

Freedom of Information request reference number: 8525.1

Date of response: 11 April 2024

Request:

Madison Heights, 17-27 High Street, Hounslow TW3 1TA

It is my understanding that there is a current LFB notice on this property which has been suspended until June 2024. Based on a recent update from the managing agent Canonbury Management, I have been advised that the work on the AOV doors has been stopped by the RMC (Madison Heights Residents Company Ltd) board who manage the building. It is also my understanding that there has been a notice on this property for approximately 4+ years (most likely from the year 2019).

I would like to request all correspondences (emails, notices, notes on phone calls) regarding Madison Heights (address given above) with the following individuals, companies and/or organisations:

*London Fire Brigade
HML Shaw
Hesperos Residential
Canonbury Management
Madison Heights Residents Company Limited
RTM Secretarial Limited
HML Company Secretarial Services Ltd
RTM Nominees Directors Ltd
Downs Solicitors
Mills Chody LLP*

[**Please note:** I have removed specific names of individuals included in your request under [section 40 of the FOI act – personal information.](#)]

Response:

You are correct in your understanding that there was an enforcement notice issued to Madison Heights, TW3. Details of the enforcement notice are published on the LFB [Public Notices](#) page of our website and can be viewed using the following link:

<https://www.london-fire.gov.uk/community/public-notices/public-notice-detail/?id=6938>

The enforcement notice was issued in 2021 and the time allowed for completion of remedial works was extended to 15 March 2024.

Our Prevention and Protection (Fire Safety) team have provided me with the correspondence held on the Fire Safety case file for Madison Heights for the period between 01 January 2019 to the date of your FOI request received on 08 March 2024.

I have reviewed the correspondence and have attached the information you are entitled to under the FOI act, sent between the LFB and the companies/individuals you have listed in your request. Please note, personal data has been removed from the attached documents under [section 40 of the FOIA – Personal Information](#).

There is some further correspondence held on the Prevention and Protection (Fire Safety) team case file for Madison Heights for the period between 01 January 2019 to the date of your FOI request received on 08 March 2024.

This correspondence relates to supporting information and evidence gathered during regulation activities at Madison Heights in this period. I believe that this correspondence is exempt from disclosure to you under [Section 31 of the FOIA \("law enforcement" – Section 31\(1\)\(g\) combined with 31\(2\) \(a\) and 31\(2\) \(c\)\)](#).

It is important that enforcing authorities are assisted in their investigations if witnesses and those responsible for compliance with regulations are willing to cooperate with the investigation on a voluntary basis and investigators are able to enter in discussions either verbally, or by correspondence, with those involved to enable them to explore all aspects of the case and then arrive at a decision as to the appropriate action to take.

We are of the view that the correct balance between the public interest in building safety and our ongoing regulatory involvement lies in making information about enforcement action available (formal or informal) to those that request it, but in withholding the supporting information and evidence gathered during regulation activities.

I have attached a disclosure log to this response so you can see what correspondence is held on the Prevention and Protection (Fire Safety) team case file for Madison Heights and have indicated on this log which correspondence/attachments have been withheld from disclosure.

Separately, you may also be interested in a recent legislative change to The Regulatory Reform (Fire Safety) Order 2005, which can be accessed here: <https://www.legislation.gov.uk/uksi/2005/1541/article/21A>. This change to the legislation states that the responsible person (RP) for your building must give residents of the domestic premises comprehensible and relevant information about the relevant fire safety matter.

The Regulatory Reform (Fire Safety) Order 2005 (FSO) has always placed a duty on RPs to provide employees and contractors with relevant information on risks identified in the risk assessment and details of preventative and protective measures taken in their workplace. However, the FSO did not previously explicitly require that RPs provide similar information to other relevant persons, in particular residents. [Article 21A](#) is a new article and is applicable to all buildings containing two or more sets of domestic premises. It serves to ensure that residents in a building are provided with relevant information on fire safety matters. Further information about the regulation change and what information your RP can provide to you can be found on our website using the following link: <https://www.london-fire.gov.uk/safety/property-management/fire-safety-england-regulations-2022/>

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

██████████
London Fire Brigade
169 Union Street
London
Greater London
SE1 0LL

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Task reference: TX1690429
Correspondence reference: 1667447e
Date: 12 Sep 2023

Dear ██████████

Madison Heights - LFB Enforcement Notice - TX1690429

We hope you are well.

Can you please confirm you received our correspondence of 01/09/2023 in respect of the above (attached) and whether the enforcement notice at Madison Heights can be changed to an information notice in light of the information provided?

Kind Regards,

████████████████████

██████████
Client Services Executive
Canonbury Management

[Disclaimer](#)

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Article 8 - Duty to take general fire precautions

(1) The responsible person must—

- (a) take such general fire precautions as will ensure, so far as is reasonably practicable, the safety of any of his employees; and
- (b) in relation to relevant persons who are not his employees, take such general fire precautions as may reasonably be required in the circumstances of the case to ensure that the premises are safe.

Article 9 - Risk assessment

(1) The responsible person must make a suitable and sufficient assessment of the risks to which relevant persons are exposed for the purpose of identifying the general fire precautions he needs to take to comply with the requirements and prohibitions imposed on him by or under this Order.

(2) Where a dangerous substance is or is liable to be present in or on the premises, the risk assessment must include consideration of the matters set out in Part 1 of Schedule 1 (of the Regulatory Reform (Fire Safety) Order 2005).

(3) Any such assessment must be reviewed by the responsible person regularly so as to keep it up to date and particularly if—

- (a) there is reason to suspect that it is no longer valid; or
- (b) there has been a significant change in the matters to which it relates including when the premises, special, technical and organisational measures, or organisation of the work undergo significant changes, extensions, or conversions,

and where changes to an assessment are required as a result of any such review, the responsible person must make them.

(4) The responsible person must not employ a young person unless he has, in relation to risks to young persons, made or reviewed an assessment in accordance with paragraphs (1) and (5).

(5) In making or reviewing the assessment, the responsible person who employs or is to employ a young person must take particular account of the matters set out in Part 2 of Schedule 1 (of the Regulatory Reform (Fire Safety) Order 2005).

(6) As soon as practicable after the assessment is made or reviewed, the responsible person must record the information prescribed by paragraph (7) where—

- (a) he employs five or more employees;
- (b) a licence under an enactment is in force in relation to the premises; or
- (c) an alterations notice requiring this is in force in relation to the premises.

(7) The prescribed information is—

- (a) the significant findings of the assessment, including the measures which have been or will be taken by the responsible person pursuant to this Order; and
- (b) any group of persons identified by the assessment as being especially at risk.

(8) No new work activity involving a dangerous substance may commence unless—

- (a) the risk assessment has been made; and
- (b) the measures required by or under this Order have been implemented.

Article 10 - Principles of prevention to be applied

Where the responsible person implements any preventive and protective measures he must do so on the basis of the principles specified in Part 3 of Schedule 1 (of the Regulatory Reform (Fire Safety) Order 2005).

Article 11 - Fire safety arrangements

- (1) The responsible person must make and give effect to such arrangements as are appropriate, having regard to the size of his undertaking and the nature of its activities, for the effective planning, organisation, control, monitoring and review of the preventive and protective measures.
- (2) The responsible person must record the arrangements referred to in paragraph (1) where—
 - (a) he employs five or more employees;
 - (b) a licence under an enactment is in force in relation to the premises; or
 - (c) an alterations notice requiring a record to be made of those arrangements is in force in relation to the premises.

Article 12 - Elimination or reduction of risks from dangerous substances

- (1) Where a dangerous substance is present in or on the premises, the responsible person must ensure that risk to relevant persons related to the presence of the substance is either eliminated or reduced so far as is reasonably practicable.
- (2) In complying with his duty under paragraph (1), the responsible person must, so far as is reasonably practicable, replace a dangerous substance, or the use of a dangerous substance, with a substance or process which either eliminates or reduces the risk to relevant persons.
- (3) Where it is not reasonably practicable to eliminate risk pursuant to paragraphs (1) and (2), the responsible person must, so far as is reasonably practicable, apply measures consistent with the risk assessment and appropriate to the nature of the activity or operation, including the measures specified in Part 4 of Schedule 1 to this Order to—
 - (a) control the risk, and
 - (b) mitigate the detrimental effects of a fire.
- (4) The responsible person must—
 - (a) arrange for the safe handling, storage and transport of dangerous substances and waste containing dangerous substances; and
 - (b) ensure that any conditions necessary pursuant to this Order for ensuring the elimination or reduction of risk are maintained.

Article 13 - Fire-fighting and fire detection

- (1) Where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons, the responsible person must ensure that—
 - (a) the premises are, to the extent that it is appropriate, equipped with appropriate fire-fighting equipment and with fire detectors and alarms; and
 - (b) any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.
- (2) For the purposes of paragraph (1) what is appropriate is to be determined having regard to the dimensions and use of the premises, the equipment contained on the premises, the physical and chemical properties of the substances likely to be present and the maximum number of persons who may be present at any one time.
- (3) The responsible person must, where necessary—
 - (a) take measures for fire-fighting in the premises, adapted to the nature of the activities carried on there and the size of the undertaking and of the premises concerned;

- (b) nominate competent persons to implement those measures and ensure that the number of such persons, their training and the equipment available to them are adequate, taking into account the size of, and the specific hazards involved in, the premises concerned; and
- (c) arrange any necessary contacts with external emergency services, particularly as regards fire-fighting, rescue work, first-aid and emergency medical care.

(4) A person is to be regarded as competent for the purposes of paragraph (3)(b) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the measures referred to in that paragraph.

Article 14 - Emergency routes and exits

(1) Where necessary in order to safeguard the safety of relevant persons, the responsible person must ensure that routes to emergency exits from premises and the exits themselves are kept clear at all times.

(2) The following requirements must be complied with in respect of premises where necessary (whether due to the features of the premises, the activity carried on there, any hazard present or any other relevant circumstances) in order to safeguard the safety of relevant persons—

- (a) emergency routes and exits must lead as directly as possible to a place of safety;
- (b) in the event of danger, it must be possible for persons to evacuate the premises as quickly and as safely as possible;
- (c) the number, distribution and dimensions of emergency routes and exits must be adequate having regard to the use, equipment and dimensions of the premises and the maximum number of persons who may be present there at any one time;
- (d) emergency doors must open in the direction of escape;
- (e) sliding or revolving doors must not be used for exits specifically intended as emergency exits;
- (f) emergency doors must not be so locked or fastened that they cannot be easily and immediately opened by any person who may require to use them in an emergency;
- (g) emergency routes and exits must be indicated by signs; and
- (h) emergency routes and exits requiring illumination must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.

Article 15 - Procedures for serious and imminent danger and for danger areas

(1) The responsible person must—

- (a) establish and, where necessary, give effect to appropriate procedures, including safety drills, to be followed in the event of serious and imminent danger to relevant persons;
- (b) nominate a sufficient number of competent persons to implement those procedures in so far as they relate to the evacuation of relevant persons from the premises; and
- (c) ensure that no relevant person has access to any area to which it is necessary to restrict access on grounds of safety, unless the person concerned has received adequate safety instruction.

(2) Without prejudice to the generality of paragraph (1)(a), the procedures referred to in that sub-paragraph must—

- (a) so far as is practicable, require any relevant persons who are exposed to serious and imminent danger to be informed of the nature of the hazard and of the steps taken or to be taken to protect them from it;
- (b) enable the persons concerned (if necessary by taking appropriate steps in the absence of guidance or instruction and in the light of their knowledge and the technical means at their disposal) to stop work and immediately proceed to a place of safety in the event of their being exposed to serious, imminent and unavoidable danger; and
- (c) save in exceptional cases for reasons duly substantiated (which cases and reasons must be specified in those procedures), require the persons concerned to be prevented from resuming work in any situation where there is still a serious and imminent danger.

(3) A person is to be regarded as competent for the purposes of paragraph (1) where he has sufficient training and experience or knowledge and other qualities to enable him properly to implement the evacuation procedures referred to in that paragraph.

Article 16 - Additional emergency measures in respect of dangerous substances

(1) Subject to paragraph (4), in order to safeguard the safety of relevant persons arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that—

- (a) information on emergency arrangements is available, including—
 - (i) details of relevant work hazards and hazard identification arrangements; and
 - (ii) specific hazards likely to arise at the time of an accident, incident or emergency;
- (b) suitable warning and other communication systems are established to enable an appropriate response, including remedial actions and rescue operations, to be made immediately when such an event occurs;
- (c) where necessary, before any explosion conditions are reached, visual or audible warnings are given and relevant persons withdrawn; and
- (d) where the risk assessment indicates it is necessary, escape facilities are provided and maintained to ensure that, in the event of danger, relevant persons can leave endangered places promptly and safely.

(2) Subject to paragraph (4), the responsible person must ensure that the information required by article 15(1)(a) and paragraph (1)(a) of this article, together with information on the matters referred to in paragraph (1)(b) and (d) is—

- (a) made available to relevant accident and emergency services to enable those services, whether internal or external to the premises, to prepare their own response procedures and precautionary measures; and
- (b) displayed at the premises, unless the results of the risk assessment make this unnecessary.

(3) Subject to paragraph (4), in the event of a fire arising from an accident, incident or emergency related to the presence of a dangerous substance in or on the premises, the responsible person must ensure that—

- (a) immediate steps are taken to—
 - (i) mitigate the effects of the fire;
 - (ii) restore the situation to normal; and
 - (iii) inform those relevant persons who may be affected; and
- (b) only those persons who are essential for the carrying out of repairs and other necessary work are permitted in the affected area and they are provided with—
 - (i) appropriate personal protective equipment and protective clothing; and
 - (ii) any necessary specialised safety equipment and plant,

which must be used until the situation is restored to normal.

(4) Paragraphs (1) to (3) do not apply where—

- (a) the results of the risk assessment show that, because of the quantity of each dangerous substance in or on the premises, there is only a slight risk to relevant persons; and
- (b) the measures taken by the responsible person to comply with his duty under article 12 are sufficient to control that risk.

Article 17 – Maintenance

(1) Where necessary in order to safeguard the safety of relevant persons the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises under this Order or, subject to paragraph (6), under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

(2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any other premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.

(3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.

(4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).

(5) Where the occupier of the other premises is not also the owner of those premises, the references to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.

(6) Paragraph (1) only applies to facilities, equipment and devices provided under other enactments where they are

provided in connection with general fire precautions.

Article 18 - Safety assistance

(1) The responsible person must, subject to paragraphs (6) and (7), appoint one or more competent persons to assist him in undertaking the preventive and protective measures.

(2) Where the responsible person appoints persons in accordance with paragraph (1), he must make arrangements for ensuring adequate co-operation between them.

(3) The responsible person must ensure that the number of persons appointed under paragraph (1), the time available for them to fulfil their functions and the means at their disposal are adequate having regard to the size of the premises, the risks to which relevant persons are exposed and the distribution of those risks throughout the premises.

(4) The responsible person must ensure that—

- (a) any person appointed by him in accordance with paragraph (1) who is not in his employment—
 - (i) is informed of the factors known by him to affect, or suspected by him of affecting, the safety of any other person who may be affected by the conduct of his undertaking; and
 - (ii) has access to the information referred to in article 19(3); and
- (b) any person appointed by him in accordance with paragraph (1) is given such information about any person working in his undertaking who is—
 - (i) employed by him under a fixed-term contract of employment, or
 - (ii) employed in an employment business,

as is necessary to enable that person properly to carry out the function specified in that paragraph.

(5) A person is to be regarded as competent for the purposes of this article where he has sufficient training and experience or knowledge and other qualities to enable him properly to assist in undertaking the preventive and protective measures.

(6) Paragraph (1) does not apply to a self-employed employer who is not in partnership with any other person, where he has sufficient training and experience or knowledge and other qualities properly to assist in undertaking the preventive and protective measures.

(7) Paragraph (1) does not apply to individuals who are employers and who are together carrying on business in partnership, where at least one of the individuals concerned has sufficient training and experience or knowledge and other qualities—

- (a) properly to undertake the preventive and protective measures; and
- (b) properly to assist his fellow partners in undertaking those measures.

(8) Where there is a competent person in the responsible person's employment, that person must be appointed for the purposes of paragraph (1) in preference to a competent person not in his employment.

Article 19 - Provision of information to employees

(1) The responsible person must provide his employees with comprehensible and relevant information on—

- (a) the risks to them identified by the risk assessment;
- (b) the preventive and protective measures;
- (c) the procedures and the measures referred to in article 15(1)(a);
- (d) the identities of those persons nominated by him in accordance with article 13(3)(b) or appointed in accordance with article 15(1)(b); and
- (e) the risks notified to him in accordance with article 22(1)(c).

(2) The responsible person must, before employing a child, provide a parent of the child with comprehensible and relevant information on—

- (a) the risks to that child identified by the risk assessment;
- (b) the preventive and protective measures; and
- (c) the risks notified to him in accordance with article 22(1)(c),

and for the purposes of this paragraph, "parent of the child" includes a person who has parental responsibility, within the meaning of section 3 of the Children Act 1989, for the child.

(3) Where a dangerous substance is present in or on the premises, the responsible person must, in addition to the information provided under paragraph (1) provide his employees with —

- (a) the details of any such substance including—
 - (i) the name of the substance and the risk which it presents;
 - (ii) access to any relevant safety data sheet; and
 - (iii) legislative provisions (concerning the hazardous properties of any such substance) which apply to the substance; and
- (b) the significant findings of the risk assessment.

(4) The information required by paragraph (3) must be—

- (a) adapted to take account of significant changes in the activity carried out or methods or work used by the responsible person; and
- (b) provided in a manner appropriate to the risk identified by the risk assessment.

Article 20 - Provision of information to employers and the self-employed from outside undertakings

(1) The responsible person must ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with comprehensible and relevant information on—

- (a) the risks to those employees; and
- (b) the preventive and protective measures taken by the responsible person.

(2) The responsible person must ensure that any person working in his undertaking who is not his employee is provided with appropriate instructions and comprehensible and relevant information regarding any risks to that person.

(3) The responsible person must—

- (a) ensure that the employer of any employees from an outside undertaking who are working in or on the premises is provided with sufficient information to enable that employer to identify any person nominated by the responsible person in accordance with article 15 (1)(b) to implement evacuation procedures as far as those employees are concerned; and
- (b) take all reasonable steps to ensure that any person from an outside undertaking who is working in or on the premises receives sufficient information to enable that person to identify any person nominated by the responsible person in accordance with article 15 (1)(b) to implement evacuation procedures as far as they are concerned.

Article 21 – Training

(1) The responsible person must ensure that his employees are provided with adequate safety training—

- (a) at the time when they are first employed; and
- (b) on their being exposed to new or increased risks because of—
 - (i) their being transferred or given a change of responsibilities within the responsible person's undertaking;
 - (ii) the introduction of new work equipment into, or a change respecting work equipment already in use within, the responsible person's undertaking;
 - (iii) the introduction of new technology into the responsible person's undertaking; or
 - (iv) the introduction of a new system of work into, or a change respecting a system of work already in use within, the responsible person's undertaking.

(2) The training referred to in paragraph (1) must—

- (a) include suitable and sufficient instruction and training on the appropriate precautions and actions to be taken by the employee in order to safeguard himself and other relevant persons on the premises;
- (b) be repeated periodically where appropriate;
- (c) be adapted to take account of any new or changed risks to the safety of the employees concerned;
- (d) be provided in a manner appropriate to the risk identified by the risk assessment; and

- (e) take place during working hours.

Article 22 - Co-operation and co-ordination

(1) Where two or more responsible persons share, or have duties in respect of, premises (whether on a temporary or a permanent basis) each such person must—

- (a) co-operate with the other responsible person concerned so far as is necessary to enable them to comply with the requirements and prohibitions imposed on them by or under this Order;
- (b) (taking into account the nature of his activities) take all reasonable steps to co-ordinate the measures he takes to comply with the requirements and prohibitions imposed on him by or under this Order with the measures the other responsible persons are taking to comply with the requirements and prohibitions imposed on them by or under this Order; and
- (c) take all reasonable steps to inform the other responsible persons concerned of the risks to relevant persons arising out of or in connection with the conduct by him of his undertaking.

(2) Where two or more responsible persons share premises (whether on a temporary or a permanent basis) where an explosive atmosphere may occur, the responsible person who has overall responsibility for the premises must co-ordinate the implementation of all the measures required by this Part to be taken to protect relevant persons from any risk from the explosive atmosphere.

Article 23 - General duties of employees at work

(1) Every employee must, while at work—

- (a) take reasonable care for the safety of himself and of other relevant persons who may be affected by his acts or omissions at work;
- (b) as regards any duty or requirement imposed on his employer by or under any provision of this Order, co-operate with him so far as is necessary to enable that duty or requirement to be performed or complied with; and
- (c) inform his employer or any other employee with specific responsibility for the safety of his fellow employees—
 - (i) of any work situation which a person with the first-mentioned employee's training and instruction would reasonably consider represented a serious and immediate danger to safety; and
 - (ii) of any matter which a person with the first-mentioned employee's training and instruction would reasonably consider represented a shortcoming in the employer's protection arrangements for safety,

in so far as that situation or matter either affects the safety of that first-mentioned employee or arises out of or in connection with his own activities at work, and has not previously been reported to his employer or to any other employee of that employer in accordance with this sub-paragraph.

Article 38 - Maintenance of measures provided for protection of fire-fighters

(1) Where necessary in order to safeguard the safety of fire-fighters in the event of a fire, the responsible person must ensure that the premises and any facilities, equipment and devices provided in respect of the premises for the use by or protection of fire-fighters under this Order or under any other enactment, including any enactment repealed or revoked by this Order, are subject to a suitable system of maintenance and are maintained in an efficient state, in efficient working order and in good repair.

(2) Where the premises form part of a building, the responsible person may make arrangements with the occupier of any premises forming part of the building for the purpose of ensuring that the requirements of paragraph (1) are met.

(3) Paragraph (2) applies even if the other premises are not premises to which this Order applies.

(4) The occupier of the other premises must co-operate with the responsible person for the purposes of paragraph (2).

(5) Where the occupier of the other premises is not also the owner of those premises, the reference to the occupier in paragraphs (2) and (4) are to be taken to be references to both the occupier and the owner.

GUIDANCE FOR RESPONSIBLE PERSONS

1. Non-statutory guidance on the Order, in the form of information for responsible persons, is available in a series of books that provide advice based on the use of your premises. The document sets out the requirements of the Order in a simple, non-prescriptive, user-friendly style and offers advice about whether the responsible person needs to do anything more than they are already doing in order to comply.
2. Although the books are primarily directed towards responsible persons, it should nevertheless be of assistance to local managers, supervisors, employees' representatives and others who need to know about fire precautions. The Home Office recommends that fire safety officers should also be familiar with its contents and take them into account when responding to requests for advice and in their discussions with employers and others about compliance with the Order.
3. The guides are available from: Fire Safety Guides, PO Box 236, Wetherby LS23 7NB, Tel: 0870 830 7099. Please quote the ISBN when ordering. They may also be downloaded free of charge from the Fire Safety Law Section of the Communities & Local Government website at www.communities.gov.uk/fire/firesafety/firesafetylaw/

LIST OF GUIDANCE PUBLICATIONS

<u>Guide</u>	<u>Use</u>
Fire safety in offices and Shops ISBN 978 1 85112 815 0	All offices and retail premises
Fire safety in factories and Warehouses ISBN 978 1 85112 816 7	All factories and warehouse storage premises
Fire safety in premises providing sleeping accommodation ISBN 978 1 85112 817 4	All places where sleeping accommodation is provided, except hospitals, care homes, places of custody and single private dwellings
Fire safety in residential care premises ISBN 978 1 85112 818 1	Suitable for all residential and nursing homes, out-posted nursing care in single private dwellings and home-based childminders
Fire safety in educational Premises ISBN 978 1 85112 819 8	Teaching establishments ranging from crèches through to universities
Fire safety in small and medium places of assembly ISBN 978 1 85112 820 4	Public houses, clubs, restaurants and cafés, village halls, community centres and libraries accommodating up to 300 people
Fire safety in large places of Assembly ISBN 978 1 85112 821 1	Suitable for premises where more than 300 people gather, eg shopping centres, large nightclubs, exhibition and conference centres, sports stadia, churches, cathedrals, museums and libraries
Fire safety in theatres and Cinemas and similar premises ISBN 978 1 85112 822 8	Suitable for all theatres and cinemas
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Fire safety in healthcare Premises
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ISBN 978 1 85112 874 7

Supplements other guides and gives advice on accessibility and
means of escape



LONDON FIRE BRIGADE

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

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Madison Heights Residents Company Limited
32 Basement Woodstock Grove
London
W12 8LE

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

Date 26th November 2021
Our Ref 25/002202/PDB

**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: Madison Heights, High Street, Hounslow TW3 1TA

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 **25th June 2021** when you were given notice of steps to be taken by **10th December 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 **10th June 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,

PP [REDACTED]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 Ext [REDACTED]

Cc: [REDACTED]@hesres.co.uk



LONDON FIRE BRIGADE

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

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Madison Heights Residents Company Limited
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Hampshire
SO51 6DP

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

Date 14 April 2023
Our Ref 25/002202/MC

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

Premises: Madison Heights, 17 – 27 High Street, Hounslow, TW3 1TA

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

I refer to the Commissioner's enforcement notice dated **25 June 2021** when you were given notice of steps to be taken by **10 December 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 **15 March 2024**.

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

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

Yours faithfully,

PP

for Assistant Commissioner (Fire Safety)
Directorate of Operations

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

Cc. Canonbury Management - mail@canonbury.management



LONDON FIRE BRIGADE

Minicom 020 7960 3629

london-fire.gov.uk

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

The Company Secretary

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

Madison Heights Residents Company Limited

32 Basement Woodstock Grove

London

W12 8LE

Date 25 June 2021

Our Ref 25/002202/PDB

ENFORCEMENT NOTICE

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

TO :

Name: **Madison Heights Residents Company Limited**

Address: **32 Basement Woodstock Grove, London W12 8LE**

Concerning Premises at: **Madison Heights, High Street, Hounslow TW3 1TA**

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 **10 December 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: 25 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

Encl: FS03_01a, FS03_01b, FS03_06

Cc: [REDACTED], Hesperos Residential Ltd: [REDACTED]@hesres.co.uk

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:
Madison Heights, High Street, Hounslow TW3 1TA

FILE NUMBER:
25/002202

This schedule should be read in conjunction with the Commissioner’s Notice dated **25 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.
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<p>Article 11</p>	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none"> 1) The smoke ventilation system and the smoke ventilation system doors are permanently open, and the activation switch break glass units are damaged and not operating correctly. 2) Lobby doors not compliant with BS476 due to lack of intumescent strips and smoke seals. Fire doors do not fully close into their frames. 3) Dry riser outlet door damaged second floor lift lobby. <p>All the above items were identified by the risk assessment dated 26 June 2020.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>
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<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that: The protected corridors and staircase forming the escape route, at all levels had items of furniture, push bikes, scooters, shopping trollies being stored in them. In the event of an emergency this would impede persons trying to exit using the escape routes.</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 emergency routes and exits are kept clear at all times.</p>
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Article 17	<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 :</p> <ol style="list-style-type: none"> 1) The fire alarm was not being maintained. 2) The emergency lighting was not being maintained. 3) The smoke ventilation system was not being maintained. 4) The cross corridor fire doors were not being maintained. 	<p>Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring that all fire safety systems are subject to a suitable system of maintenance and testing. This should include:</p> <ol style="list-style-type: none"> 1) The fire alarm. 2) The emergency lighting. 3) The smoke ventilation system. 4) The cross corridor fire doors.
Article 22	<p>At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that you had not informed other occupants and Responsible Persons of risks associated with your premises.</p>	<p>You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular ensure Responsible Person and other occupants are informed of the risks associated with the building.</p>
Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that automatic opening vent system AOV's are damaged and not operational.</p>	<p>Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring that automatic opening vent system AOV's are repaired and in good working order.</p>
Article 38	<p>At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that the dry rising main was not subject to a suitable system of maintenance.</p>	<p>Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring the dry rising main is subject to a suitable system of maintenance that complies with BS 9990 2015 or equivalent.</p>

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 majority of items identified by the fire risk assessment carried out on 26 June 2020 were still outstanding with little or no remedial action being taken.	Implement the significant findings of your fire risk assessment, in particular: 1) Ensuring that all fire doors throughout the building operate correctly, closing into their frames and comply with BS476 or equivalent. 2) Ensuring that all items being stored in the escape routes are removed and these areas are kept sterile at all times. 3) Ensuring the fire alarm system is maintained in efficient working order. 4) Ensuring the emergency lighting is maintained in efficient working order. 5) Ensuring the smoke ventilation system is maintained in efficient working order.
Article 8	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that breaches in compartmentation identified by the significant findings of fire risk assessment carried out on 26 June 2020 are still outstanding. These breaches are in the 5 th and 6 th floor lift lobbies.	Take the general fire precautions required to prevent fire and smoke spread by repairing any holes in the walls of the 5 th and 6 th floor lift lobbies to ensure adequate fire separation is maintained.

*****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

Minicom 020 7960 3629

london-fire.gov.uk

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

The Company Secretary

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

Madison Heights Residents Company Limited

32 Basement Woodstock Grove

London

W12 8LE

Date 25 June 2021

Our Ref 25/002202/PDB

ENFORCEMENT NOTICE

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

TO :

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Address: **32 Basement Woodstock Grove, London W12 8LE**

Concerning Premises at: **Madison Heights, High Street, Hounslow TW3 1TA**

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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.

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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:

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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: 25 June 2021 _____

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Encl: FS03_01a, FS03_01b, FS03_06

Cc: [REDACTED], Hesperos Residential Ltd: [REDACTED]@hesres.co.uk

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6. We recommend that remedial steps are undertaken in accordance with the appropriate British or European Standards, or recognised industry guidance.

SCHEDULE
PREMISES:
Madison Heights, High Street, Hounslow TW3 1TA
FILE NUMBER:
25/002202

This schedule should be read in conjunction with the Commissioner’s Notice dated **25 June 2021**.

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<p>Article 14</p>	<p>At the time of the audit the emergency routes or exits were inadequate. It was found that: The protected corridors and staircase forming the escape route, at all levels had items of furniture, push bikes, scooters, shopping trollies being stored in them. In the event of an emergency this would impede persons trying to exit using the escape routes.</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 emergency routes and exits are kept clear at all times.</p>
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*****RECOMMENDATIONS NOT FORMING REQUIREMENTS OF THE SCHEDULE*****

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LONDON FIRE BRIGADE

Fire Safety Regulation, North West 3 Team
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T 020 8555 1200

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The Company Secretary
Madison Heights Residents Company Limited
32 Basement Woodstock Grove
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W12 8LE

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

Date 25 June 2021
Our Ref 25/002202/PDB

ENFORCEMENT NOTICE

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

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Signed:

[REDACTED]

Dated: 25 June 2021

Assistant Commissioner
(The Officer appointed for the purpose)

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Encl: FS03_01a, FS03_01b, FS03_06

Cc: [REDACTED], Hesperos Residential Ltd: [REDACTED]@hesres.co.uk

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SCHEDULE

PREMISES: Madison Heights, High Street, Hounslow TW3 1TA

FILE NUMBER: 25/002202

This schedule should be read in conjunction with the Commissioner's Notice dated **25 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	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none">1) The smoke ventilation system and the smoke ventilation system doors are permanently open, and the activation switch break glass units are damaged and not operating correctly.2) Lobby doors not compliant with BS476 due to lack of intumescent strips and smoke seals. Fire doors do not fully close into their frames.3) Dry riser outlet door damaged second floor lift lobby. <p>All the above items were identified by the risk assessment dated 26 June 2020.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>

Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that: The protected corridors and staircase forming the escape route, at all levels had items of furniture, push bikes, scooters, shopping trolleys being stored in them. In the event of an emergency this would impede persons trying to exit using the escape routes.	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 emergency routes and exits are kept clear at all times.
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 : 1) The fire alarm was not being maintained. 2) The emergency lighting was not being maintained. 3) The smoke ventilation system was not being maintained. 4) The cross corridor fire doors were not being maintained.	Arrange initial and ongoing maintenance to ensure fire safety measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring that all fire safety systems are subject to a suitable system of maintenance and testing. This should include: 1) The fire alarm. 2) The emergency lighting. 3) The smoke ventilation system. 4) The cross corridor fire doors.
Article 22	At the time of the audit you had not cooperated and coordinated with other responsible persons. It was found that you had not informed other occupants and Responsible Persons of risks associated with your premises.	You must take all reasonable steps to cooperate and coordinate with other responsible persons. In particular ensure Responsible Person and other occupants are informed of the risks associated with the building.
Article 38	At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that automatic opening vent system AOV's are damaged and not operational.	Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring that automatic opening vent system AOV's are repaired and in good working order.
Article 38	At the time of the audit a suitable system of maintenance of the firefighting measures was not in place. It was found that the dry rising main was not subject to a suitable system of maintenance.	Arrange initial and ongoing maintenance to ensure firefighting measures are kept in an efficient state, working order and good repair. This can be achieved by ensuring the dry rising main is subject to a suitable system of maintenance that complies with BS 9990 2015 or equivalent.

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 majority of items identified by the fire risk assessment carried out on 26 June 2020 were still outstanding with little or no remedial action being taken.	<p>Implement the significant findings of your fire risk assessment, in particular:</p> <ol style="list-style-type: none"> 1) Ensuring that all fire doors throughout the building operate correctly, closing into their frames and comply with BS476 or equivalent. 2) Ensuring that all items being stored in the escape routes are removed and these areas are kept sterile at all times. 3) Ensuring the fire alarm system is maintained in efficient working order. 4) Ensuring the emergency lighting is maintained in efficient working order. 5) Ensuring the smoke ventilation system is maintained in efficient working order.
Article 8	At the time of the audit the FIRE RESISTING separation in your premises was inadequate. It was found that breaches in compartmentation identified by the significant findings of fire risk assessment carried out on 26 June 2020 are still outstanding. These breaches are in the 5 th and 6 th floor lift lobbies.	Take the general fire precautions required to prevent fire and smoke spread by repairing any holes in the walls of the 5 th and 6 th floor lift lobbies to ensure adequate fire separation is maintained.

*****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 West 3 Team
169 Union Street London SE1 0LL
T 020 8555 1200

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Madison Heights Residents Company Limited
32 Basement Woodstock Grove
London
W12 8LE

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

Date 26th November 2021
Our Ref 25/002202/PDB

**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: Madison Heights, High Street, Hounslow TW3 1TA

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 **25th June 2021** when you were given notice of steps to be taken by **10th December 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 **10th June 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,

PP [REDACTED]

for Assistant Commissioner (Fire Safety)

Directorate of Operations

FSR-AdminSupport@london-fire.gov.uk

Reply to Inspecting Officer [REDACTED]

Direct T 020 8555 1200 Ext [REDACTED]

Cc: [REDACTED]@hesres.co.uk



LONDON FIRE BRIGADE

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

Minicom 020 7960 3629
london-fire.gov.uk

The Company Secretary
Madison Heights Residents Company Limited
32 Basement Woodstock Grove
London
W12 8LE

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

Date 25 June 2021
Our Ref 25/002202/PDB

ENFORCEMENT NOTICE

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

TO :

Name: **Madison Heights Residents Company Limited**

Address: **32 Basement Woodstock Grove, London W12 8LE**

Concerning Premises at: **Madison Heights, High Street, Hounslow TW3 1TA**

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 **10 December 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 SIGNATURE]

Dated: 25 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

Encl: FS03_01a, FS03_01b, FS03_06

Cc: [REDACTED], Hesperos Residential Ltd: [REDACTED]@hesres.co.uk

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: Madison Heights, High Street, Hounslow TW3 1TA

FILE NUMBER: 25/002202

This schedule should be read in conjunction with the Commissioner's Notice dated **25 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	<p>At the time of the audit your preventative and protective measures had not been planned, organised, controlled, monitored or reviewed where required. It was found that:</p> <ol style="list-style-type: none">1) The smoke ventilation system and the smoke ventilation system doors are permanently open, and the activation switch break glass units are damaged and not operating correctly.2) Lobby doors not compliant with BS476 due to lack of intumescent strips and smoke seals. Fire doors do not fully close into their frames.3) Dry riser outlet door damaged second floor lift lobby. <p>All the above items were identified by the risk assessment dated 26 June 2020.</p>	<p>Arrangements identified as not suitably addressed must be effectively planned, organised, controlled, monitored or reviewed.</p>

Article 14	At the time of the audit the emergency routes or exits were inadequate. It was found that: The protected corridors and staircase forming the escape route, at all levels had items of furniture, push bikes, scooters, shopping trolleys being stored in them. In the event of an emergency this would impede persons trying to exit using the escape routes.	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 emergency routes and exits are kept clear at all times.
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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 majority of items identified by the fire risk assessment carried out on 26 June 2020 were still outstanding with little or no remedial action being taken.	<p>Implement the significant findings of your fire risk assessment, in particular:</p> <ol style="list-style-type: none"> 1) Ensuring that all fire doors throughout the building operate correctly, closing into their frames and comply with BS476 or equivalent. 2) Ensuring that all items being stored in the escape routes are removed and these areas are kept sterile at all times. 3) Ensuring the fire alarm system is maintained in efficient working order. 4) Ensuring the emergency lighting is maintained in efficient working order. 5) Ensuring the smoke ventilation system is maintained in efficient working order.
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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.

Definitions of standard terms used in means of escape requirements

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.

Fire Resisting

1. FIRE RESISTING means construction capable of resisting the action of fire for not less than thirty minutes under the prescribed conditions of test appropriate to such construction in accordance with the provisions of the current British Standard 476 and that:

- a) whatsoever is so designated gives effective separation between those parts of the premises on each side of it;
- b) where the word 'enclosed' is used in connection with this term, the room, escape route or other space so described is completely enclosed with walls, ceilings and floors of FIRE RESISTING construction except for that part of the enclosure consisting of a roof, external wall, or the lowest floor of a building;
- c) where the construction consists of or incorporates a door, the door together with its frame complies with Table A below; and the door
 - i) is effectively self closing by means of an automatic self closing device and the device is to conform to BS EN 1154. As an alternative, where the door is to a duct, shaft or cupboard, it may be locked shut and provided with a notice to this effect;
 - ii) is free from any means of holding the door in an open position except, where permitted an electro-magnetic or electro-mechanical door holder device. BS 7273-4 is the applicable document with regard to these devices.
 - iii) is close fitting to both the frame and, where there are two leaves, between the leaves;
 - iv) is hung on hinges no part of which is made either of combustible material or of non-combustible material having a melting point less than 800°C;
 - v) is permanently marked 'Fire door keep shut' in a conspicuous position except whether the door is to a bedroom or to or within a dwelling (including a flat or maisonette);
 - vi) is imperforate except for the minimum perforations necessary for the fitting of locks and door furniture;

d) where the construction incorporates glazing, in addition to comply with this definition, the glazing is in a frame fixed shut.

2. Where existing ceilings, soffits, walls, partitions, floors and doorsets are not already FIRE RESISTING and are required to be made FIRE RESISTING the following constructions will be accepted as complying with the definition:

a) **CEILING AND SOFFITS**

The ceilings and soffits covered with lath and plaster in good condition, or with plasterboard or FIRE PROTECTIVE BOARDING with sheets closely butted together and securely nailed or screwed to joints/nogging pieces, as appropriate.

b) **WALLS AND PARTITIONS**

All perforations and gaps sealed with FIRE RESISTING construction. Partitions made flush with timber or FIRE PROTECTIVE BOARDING and covered with plasterboard, or FIRE PROTECTIVE BOARDING butted together, securely nailed or screwed in position.

c) **DOORSETS**

See Table B below.

Notes:

- i) Protection to partitions, ceilings and doors shall be on the risk side, e.g. on the side remote from an escape route, or, in the case of a screen separating an escape route from the lower part of the building, on the side exposed to the lower part of the building. Where a lobby or screen is not carried up to the main ceiling and a false ceiling is provided to complete the separation, it may be necessary to protect the upper surface of the ceiling construction.
- ii) Where the risk is on both sides, the construction shall be protected on both sides.

Fire Protective Boarding

3. Attention is drawn to the desirability of effectively sealing the exposed surface of FIRE

PROTECTIVE BOARDING by paint or other suitable methods and protecting exposed edges against damage.

Non Combustible Material

4. NON COMBUSTIBLE MATERIAL means material which satisfies the test for non combustibility prescribed in the current British Standard 476: Part 4 and is deemed to include plasterboard.

Protected Route

5. PROTECTED ROUTE means a route enclosed with FIRE RESISTING construction and which complies with the following conditions.

- a) service, ventilating and other similar ducts or shafts which pass into or out of the enclosure are FIRE RESISTING within the enclosure;
- b) cupboards are enclosed with FIRE RESISTING construction (except where premises are provided with a single staircase only, in which case cupboards are not accepted and must be taken out of use and sealed with FIRE RESISTING construction on the inside);
- c) no combustible storage is allowed other than in cupboards described in (b) above;
- d) stairs and landings are provided with handrails and are adequately guarded on any open side;
- e) sufficient and suitable artificial lighting is provided for the purpose of means of escape; and
- f) the linings have a surface spread of flame classification not inferior to 'Class 0' when tested in accordance with the provisions of the current British Standard 476: Part 7.

Note:

Lavatories and sanitary accommodation which are neither cloakrooms nor contain gas or portable heating appliances other than water heaters and incinerators may be contained within a PROTECTED ROUTE.

Inherently Non-Flammable Material

6. INHERENTLY NON-FLAMMABLE MATERIAL means material which, although non non-combustible and not submitted to a flame-proofing process nor

provided with a flame resistant finish is, in fact, non-flammable throughout its thickness.

The standard for fabrics is 'flameproof' when tested in accordance with the provisions of the current British Standard.

The standard for material other than fabrics is 'Class 1' surface spread of flame when tested in accordance with the provisions of the current British Standard 476: Part 7.

Durably Flame Proofed Fabric

7. DURABLY FLAME PROOFED FABRIC means flame-proofed fabric which after being submitted to a washing treatment remains flame-proof as determined by the method of test prescribed in the current British Standard.

Table A - Minimum requires for Construction and materials of doorsets capable of resisting the action of fire for a period of thirty minutes

1. Doors, including frames, are to be tested and installed in accordance with the current British Standard 476: Part 22 (and BS 476: Section 31.1 where the 'S' specification requires smoke stopping) or BS EN 1634 and are to be certified as being capable of resisting the action of fire for a period of not less than thirty minutes as regards the passage of flame (integrity). There are no requirements as to stability or insulation for doorsets. Doors which met the requirements for resisting the action of fire in the British Standard in force at the time the door was manufactured may be accepted.

2. Doors which open into a corridor or lobby with enclosures capable of resisting the action of fire for a period of not less than thirty minutes may open in two directions provided a maximum clearance of 3mm is achieved at the meeting edges.

Any door capable of being opened in both directions shall be fitted with a vision panel of clear fire resisting glazing.

3. Glazing fixed shut may be incorporated in a door if it is capable of resisting the action of fire in accordance with the current British Standard 476: Part 22. Glazing should be fixed either;

- a) in timber frames with wood or metal beads or with a glazing compound in conjunction with springs or clips in panels not exceeding 0.4m² in area; or

- b) in metal frames with metal beads in panels not exceeding 1.2m² in area, all metal having a melting point not lower than 900°C;

The area of glazing shall also satisfy the provisions of any requirements in the accompanying schedule.

Table B - Upgrading existing doorsets to achieve a fire resisting standard of thirty minutes

1. In general, the upgrading of existing doorsets to achieve a standard of fire resistance of thirty minutes is not recommended except in the case of historic buildings. It is preferable that new doorsets are installed.

2. If a doorset is to be upgraded, a test report will be required confirming that the door and frame are capable of resisting the action of fire for not less than thirty minutes when tested in accordance with the current British Standard 476: Part 22 (and BS 476: Section 31.1 when the 'S' specification requires smoke stopping).

Cupboard doors required to be fire resisting

3. Cupboard doors of standard size shall be replaced with new doors capable of resisting the action of fire for not less than thirty minutes when tested in accordance with the current British Standard 476: Part 22 (and BS 476: Section 31.1 when the 'S' specification requires smoke stopping).

4. For cupboard doors of less than standard size, a suitable fire resisting door shall be cut to size and fitted with an intumescent strip channelled into the top, hinge and closing edges to resist fire when tested in accordance with the current British Standard 476: Part 22.

Fire Safety Regulation Admin

Task reference: TX1669804
Correspondence reference: 1518379e
Date: 16 May 2022

Dear Fire Safety Regulation,

Madison Heights Fire Risk Assessment - TX1669804

We have recently taken over the management responsibility for the following block:

Madison Heights
17-27 High Street
Hounslow
Greater London
TW3 1TA

Please can you advise if you have served and enforcement notice on this block and provide the same by reply?

Kind Regards,

[REDACTED]
[REDACTED]
Client Services Executive
Canonbury Management

[Disclaimer](#)

██████████
London Fire Brigade
169 Union Street
London
Greater London
SE1 0LL

Subscribe to Updates

If you would like to subscribe to updates for this task, please [click here](#)

Task reference: TX1690429
Correspondence reference: 1669241e
Date: 19 Sep 2023

Dear ██████████

Madison Heights - LFB Enforcement Notice - TX1690429

We hope that you are well.

Please can we have a response to our email of the 12/09/2023 13:17:42?

Kind Regards,

████████████████████

██████████
Client Services Executive
Canonbury Management
[Disclaimer](#)

Fire Safety Regulation Admin

Task reference: TX1669804
Correspondence reference: 1521450e
Date: 26 May 2022

Dear Fire Safety Regulation,

Madison Heights Fire Risk Assessment - TX1669804

Please can you provide a response to our email of the 19th May? Our enquiry is as follows:

We have recently taken over the management responsibility for the following block:

Madison Heights 17-27
High Street
Hounslow
Greater London
TW3 1TA

Please can you advise if you have served and enforcement notice on this block and provide the same by reply?

Kind Regards,

[Redacted Signature]

[Redacted Name]

Client Services Executive
Canonbury Management

[Disclaimer](#)

From: LFB
To: [REDACTED]@hesres.co.uk
Subject: Enforcement Notice. Madison Heights, High Street, Hounslow TW3 1TA
Date: 25 June 2021 15:58:00
Attachments: [Definitions of standard terms used in means of escape requirements.docx](#)
[Guidance for Employers.docx](#)
[Legislation Extracts.docx](#)
[Enforcement Notice Madison .pdf](#)
Importance: High

Dear Sir

FYI

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.

During a recent inspection of the above-mentioned premises, certain matters were found to be below the required standard and the following formal enforcement action has been taken:

Issue of an Enforcement Notice – copy attached.

Hard copy will be posted.

Kind Regards

[REDACTED]
Fire Safety Admin Enforcement & Prohibition Team
London Fire Brigade HQ

From: [REDACTED]
To: LFB @hesres.co.uk
Subject: Extension of Time. Madison Heights, High Street, Hounslow TW3 1TA
Date: 26 November 2021 14:21:00
Attachments: [Extension of time letter 3.pdf](#)

Dear Sir/Madam

FYI

I refer to the Commissioner's enforcement notice dated 25th June 2021 when you were given notice of steps to be taken by 10th December 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 10th June 2022.

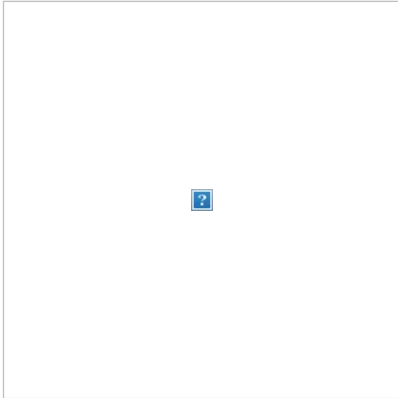
Hard copy will be posted.

Kind Regards

[REDACTED]
Fire Safety Admin Enforcement & Prohibition Team
London Fire Brigade HQ

From: [Canonbury Management](#)
To: [FSR-AdminSupport](#)
Subject: Madison Heights Fire Risk Assessment - TX1669804
Date: 26 May 2022 07:55:49
Attachments: [correspondence - 1521450.pdf](#)

[EXTERNAL EMAIL] Do not click links or open attachments unless you are expecting them, even if you know the sender



Canonbury Management
E: email@canonburymanagement.co.uk
W: canonbury.management

Fire Safety Regulation Admin

Task reference: TX1669804
Correspondence reference: 1521450e
Date: 26 May 2022

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Madison Heights Fire Risk Assessment - TX1669804

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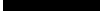
We have recently taken over the management responsibility for the following block:

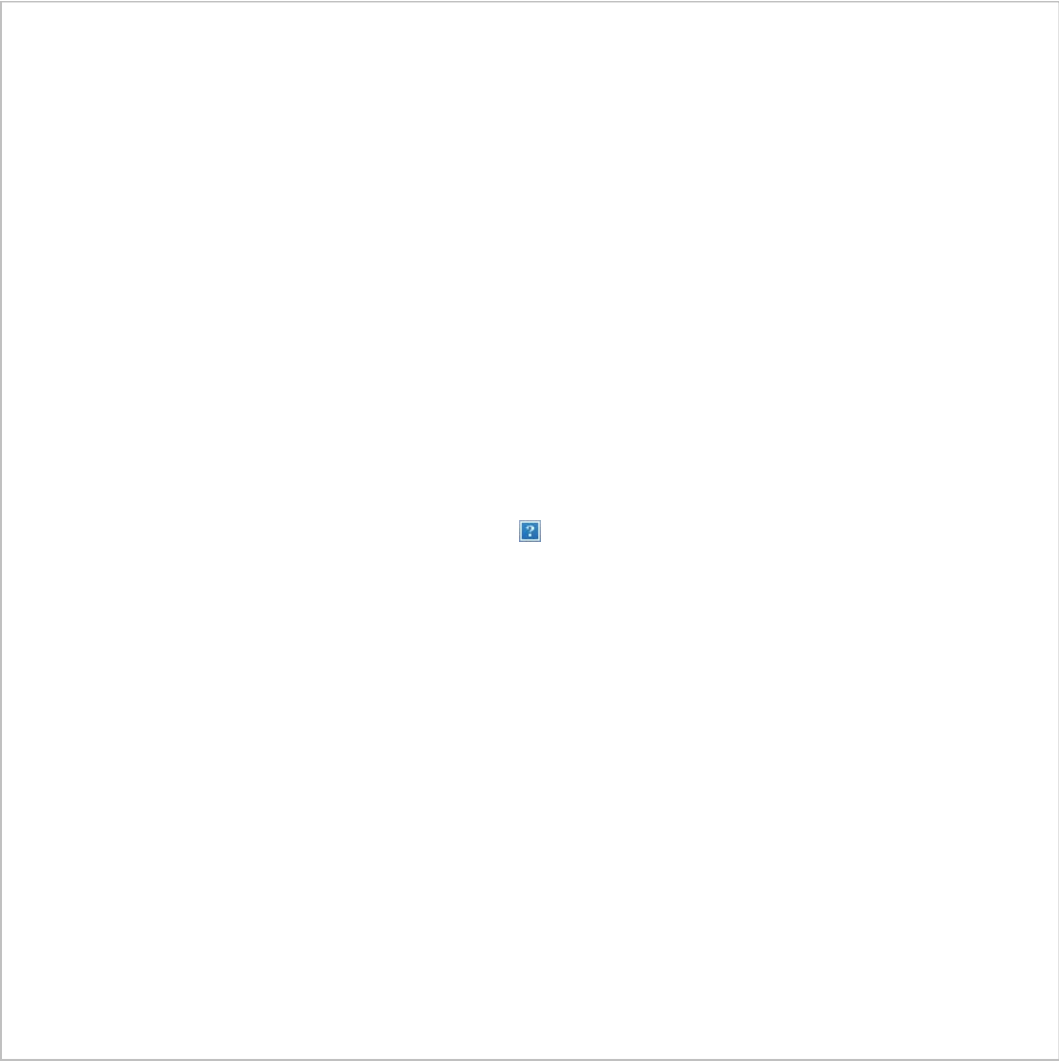
Madison Heights 17-27
High Street
Hounslow
Greater London
TW3 1TA

Please can you advise if you have served an enforcement notice on this block and provide the same by reply?

Kind Regards,




Client Services Executive
Canonbury Management
[Disclaimer](#)



From: LFB
To: mail@canonbury.management
Subject: Extension of Time: Madison Heights, 17 – 27 High Street, Hounslow, TW3 1TA | 25/002202
Date: 17 April 2023 11:56:00
Attachments: [FS03_03 FS03a JN 2311614.pdf](#)

Good morning,

Please see attached extension of time letter for premises: **Madison Heights, 17 – 27 High Street, Hounslow, TW3 1TA**

If you have any queries relating to this, please contact FSR-AdminSupport@london-fire.gov.uk or the Inspecting Officer directly, whose contact details are on the notice.

Best wishes,

[Redacted]

[Redacted]

Fire Safety Admin – Admin Assistant

London Fire Brigade

From: Canonbury Management <mail@canonbury.management>
Sent: Tuesday, September 12, 2023 1:18:07 PM
To: [REDACTED] <[\[REDACTED\]@london-fire.gov.uk](mailto:[REDACTED]@london-fire.gov.uk)>
Subject: Madison Heights - LFB Enforcement Notice - TX1690429

You don't often get email from mail@canonbury.management. [Learn why this is important](#)

[EXTERNAL EMAIL] Do not click links or open attachments unless you are expecting them, even if you know the sender



Canonbury Management
E: mail@canonburymanagement.co.uk
W: canonbury.management

[REDACTED]
London Fire Brigade
169 Union Street
London
Greater London
SE1 0LL

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Task reference: TX1690429
Correspondence reference: 1667447e
Date: 12 Sep 2023

Dear [REDACTED]

Madison Heights - LFB Enforcement Notice - TX1690429

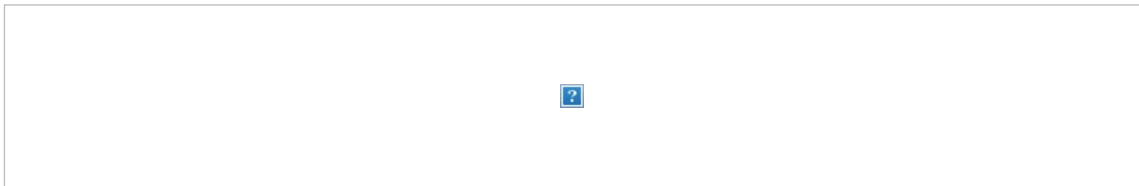
We hope you are well.

Can you please confirm you received our correspondence of 01/09/2023 in respect of the above (attached) and whether the enforcement notice at Madison Heights can be changed to an information notice in light of the information provided?

Kind Regards,



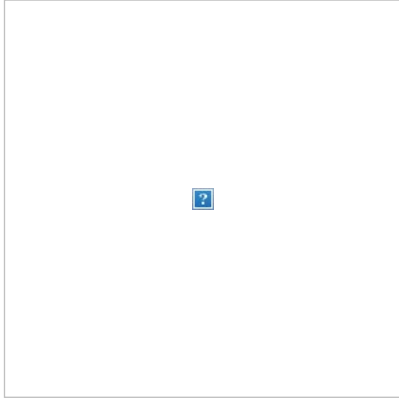
[REDACTED]
Client Services Executive
Canonbury Management
[Disclaimer](#)



From: [Canonbury Management](#)
To: LFB
Subject: Madison Heights - LFB Enforcement Notice - TX1690429
Date: 19 September 2023 09:16:34
Attachments: [correspondence - 1669241.pdf](#)

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Canonbury Management
Email: [canonburymanagement.co.uk](mailto:mail@canonburymanagement.co.uk)
W: canonbury.management

██████████
London Fire Brigade
169 Union Street
London
Greater London
SE1 0LL

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Task reference: TX1690429
Correspondence reference: 1669241e
Date: 19 Sep 2023

Dear ██████████

Madison Heights - LFB Enforcement Notice - TX1690429

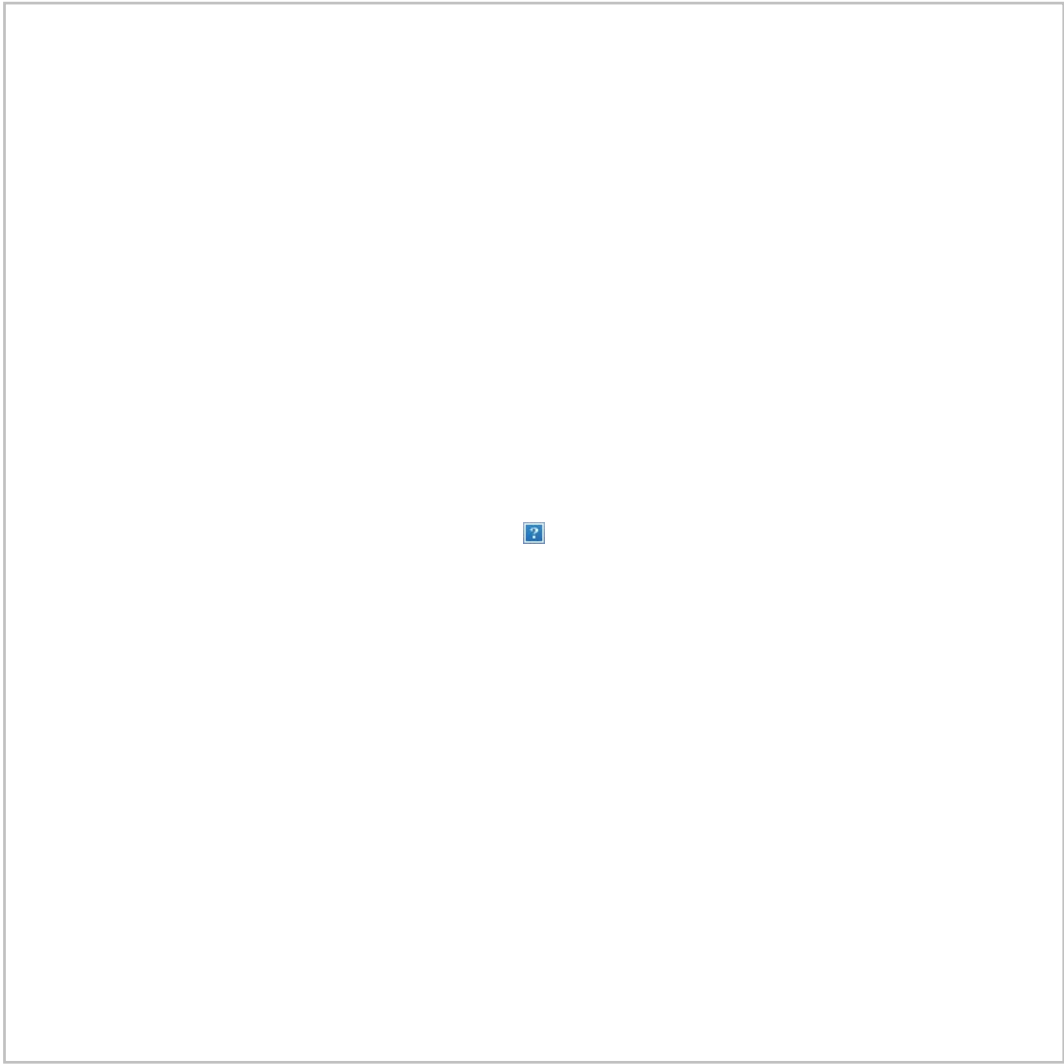
We hope that you are well.

Please can we have a response to our email of the 12/09/2023 13:17:42?

Kind Regards,



██████████
Client Services Executive
Canonbury Management
[Disclaimer](#)



FOIA 8525.1 - Correspondence Disclosure Log

Disclosed
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From	To	Date	Document Type	Document name	Description of Document	Disclosed under FOIA	FOI exemption for withholding (if not disclosed)
Shaw & Company	LFB	27 March 2020	Email	Notice - Madison Heights, 17-27 High Street, Hounslow, TW3 1TA - 25/002202/PDB	Email with no attachments.	No	Section 31 - Law enforcement.
LFB	Shaw & Company	01 April 2020	Email	RE: Notice - Madison Heights, 17-27 High Street, Hounslow, TW3 1TA - 25/002202/PDB	Email with no attachments.	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	21 April 2020	Letter	A27 letter 3rd request for info from Madison Heights Residents Co	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	21 April 2020	Letter	FS_F_15 2nd Article 27 Madison Heights Residents Company Limited	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
HML Group	LFB	04 May 2020	Email	UPLOAD Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request 25/002202	Email with following attachments: Deed moving management to to Man co and removing First Port IN-Head Lease - AGL87181 - 59 High Street MAA's madison 1996 head lease Madison Heights - Management agreement LATEST VERSION Final FEB 20	No	Section 31 - Law enforcement.
Shaw & Company	LFB	09 September 2020	Email	Contact Form Submitted	Email with no attachments.	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	22 April 2021	Letter	FS_F_15 Article 27 Madison Heights Residents Company Limited	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
LFB	HML Holdings PLC	22 April 2021	Leter	FS_F_15 Article 27 HML Holdings PLC	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
HML Group	LFB	22 April 2021	Email	Statutory Information Request. Madison Heights. 17-27 High Street, Hounslow, Middlesex TW3 1TA	Email with following attachments: Article 27 HML Holdings PLC	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	22 April 2021	Email	Statutory Information Request. Madison Heights. 17-27 High Street, Hounslow, Middlesex TW3 1TA	Email with following attachments: Article 27 Madison Heights Residents Company Limited	No	Section 31 - Law enforcement.
LFB	HML Holdings PLC	11 May 2021	Letter	FS_F_15 Article 27 2nd Request HML Holdings PLC	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
LFB	HML Holdings PLC	11 May 2021	Email	2nd Statutory Information Request. Madison Heights. 17-27 High Street, Hounslow, Middlesex TW3	Email with following attachments: Article 27 Information Request Letter 2nd Request	No	Section 31 - Law enforcement.
HML Group	LFB	25 May 2021	Email	Your ref: 25/002202/PDB / FAO: [REDACTED] / Madison Heights, 17-27 High Street, Hounslow, Middlesex TW3 1TA	Email with following attachments: RE Madison Heights RE Madison Heights (1)	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	05 June 2021	Letter	FS03 2120819 FS03_01	Enforcement notice issued for Madison Heights.	Yes	N/A - copy of document included in this response.
LFB	Madison Heights Residents Company Limited	25 June 2021	Letter	FS03 2120819 FS03_011	Enforcement notice issued for Madison Heights.	Yes	N/A - copy of document included in this response.

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From	To	Date	Document Type	Document name	Description of Document	Disclosed under FOIA	FOI exemption for withholding (if not disclosed)
LFB	Madison Heights Residents Company Limited	25 June 2021	Letter	FS03 2120819 FS03_012	Enforcement notice issued for Madison Heights.	Yes	N/A - copy of document included in this response.
LFB	Hesperos Residential Limited	25 June 2021	Email	Enforcement Notice. Madison Heights, High Street, Hounslow TW3 1TA	Email with following attachments: Enforcement Notice Madison Definitions of standard terms used in means of escape requirements Guidance for Employers Legislation Extracts	Yes	N/A - copy of email and attachments included in this response.
LFB	Madison Heights Residents Company Limited	24 August 2021	Letter	FS_F_15 Madison Heights Residents Company Limited	Response to article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
LFB	Hesperos Residential Limited	24 August 2021	Email	Statutory Information Request: Madison Heights, 17-27 High Street, Hounslow, Middlesex TW3 1AU	Email with following attachments: FS_F_15 Madison Heights Residents Company Limited	No	Section 31 - Law enforcement.
Hesperos Residential Limited	LFB	23 October 2021	Email	Re: Statutory Information Request: Madison Heights, 17-27 High Street, Hounslow, Middlesex TW3 1AU	Email with following attachments: 1. Live Combined Health Safety Fire Risk Assessment 0. CLC006230600_Proxima GR Properties Ltd_TW3 1TA_RIR_KW 1. Madison Heights - Commissioning Certificate - Fire Alarm System 2. Cert of compliance 2. Pass cert 25th June 2021	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	26 November 2021	Letter	FS03A 2146823 FS03_03	Extension of time in respect of enforcement notice.	Yes	N/A - copy of document included in this response.
LFB	Hesperos Residential Limited	26 November 2021	Email	Extension of Time. Madison Heights, High Street, Hounslow TW3 1TA	Email with following attachments: Extension of time letter 3	Yes	N/A - copy of email and attachment included in this response.
Canonbury Management	LFB	19 May 2022	Email	RE: FW: Madison Heights Fire Risk Assessment - TX1669804	Email with following attachments: correspondence - 1519646 Correspondence - Madison Heights Fire Risk Assessment - TX1669804.pdf	Partly	One attachment disclosed, email and other attachment withheld under Section 31 - Law enforcement.
Canonbury Management	LFB	26 May 2022	Email	Madison Heights Fire Risk Assessment - TX1669804	Email with following attachments: correspondence - 1521450	Yes	N/A - copy of email and attachment included in this response.
Canonbury Management	LFB	07 June 2022	Email	RE: FW: Madison Heights Fire Risk Assessment - TX1669804	Email with following attachments: correspondence - 1524646	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	12 February 2023	Letter	FS_F_15 Article 27 Madison Heights Residents Company Ltd	Article 27 Regulatory Reform (Fire Safety) Order 2005 Statutory Information Request.	No	Section 31 - Law enforcement.
Canonbury Management	LFB	23 March 2023	Email	Madison Heights - LFB Enforcement Notice - TX1690429	Email with following attachments: correspondence - 1614060	No	Section 31 - Law enforcement.
LFB	Madison Heights Residents Company Limited	14 April 2023	Letter	FS03_03 FS03a JN 2311614	Extension of time in respect of enforcement notice.	Yes	N/A - copy of document included in this response.
LFB	Canonbury Management	17 April 2023	Email	Extension of Time: Madison Heights, 17 - 27 High Street, Hounslow, TW3 1TA 25/002202	Email with following attachments: FS03_03 FS03a JN 2311614	Yes	N/A - copy of email and attachment included in this response.
Canonbury Management	LFB	01 September 2023	Email	Madison Heights - LFB Enforcement Notice - TX1690429	Email with following attachments: Madison FRA 2023.pdf correspondence - 1664582	No	Section 31 - Law enforcement.

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From	To	Date	Document Type	Document name	Description of Document	Disclosed under FOIA	FOI exemption for withholding (if not disclosed)
Canonbury Management	LFB	12 September 2023	Email	Madison Heights - LFB Enforcement Notice - TX1690429	Email with following attachments: Madison FRA 2023.pdf Correspondence - Madison Heights - LFB Enforcement Notice - TX1690429 . correspondence - 1667447	Partly	Email and one attachment disclosed, other two attachments withheld under Section 31 - Law enforcement.
Canonbury Management	LFB	19 September 2023	Email	Madison Heights - LFB Enforcement Notice - TX1690429	Email with following attachments: correspondence - 1669241	Yes	N/A - copy of email and attachment included in this response.
LFB	Canonbury Management	26 September 2023	Email	Madison Heights - LFB Enforcement Notice - TX1690429 . 25/002202	Email with no attachments.	No	Section 31 - Law enforcement.
LFB	Hesperos Residential Limited	09 November 2023	Email	FW: Madison Heights, High Street, Hounslow TW3 1TA	Email with following attachments: FS_F_15 Madison Heights Residents Company Limited	No	Section 31 - Law enforcement.
Hesperos Residential Limited	LFB	24 November 2023	Email	Re: Madison Heights, 17-27 High Street, Hounslow TW3 1TA	Email with following attachments: 1. Enforcement Notice Madison [65] copy 1. ICS FIQ21-39.02 - Madison Heights	No	Section 31 - Law enforcement.