

Article #	Legislation	Issue	Action(s) to be taken
Article 17(1) Failure to maintain	Failure to ensure that the premises and any facilities, equipment and devices are maintained in an efficient state, in efficient working order and in good repair	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. No evidence in place stipulating the automatic smoke ventilation system is adequately functioning.	Ensure that adequate maintenance systems are in place 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. Up to date servicing certificates from qualified engineers required stipulating the automatic smoke ventilation system is adequately functioning.
Article 38 Failure to maintain protection	Failure to ensure that the premises and any facilities, equipment and devices provided for use by or protection of fire fighters is maintained in efficient state, in efficient working order and in good repair.	Failure to ensure that the premises and any facilities, equipment and devices for use by or protection of fire-fighters are maintained in an efficient state, in effective working order and in good repair. Lack of evidence that the dry riser outlets equipment are adequately maintained. A glass pane is missing from dry riser outlet by the exit by the Sovereign Close.	Ensure that adequate maintenance systems are in place to ensure that the premises and any facilities, equipment and devices for use by or protection of fire-fighters are maintained in an efficient state, in effective working order and in good repair. Servicing certificates required from a qualified engineer stipulating the dry riser equipment is in workable order. The glass pane to be replaced within the dry riser outlet in Sovereign Close.
Article 14(2)(b) Evacuate Quickly and Safely	Failure to ensure that in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible	Failure to ensure that, in the event of danger, persons are able to evacuate the premises as quickly and as safely as possible - persons within the north side of premises on the 4th floor are unable to egress via the clearly marked exit door leading to the south side, & to route to a final exit, as there is no door handle on door linking north with the south side.	Ensure persons are able to evacuate the premises as quickly and as safely as possible. Easy accessible door mechanisms required for the exit door on the 4th floor north side linking the external area with the 4th floor south side common area & to staircase route to final exit.



## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 20/243018  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** CHADWICK HOUSE, 2  
WATTEAU SQUARE  
CROYDON  
CR0 3BZ

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated **+**.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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; 1)Fire stopping works within the riser cupboards and above the stair lobby doors had not been effectively monitored or reviewed and the use of PU foam material had not been controlled. 2)You had not reviewed, planned or organised the fitting of positive door closers to the ground floor and mezzanine lobby doors. 3)You had not reviewed, monitored or organised the maintenance of the stair lobby doors and flat front doors as the doors were not closing fully into their frames and there was missing intumescent seals to some doors. 4)You had not reviewed, monitored or organised the maintenance of the dry rising main as the dry rising main isolating wheel was broken away. 5) You had not reviewed, planned or organised a fire alarm zonal plan to assist attending fire crews. 6)You had not monitored or controlled the electrical service riser cupboards that was	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored and reviewed.

	found to be open, not secured with the storage of mixed materials evident.	
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that; 1)There are holes within the service riser cupboards around cables running horizontally exiting the cupboards at high level above the common area within the corridor with holes in the protected wall on the 5th floor above the stair lobby door. 2) The flat lobby doors are not closing fully into their frames and missing intumescent strips evident. The lobby doors on the ground and mezzanine floors are missing positive door closers. 3)The electrical service riser cupboards were not secured locked.	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; 1)Utilising the correct methods of fire stopping around cables/pipes that horizontally enter and exit the service riser cupboards and protected walls above the lobby doors at each level. 2) Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by adjusting all lobby doors, fitting intumescent strips and fit positive door closers to the ground and mezzanine doors. 3)Ensure all high risk rooms on escape routes are kept locked shut.
Article 17(1)Flat doors-Common parts exit routes	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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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. Flat 7 -Missing strips and seals. Door not closing fully into its frame. Flat 8 - Missing strips and seals. Door not closing fully into its frame.	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(1) Facilities/equipment not maintained	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; 1)The flat lobby doors are not closing fully into their frames. The lobby doors on the ground and mezzanine floors are missing positive door closers. 2)Dry rising main isolating wheel on the 3rd floor outlet has broken away.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by; 1)Adjusting all lobby doors and fit positive door closers to the ground and mezzanine doors. 2)Replace the isolating wheel to the dry rising main outlet on the 3rd floor.

<p>Article 17(1)Ventilation-Common parts exit routes</p>	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not prevented or addressed deficiencies in the ventilation of the PROTECTED ROUTE and/or required rectification of defects that have arisen in, and/or alterations made to the ventilation of the access route. The AOV's had not been reset and faults were showing on the control box on the ground floor.</p>	<p>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. The following is provided as advice and does not form any part of the notice: 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. 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.</p>
<p>Article 38(1) FF protection not maintained</p>	<p>At the time of the audit a suitable system of maintenance of the fire-fighting measures was not in place. It was found that; 1)Stair lobby fire doors leading from the fire-fighting shaft into the flat corridors had been poorly maintained and not closing into their frame. 2)Holes are evident within the protected wall on the 5th floor above the stair lobby door. 3)Dry rising main isolating wheel on the outlet has broken away.</p>	<p>Arrange initial and on-going maintenance to ensure fire-fighting measures are kept in an efficient state, working order and good repair. This can be achieved by; 1)Ensure the maintenance of fire doors that protect the fire-fighting shaft are carried out. 2)Utilising the correct methods of fire stopping to the protected walls above the lobby doors at each level. 3)Replace the isolating wheel to the dry rising main outlet on the 3rd floor.</p>
<p>Article 8 FRA findings not implemented</p>	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that; 1)The flat lobby doors are not closing fully into their frames with missing intumescent strips evident, the lobby doors on the ground and mezzanine floors are still missing positive door closers. 2)No zonal map displayed adjacent to the fire alarm panel.</p>	<p>Implement the significant findings of your fire risk assessment, in particular; 1)Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by adjusting all lobby doors, fitting intumescent seals and fit positive door closers to the ground and mezzanine doors. 2)Display a fire alarm zonal map to prevent delay in identifying the alarm location.</p>
<p>Article 9(1) FRA not suitable or sufficient</p>	<p>At the time of the audit the fire risk assessment for your premises was not suitable and sufficient. During audit it was found that adequate fire stopping of services (e.g., pipes and wiring) between fire resisting compartments had not been installed, notably in and from service risers, with additional gaps surrounding the door frames internally.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to taking the general fire precautions required to prevent fire and smoke spread by ensuring the correct methods of fire stopping are used around cables/pipes/door frames to fill voids within the service riser cupboards at each level.</p>



## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 25/210946  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** 67-70 STAVELEY GARDENS  
CHISWICK  
LONDON

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: - The domestic storage cupboards in the communal area were unable to be locked. - A number of action points raised by the most recent fire risk assessment had not been addressed within the recommended time periods. - The contact details on display in the communal area have not been updated to reflect who the Property Manager for the premises is.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that on the ground floor, by the front entrance, there are vents and a window leading from a flat. It is not clear whether these parts have been sealed adequately to ensure the means of escape is adequately protected.	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 ensuring that any openings onto the means of escape have adequate fire resistance.
Article 15(1)No emergency plan created/implemented	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that the fire action notice on display was inconsistent with the	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by reviewing the fire safety signage, and ensuring it is consistent with the



	evacuation strategy for the premises.	evacuation strategy for the premises.
Article 17(1) Facilities/equipment not maintained	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 there was no evidence the emergency lighting on the premises is subject to periodic testing, in line with required standards.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by reviewing the testing schedule for the emergency lighting on the premises, and ensuring that it is in line with the required standards.
Article 17(1) Flat doors-Common parts exit routes	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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During audit it was found that the responsible person for management of the access route has not considered, prevented or addressed deficiencies in the fire resistance of the PROTECTED ROUTE. The PROTECTED ROUTE may have been compromised by the fitting of doors that do not provide 30 minutes fire protection to the access route.	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 8 FRA findings not implemented	At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that action points including: - Replacing the fire action notice on display. - Confirming that the flat entrance doors meet required standards. - Ensuring the emergency lighting is subject to periodic testing, in line with required standards. This is not an exhaustive list. Please refer to the most recent fire risk assessment for a comprehensive list.	Implement the significant findings of your fire risk assessment, in particular the actions required to ensure the means of escape is sterile and adequately protected, and the evacuation strategy is clearly communicated.

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 90/214833  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** BOULTON HOUSE,  
CONINGTON ROAD  
LADYWELL  
LONDON  
SE13 7LH

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated **+**.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: (1) Planning and organisation to ensure fire safety signage was provided to meet the requirements of BS5499 had not been undertaken, an incorrect fire action notice was provided in the ground floor entrance lobby. (2) Planning and organisation to ensure that the plasterboard linings were not compromised by holes had not been undertaken. On audit it was found that the plasterboard of a means of escape wall close to the stair in the lower ground had been compromised by a hole caused by a self-closing device.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 17(1) Facilities/equipment not maintained	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: (1) There was a puncture in the plasterboard surface of the means of escape in the lower ground floor means	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by: (1) Implementing a suitable program of inspection and maintenance to ensure that compartmentation is not compromised. Ensuring self-closing

	of escape.	devices fitted to doors on the common means of escape do not impact and cause punctures in the plasterboard of the means of escape.
Article 9(1) FRA not suitable or sufficient	<p>At the time of the audit the fire risk assessment (FRA) for your premises was not suitable and sufficient. It was found that: (1) The FRA contains ambiguities and inaccuracies. For example on page 9 it states that "There is/is not an active fire warning system installed." (2) The FRA does not consider the presence of the smoke dampers located above doors between lobbies and the protected stair, their function and maintenance. (3) The FRA does not fully consider the operation of the automatic opening ventilation system which appears to include provision of smoke dampers as part of its operation. (4) The FRA does not consider the provision of an inappropriate fire action notice located in the common parts on the ground floor. (5) The FRA does not consider the impact on fire safety of the anti-social behaviour in the block that leads to issues including several shopping trolleys being left in the common parts regularly and abuse of the common parts.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to: (1) Ensuring that it is accurate and free of ambiguities. (2) Ensuring it considers the presence of all fire safety features of the premises, including the unusual provision in this instance of smoke dampers. (3) Ensuring suitable consideration of the automatic opening ventilation system. (4) Ensuring correct fire action notices are provided where required, in this case to support a stay put evacuation strategy. (5) Ensuring suitable action is taken to limit the occurrence impact of anti social behaviour on the fire safety of the premises.</p>

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE REFERENCE:** 94/206063

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** CORNMILL HOUSE, 4  
WHARF STREET  
DEPTFORD  
SE8 3GE

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: 1. there was no review of the Fire Risk Assessment 2. maintenance of the automatic opening vents, automatic fire alarm, dry rising main ,emergency lighting, five year fixed electrical test had not been planned and organised 3. integrity of riser cupboard doors had not been monitored 4. review of flat front door operation had not been completed 5. no review of suitability of fire action notices 6. No review of riser cupboard compartmentation 7. No evidence fire resistance of furniture in entrance has been checked	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that: 1. Riser cupboard doors across most floors, have excessive gaps and need reviewing.	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: 1. Competent person to review the riser cupboard doors on all floors.
Article 15(1)No emergency plan created/implemented	At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that: 1. Fire action notices are not suitable for a stay put fire strategy.	Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by: 1. Installing suitable fire action notices for a stay put fire strategy.
Article 17(1)Flat doors-Common parts exit	The corridors, lobbies and stairs used	Ensure the access corridor is

<p>routes</p>	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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. At the time of the audit the protected route was compromised by: flat front door number 45 did not close fully because it was catching on the latch and door 42 not closing due to a draught excluder installed onto it.</p>	<p>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.</p>
<p>Article 8 FRA findings not implemented</p>	<p>At the time of the audit the general fire precautions as identified in the significant findings of your fire risk assessment had not been implemented. It was found that: No testing/maintenance certification for: automatic fire alarm, dry rising main, automatic opening vents, 5 yearly fixed electrical test, emergency lighting Hanging pictures in the common areas are to be removed 10th floor telecoms cupboard has no fire stopping where cables go through compartment 6th and 9th floor risers adjacent to lift have breach in compartmentation 8th floor electrical riser has some intumescent strip missing Assess furniture in entrance hall that it complies with current fire safety standards</p>	<p>Implement the significant findings of your fire risk assessment, in particular: automatic fire alarm, dry rising main, automatic opening vents, 5 yearly fixed electrical test, emergency lighting Hanging pictures in the common areas are to be removed 10th floor telecoms cupboard has no fire stopping where cables go through compartment 6th and 9th floor risers adjacent to lift have breach in compartmentation 8th floor electrical riser has some intumescent strip missing Assess furniture in entrance hall that it complies with current fire safety standards</p>

## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 90/250939  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** HESTER HOUSE,  
CONINGTON ROAD  
LADYWELL  
LONDON  
SE13 7FL

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: (1) Planning and organisation to ensure that fire doors protecting the means of escape were fully self closing into their frames had not been undertaken.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that: (1) Several fire doors protecting the means of escape were not fully self closing into their frames. Including the door onto the protected stair on the 3rd floor and a fire door between the bin room and the lobby containing flat entry doors.	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: (1) Ensuring fire doors protecting the means of escape fully self close into their frames.
Article 17(1) Facilities/equipment not maintained	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: (1) Fire doors, including a door on the ground floor between the bin room and the lobby containing the flat entry doors, and a door onto the protected stair on the third floor, were not fully self-closing into their frames.	Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by: (1) Implementing a suitable programme of inspection and maintenance of fire doors.

<p>Article 9(1) FRA not suitable or sufficient</p>	<p>At the time of the audit the fire risk assessment (FRA) for your premises was not suitable and sufficient. It was found that: (1) The FRA for the premises is not site specific, there is a generic and general approach across the seven premises making up the larger site. (2) The FRA states that there is an "evacuate" policy (presumably meaning "simultaneous evacuation") without addressing how this will be executed and what will be provided to implement it, such as common parts fire alarm systems in the various blocks, suitable fire action notices and information provided to residents about this change. It seems reasonable that the evacuation policy would not be simultaneous evacuation in this specific premises, but this is not clarified.</p>	<p>The fire risk assessment should be reviewed, with specific consideration given to: (1) Provision of suitable and sufficient fire risk assessment that is site specific to this specific premises. (2) What the evacuation procedure is and how this is to be implemented and supported.</p>
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## SCHEDULE OF FIRE SAFETY AUDIT OBSERVATIONS

**FILE** 94/206063  
**REFERENCE:**

**OCCUPIER/AGENT:** Default Property

**ADDRESS:** CORNMILL HOUSE, 4  
WHARF STREET  
DEPTFORD  
SE8 3FY

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 (The Order) in London.

This schedule should be read in conjunction with the Commissioner's notice/letter dated +.

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

Article #	Issue	Action(s) to be taken
Article 11 FS arrangements not maintained	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: No review of flat front doors 45,42, 30 and 15 to ensure they close fully into door frame by use of the positive action self closer No review of the suitability of the blank caps on the riser doors No review of the riser doors to ensure they have suitable gaps around doors when they are closed into the door frame. No review of the suitability of the fire action notices. No review of the neoprene cold smoke seals on the lobby doors to the staircase.	Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.
Article 14 Issues with emergency routes or exits	At the time of the audit the emergency routes or exits were inadequate. It was found that: Riser cupboard doors have a metal blank cap over openings in the door. A number of riser cupboard doors had excessive door gaps when the doors were closed into their frames.	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: Ensure theses caps have suitable fire resistance to ensure the integrity of the riser door. Conduct riser door survey and remediate faults identified.



<p>Article 15(1)No emergency plan created/implemented</p>	<p>At the time of the audit your procedures to be followed in the event of serious and imminent danger were inadequate. It was found that: Fire action notices displayed did not state the Stay Put fire strategy but was more akin to a Fire Action Notice for use in an office.</p>	<p>Adequate procedures for serious and imminent danger and for danger areas should be established and followed. This can be achieved by: Installing suitable fire action notices for a Stay Put fire strategy purpose built block of flats.</p>
<p>Article 17(1) Facilities/equipment not maintained</p>	<p>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; Neoprene door blades on a number of lobby doors to staircase did not engage against the door frame when the doors were closed into the door frame.</p>	<p>Arrange initial and on-going maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by: Repair/replacement of neoprene blades on lobby doors to staircase.</p>
<p>Article 17(1)Flat doors-Common parts exit routes</p>	<p>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 event of fire and must be maintained in an efficient state, in efficient working order and good repair. During 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. It was found that: Flat front doors numbers 45,42, 30 and 15 sampled and doors did not close fully into the door frame by use of the positive action self-closer.</p>	<p>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.</p>