

HARPER STONE | *life@* | EMBASSY COURT



life@
EMBASSY COURT
BRIGHTON



Welcome

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Welcome to Embassy Court

THIS DOCUMENT is designed to help residents enjoy living at this iconic building and provide a brief description of services along with other useful information. Please note however that the document does not affect or absolve residents from the covenants and regulations contained in the Lease.

The Building

EMBASSY COURT is a Grade II* listed building. Designed by modernist architect Wells Coates, it was built in 1935. Its construction is of reinforced concrete with a rendered façade and steel doors and windows. The building occupies a prominent seafront location on the corner of King's Road and Western Street, and immediately to the east of Waterloo Street and Chapel Mews which form part of the boundary between Brighton and Hove. To the west sits the outstanding 1830's development of Brunswick Town.

The building accommodates a total of 73 dwellings over twelve floors: there are seven flats on most floors – the exceptions being basement, ground, ninth (where there are six flats) and the tenth floor (where there are four). The dwellings are a mixture of one-, two-, and three-bedroom flats and all flats above ground floor level have balconies.

The building has three passenger lifts. There is a Roof Terrace with panoramic views of the seafront and city. There are 15 garages and 14 parking spaces situated at the rear of the building which are privately owned on leasehold basis.

Information on the development and fascinating history of this outstanding example of Modernist architecture may be found on our website: www.embassycourt.org.uk



The Ownership Company

The freehold of Embassy Court is owned by Bluestorm Ltd – a company wholly owned by shareholders who are also leaseholders. The company, and therefore the building, has been managed by an elected board of voluntary directors since 1998.

SITE OFFICE:

Bluestorm Ltd
Embassy Court
King's Road
Brighton BN1 2PX

Tel 01273 220880

Email: bluestorm@embassycourt.org.uk

REGISTERED OFFICE:

Bluestorm Ltd
3rd Floor
15 West Street
Brighton BN1 2RE

Company No: 03493991

The Managing Agents

Harper Stone Properties Limited are the managing agents for the Freeholder, Bluestorm Ltd. They manage and maintain all the communal areas and services to the building. A representative from Harper Stone Property Management team attends Embassy Court on the morning of first Friday of every month. Any leaseholder wishing to meet the agent in person can contact the Building Manager to be added to the list of in-person appointments with the agent. All leaseholder enquiries should be directed to Harper Stone. However, tenants should contact their landlords or letting agents in the first instance.

Harper Stone Properties Ltd

Second Floor Offices
119-120 Western Road
Hove BN3 1DB

Tel: 01273 224 670

Dedicated Email: embassycourt@harper-stone.co.uk

Fixflo can also report maintenance issues to the managing agents via their online reporting tool, *Fixflo*. Please following the link: <https://harperstoneproperties.fixflo.com> on your computer/laptop or scan the QR code from your mobile phone or tablet device.



EMBASSY

The Freehold

Bluestorm Ltd acquired the Freehold of Embassy Court in 1998. Bluestorm Ltd is wholly owned by shareholders, all of whom hold a leasehold interest in the building.

Leaseholds

All individual properties were granted 99-year leases in 1974-1975. Majority of the leases have since been extended to 999 years through the process of purchasing a share in the freehold. All leaseholders have a responsibility to ensure that the terms of the Lease are strictly observed at all times.

Leaseholders

Each leaseholder is responsible for maintaining their own flat.

The 'demised premises' as defined by the terms of the lease includes 'the internal plastered coverings and plaster work of the walls bounding the flat and the doors and door frames and windows and window frames fitted in such walls. The walls and partitions lying within the flat and the plastered coverings and plaster work of such walls and partitions, doors and door frames fitted in such walls and partitions. The plaster coverings and plaster work of the ceilings and the floorboards and other surfaces of floors thereof and the surface of the floor of the balconies (if any) and the railings surrounding the same which adjoin the flat. All conduits that are laid in any part of the building that serve exclusively the flat and all fixtures and fittings in or about the flat (other than tenant's fixture and fittings).

The Service Charge

The service charge period of Embassy Court runs from 1st January – 31st December each year. The service charge amount is calculated in December for the forthcoming year. The Managing Agents send out service charge demands, and the Lease requires that the annual amount is paid to the Managing Agents in two equal halves on: 1st January and 1st July each year. Late Payments will be subject to rigorous debt collection and additional administration charges.

The Offices

The site office for Bluestorm Ltd is located on the 11th floor of the building with the Building Manager's office located in the lower ground level accessible from the car park at the rear of the building. The Building Manager can be contacted on (01273) 220880 or by email: embassy_court_maintenance@outlook.com

The Building Manager is supported by the on-site Maintenance Assistant.



Community Activities

Bluestorm Ltd actively supports the artistic community living and working at Embassy Court and rents out studio accommodation to local artists. We also consider proposals from emerging or established artists for site-specific or other innovative work relevant to the building.

Art

The Embassy Court website www.embassycourt.org.uk will feature any events sponsored by Bluestorm Ltd and artists renting space in the building.

If you are an artist, photographer, film maker, curator, musician, writer, craftsman or anything to do with the arts and would like to be involved in future events or find out more, please contact admin@embassycourt.org.uk

We are also keen to hear from anyone else who would like to help us in any way to run future events.

Tours

There are public tours of the building at various times during the year. We support the *Brighton Festival Fringe* and *Heritage Open Day* events and also conduct tours for private groups, see information on our website www.embassycourt.org.uk/tours

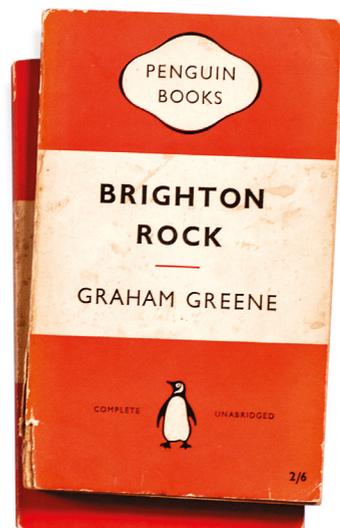
We also conduct tours for new residents - please contact admin@embassycourt.org.uk for details.

The Archive

Bluestorm has a collection of documents, photos, plans, press cuttings and other items from Embassy Court. Many of the documents date back to the early 1990s and will have to remain confidential, for data protection reasons, for the foreseeable future. If you have anything you would like to donate to the archive or would like to find out more and be involved in this project, please contact: admin@embassycourt.org.uk

Book Share Scheme

Residents participate in a book sharing scheme, located in the former telephone kiosk in the main foyer.



Alterations to Apartments

Embassy Court is a Grade II* Listed Building which means that both the interior and exterior of the building have a protected status.

Alterations to any flats within the building require permission from both the Listed Buildings Authority and the Freehold Company (Bluestorm Ltd). For instance, the types of alterations which require permission are: the removal of walls, original fittings or joinery, or any alterations or systems within the building.

If you are intending to carry out any works within your flat, please contact the Managing Agents. They can then advise on whether the proposed refurbishment requires permission and then on any following procedures.

No works should commence without acquiring the appropriate approval. Please note, it is a criminal offence to carry out unauthorized works to a grade listed building. The penalty for doing so can be severe – an unlimited fine, up to 12 months' imprisonment, or both.

Please consider your neighbours

Harmonious and peaceful living at Embassy Court depends on residents having respect for each other and the property, and affording privacy and consideration for all users of the building.

When moving in or out of Embassy Court please ensure that noise is kept to a minimum and that your removal company is supervised at all times in order to minimise disturbance or disruption to other residents.

Removal, relocation, and delivery vendors must be supervised, and the building doors must never be left unlocked, propped open, or unattended.

Due to the design of the building, noise travels easily around the block and we ask that your consideration of your neighbours extends to you're the use of balcony(ies), the lift foyers, and the rear walkways.



Building Services

Access

There are six entrances to the building, the front doors, leading to and from King's Road (street level, south), two side entrances, leading to and from Western Street (street level, east), and one door at the base of each of the three stairwells, leading to and from the car park (lower ground level, rear). Each entrance is fitted with a secure door-entry system which is operated electronically by key fobs to enter and release buttons to exit the building (SEE *Door-Entry System*).

All lessees are provided with electronic key fobs which will open any of the entrance doors (as above). Additional or replacement fobs are available from the Building Manager upon request at an additional cost.

In the interest of security and personal safety do not override the door locking system and leave doors unattended. Please do not wedge the doors open as this can damage the locking mechanism.

Access to the car park is restricted via a power assisted metal security gate. Residents can use the access fob to the entrance doors to open the security gate. Any visitors using the car park will need to call the relevant flat from the keypad to gain access to the car park. If you need any assistance or have questions in relation to the use of the car park security gate, please contact the Building Manager for further assistance.

Accidents

Please report any significant accidents that occur on site to the Managing Agent at the earliest possible opportunity so that any appropriate remedial action may be taken. An *Accident Report logbook* is kept in the Bluestorm office.

Balconies

Majority of flats in the building have the benefit of balconies. These should be used for recreational purposes only. At no time should clothes be aired on the balconies. The balconies should be kept clean and washed down at all times to discourage birds etc.

Under no circumstances should residents feed birds or encourage them to nest on the balconies. Encouraging birds risks public health and is detrimental to the fabric of the building.

- PLEASE DO NOT USE BBQ'S ON YOUR BALCONIES.
- THIS IS IN CONTRAVENTION OF THE FIRE SAFETY REGULATIONS.

When using your balcony please remember to keep noise to a minimum so as not to disturb other residents.

It is the responsibility of the resident to ensure that the balcony outlet remains unblocked and free flowing at all times. Blocked balcony outlets can cause severe water ingress to flats below.

The south side balconies include promenade tiles to the surface which protect the asphalt from the sun and 'point load' damage. Please ensure that any chairs, tables or other point loads are standing on the tiles, rather than the asphalt drainage channels to the front and rear of the tiles. Please also do not cover the tiles with astroturf or any other surfaces such as loose timber decking as these can inhibit rainwater drainage to the outlets.

Many thanks for your co-operation.

Bicycles, eBikes, eScooters & Electric Mobility Aids – Storage

Under no circumstances should bicycles be taken inside the building.

A secure, dry bicycle storage facility is available, located on the lower ground floor. The bicycle store has restricted access and is locked with a code-controlled lock. There are thirteen numbered racks available to rent on either an annual basis or quarterly basis. Racks are allocated on a first-come-first-served basis. Bicycles are stored at the owner's own risk and Bluestorm Ltd will not be responsible for any damage caused or loss incurred. Any unauthorised bicycles will be removed without notice.

Alternatively, for those who do not wish to pay a storage charge, there is an outdoor bicycle rack, located in the south-east corner of the car park. Bicycles are stored at the owner's own risk and Bluestorm Ltd will not be responsible for any damage caused or loss incurred.

Any bicycles, mopeds or motorbikes padlocked to railings, down-pipes or other parts of the building's structure will be removed without notice.

Battery packs should not be left unattended whilst on charge.

Boilers

Each flat has its own boiler located in the riser cupboard outside the front door. The maintenance of the boiler is the responsibility of the individual leaseholder. The riser cupboards should not be considered as additional storage space. The Building Manager inspects the riser cupboards regularly and anything found stored there will be removed and destroyed without notice.

If a leaseholder intends to replace a boiler the Managing Agents should be consulted as there are strict Listed Building requirements with regards to vents and overflows. We strongly advise leaseholders to service their boilers regularly, including changing of the condensate filter, in order to maintain the system and avoid issues occurring.

Building Manager

The Building Manager is on site five days a week, Monday to Friday, 8.00am to 5.00pm. His working hours are displayed on a notice board outside the Building Manager's office located on the lower ground floor accessible from the car park at the rear of the building. The Building Manager can be contacted:

- by telephone (01273) 220880 during his working hours
- or by email embassy_court_maintenance@outlook.com

Please respect our Building Manager and exercise restraint when making demands upon his time. We would like to remind all residents that we operate a Zero Tolerance policy in relation to staff well-being. Any violent, threatening and abusive behaviour against the on-site maintenance team will not be tolerated.



All lessees are provided with electronic key fobs



Condensation

Non-insulated design components, innovative in the 1930s, such as solid walls and steel window frames, were used in the building of Embassy Court. Being non-insulated, these components can conduct cold external temperatures; a process known as *cold-bridging*. This can result in excessive condensation which, in turn, can cause damp and mould. To mitigate the problem, it is recommended that residents ventilate their flats properly and use anti-mould spray (such as HG Mould Spray) to treat any prevalence of mould.

Do not dry wet laundry on radiators or drying apparatus. Laundry facility has been provided at the property which includes two tumble dryers for this purpose.

Keep any water pooling to a minimum by regularly wiping condensation from the inside frames of windows.

Dehumidifiers, which expel air moisture, may be effective in reducing excessive condensation.

Listed Building Approval is in place for the installation of extract vents at the rear of the building. Any Leaseholders wishing to provide mechanical ventilation from bathrooms or kitchens should contact the Managing Agent as there are strict requirements on the location of vents on the elevations.

Any vents installed within glazed openings are not permitted.

Door-Entry System

Embassy Court is fitted with a secure door-entry system which includes televisual intercom in every flat. Any maintenance issues with the door-entry system should be reported to the Building Manager in the first instance.

Intercom handsets are located in the hallway of each flat. If a handset has failed to operate as a result of misuse or modification, the cost of replacement or repair will be passed to the individual leaseholder.

For the safety and security of all residents in the building, you must not allow anyone into the building unless they are known to you. In all instances ask persons unknown to you to remain outside and call the flat they require. If the residents of the flat they require are not there, then access to the property should NOT be granted.



Entrance Lobbies, Hallways, Stairwells

Items such as doormats, umbrella stands or planters should be placed inside the flat and not left in the corridors. Pushchairs, children's scooters, shoes, wet umbrellas and other personal items should not be left to dry in the corridor at any time and should be taken inside the flat. Items stored in the communal areas are not only against the terms of the lease but are also in contravention to the fire safety regulations.

When moving in and out of the building, please take care of the decorations in the communal areas (floors and walls) and lift to prevent damage, especially when moving bulky items.

Smoking is not permitted in the common areas.

Children must not scream or shout, play, run about the corridors or use the lifts unsupervised. Children should always be accompanied by a responsible adult in any communal areas of the building.

Fire Alarm System

The building is fitted with an advanced fire alarm system, with a detector in every flat and each lift lobby. The detectors are heat and smoke sensitive and if set off will activate a piercing alarm throughout the building. **You must not tamper with the detectors in an attempt to de-activate the alarm.** If triggered, the alarm is de-activated at a central control panel located in the ground floor entrance foyer by a group of resident volunteers.

The volunteer on duty will contact the flat responsible for activating the alarm to check if there is, in fact, a fire. Please answer your door-entry intercom if it sounds during or shortly after an alarm has sounded. Failure to do so will result in the assumption that your flat is on fire.

Weekly Fire Alarm Testing

The fire alarm system will be tested every Monday (apart from Bank holidays) between 4.30pm and 5.00pm. During the test, the alarm will sound for approximately 10 seconds. An alarm sounding for longer than 20 - 30 seconds must be regarded as full fire activation, and you should evacuate the building.



General Fire Safety

The communal hallways, areas, stairwells should remain clear of obstructions. It is not permitted to store any items in these areas. They must also remain free from combustible materials. There are numerous fire doors at the property. These should not be wedged open and must be kept shut at all times to prevent potential spread of fire.

- Ensure your electrical appliances are tested and maintained as per the manufacturers' guidelines.
- Be alert for possible electrical problems such as fans or pumps operating for long periods of time.
- Call the fire brigade immediately in the event of a fire and observe the fire action notices.
- Do not use the lift in the event of a fire.

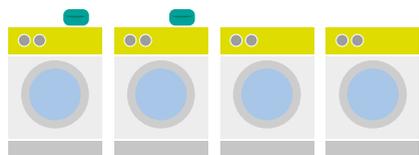
Holiday Lets

The lease does not allow your flat to be rented out as a holiday let. The freeholder had previously created a licensing system to allow the terms of the lease to extend to holiday lets for a very small number of flats. You can only rent out your flat for holidays lets if you have a license. Following the changes in legislation, the licence scheme was scrapped in 2020. No new licenses are therefore being issued. Existing licences will remain in place until the licence holder decides to sell their flat – at which time the licence will not be transferred to the new owner.

Any leaseholders found to be letting their properties as holiday lets without a license will be subject to legal proceedings which could include forfeiture of your lease.

Laundry

A laundry facility is located on the lower ground floor next to the Building Manager's office and accessible from the car park at the rear of the building. It includes two large washing machines and two tumble dryers. Costs associated with the use of the facilities are displayed in the laundry room. Access to the laundry room facility is operated by the same electronic fob system used for the rest of the building. However, individual key fobs will need to be re-programmed by the Building Manager to provide access the laundry facility. Residents are encouraged to use the laundry to reduce the amount of condensation in individual properties.



The laundry facility includes two large washing machines and two tumble dryers.

Noise

Residents are not permitted to sing, play any musical instrument, audio device or television so as to be audible outside their Premises to cause a nuisance or annoyance to any of the other occupiers of the building.

Please be considerate to your neighbours at all times as sound does travel in the building across balconies, in the lift foyers, and on the rear walkways. Both internal noise (music, TV, voices, banging doors, walking on tile and hardwood floors, etc.) and external noise (entering and exiting the premises) can be heard and in some instances can disturb other residents.

Smoking

The *Smoke Free Legislation* introduced on the 1st of July 2007 applies to the common areas for all blocks of flats and smoking is not therefore permitted in the communal areas of this property under any circumstances.

Pets

Residents are not allowed to keep any animal in the Premises without the written permission of the landlord which, if given, is to be by way of revocable licence. It is unlikely that consent will be given to keep a dog at the premises, please therefore refrain from making any requests for keeping of a dog at the property.

Refuse

Rubbish of any description must not be left in the corridors at any time as it could cause damage to the floors and leave unpleasant lingering odours.

Rubbish must be placed in the bins provided by Brighton & Hove City Council which are located directly outside the building on Western Street (street level, east). The council bins are emptied on a regular basis. Please ensure that your kitchen waste is in secured, well-sealed black plastic bags. Please pay extra attention to double bag if necessary to avoid waste being deposited/dripping in the communal areas whilst carrying your waste bags to the bins.

Larger non-domestic waste should be taken to the appropriate refuse disposal facility (local tip) to be disposed of properly, or you should make arrangement with the Local Authority Refuse Department for a private collection. This service is provided by the local council at a reasonable cost.

We would encourage the residents to use designated recycling bins provided by the council to dispose of your recycling waste. If the recycling bins are full or otherwise unavailable, please ensure that keep the recycling waster inside your flat until bin space is available.

Security

In the event of disturbance by noise nuisance or for assistance in the event of anti-social behaviour, residents should contact **BN1 Security** on their emergency number (01273) **775707**. The security services for the property operate on 'on-call' basis.

Everyone has a responsibility to ensure that the security of their flat and the common parts is of the highest standard and every effort should be made to ensure this. The entry doors should never be left open and unattended at any time, including when moving or having large items delivered or removed.

However good the security, it will only work with your full and active co-operation.

Please help with the security of your home by taking the following precautions:

- DO recognise your visitors on the entry-phone system BEFORE RELEASING THE DOORS. Never let in people you do not know personally; however plausible they may sound.
- DO keep alert. Recognise that residents have the primary responsibility to keep their homes secure, and a communal effort in this regard is beneficial to all.
- DO contact the police if you see something or someone acting in a criminal or suspicious manner.
- YOU are the building's eyes and ears. This is your home.

Stopcocks

Each flat has its own stopcock for mains water supply located in the riser cupboard outside the front door of each property. The riser cupboard also holds the central heating boiler for flats. Leaseholders and tenants should ensure they know where the key to this cupboard is located, as this would become useful in case of a leak from your flat. If you do not currently have a key to the riser cupboard outside your flat, please contact the Building Manager to obtain an additional key for a nominal cost.

Unoccupancy Conditions for Holiday Homes/Vacant Flats

It is a condition of the building insurance policy that whenever a flat become unoccupied, vacant or disused for a period of more than seventy-two consecutive hours (including holiday home use for licence holders) the following conditions would apply:

- All services are to be turned off at the mains.
- At least monthly visits are to be made to the flat by the leaseholder or a responsible person acting on their behalf.
- The flat is to be adequately secured against unauthorised entry whilst left unoccupied.
- During the months of November to March inclusive the water and heating systems are to be drained or the heating system be maintained at a minimum of 5 degrees centigrade.
- Vacant Flat condition: Inspection every 14 days & log kept, all services to be turned off after 72 hr vacancy, keep premises secured & remove any combustible materials.
- Advise Harper Stone if flat is due to be vacant for longer than 90 days.

Sub Letting

When sub letting your flat, leaseholders are required to ensure that their tenants adhere to all the regulations of their own Lease and are informed of the rules and regulations in this document. The Managing Agents must be provided with emergency contact names, email addresses and telephone numbers for the occupants. (Harper Stone are happy to supply additional copies of this document directly to your tenants or letting agent as required).

If you sublet your flat, please notify Harper Stone of any change to your own address, phone number and/or email address so that they can keep an accurate record of your contact details.

It is advisable to use a reputable letting agent to deal with these matters. Please advise Harper Stone of the name and contact information for your letting agent as well as whether you or the agent will be handling day-to-day interaction with any tenants. This will allow Harper Stone and the on-site maintenance team to assist you more quickly should the need arise.

Washing Machines

Washing machines should not be left running whilst a flat is unoccupied.

Window Maintenance

The windows are double glazed, metal framed W20 units, as per the requirements of English Heritage under the terms of the buildings Grade II* listing.

Under the terms of the lease the windows are within the ownership and care of each leaseholder. This means that it is your responsibility to maintain and repair your windows, according to the requirements of the manufacturer and the constraints of English Heritage listing.

When you move in Harper Stone will issue you with a window maintenance document explaining how the windows should be maintained but if you don't receive it please ask the managing agent to supply a copy. (Please also refer to the *Steel Window Maintenance Section* of this Handbook).

Due to the conditions of the seafront environment it is important that you follow the maintenance guidelines.



Working Hours and Regulations

Due to the nature of the construction of the building, noise transmits easily throughout the structure, so due consideration should be taken of the impact of the noise of building works on your neighbours.

Works are only permitted between the hours of 08:00 and 18.00 Monday to Friday and 09.00 and 13.00 on Saturdays.

■ NO WORK SHOULD BE UNDERTAKEN ON SUNDAYS AND BANK HOLIDAYS.

Where necessary, the communal areas (walls, floors, carpets, lifts, etc.) must be protected.

Building Materials, waste, furniture etc. are not permitted to be stored in any communal area.

Non-domestic waste and building materials should not be left in the entrance lobbies or any other communal area. All materials of such nature should be removed from the property immediately and disposed of accordingly.

Contractors should not transport heavy building materials in the passenger lifts.

Any contractors attending Embassy Court to carry out works to individual flats, must register their attendance with the Building Manager each day. A visitor log is always kept at the Building Manager's office. We want to ensure that any contractors carrying out works to individual flats do not cause damage to the communal areas of the building.

Leaseholders will be held fully responsible for damage caused by their contractors to the common parts of the building. Please therefore ensure that your letting agents are also made aware of the requirement for any contractors engaged by them to log their attendance with the on-site Building Manager.

Roof Terrace

Every leaseholder is provided with a key to the roof terrace which is available for recreational use by all the leaseholders. Leaseholders may pass their key to their tenants but, if they do, they will be held personally responsible for any nuisance behaviour their tenants may cause. Those visiting the roof should behave with consideration to residents living directly beneath on the ninth and tenth floors and with an awareness of their own health & safety. Permission to host social events on the roof terrace must be obtained (which may be refused) from Bluestorm Ltd. Anyone wishing to hold an event must demonstrate they have conducted their own health & safety assessment; security procedures have been fully considered and that any necessary insurance cover is in place. Further details to seek consent to hold social events can be obtained by contacting Bluestorm Ltd directly via bluestorm@embassycourt.org.uk

- Hours of access are 10am – sunset
- Access after 6pm in summer must be quiet - no music or large groups – to respect the privacy of residents on the 9th and 10th floors
- No access after dark for safety reasons. In winter, access will terminate earlier than 6pm
- Tenants may have access to the roof terrace at the discretion of their landlord
- Please remove any rubbish when you leave and lock the gates
- CCTV coverage now includes the roof terrace

Lifts

The passenger lifts are sensitive to excessive weight and sudden movements, such as jumping. This can trigger the lift to halt automatically.

If you are stuck in a passenger lift, please follow the instructions to press and hold the emergency button until you are connected to the lift service operator. Mobile phones are unlikely to work inside the lift.

The passenger lifts are fitted with CCTV cameras. Residents will be charged the cost of repair if they are seen to be responsible for causing damage to the lifts or causing lift break-down by overloading.

You must observe the following rules when using the lift:

- Do not use the lifts in the event of a fire.
- Bikes should not be transported in the lifts.
- Pets are not allowed to travel in the lifts.
- Contractors should not transport building materials or building waste in the passenger lifts.
- Smoking is not permitted inside the lifts.



TV/Media

Virgin Media provide cable and broadband services to the building. Contact Virgin Media to have your system enabled. Please contact the Building Manager to inform him of when a telecommunications engineer is scheduled to attend.

The Heritage Listing of the building forbids the installation of TV aerials and satellite dishes on any part of the exterior of the building.

Any satellite dishes installed on the building will be removed and destroyed.

The building is also equipped with superfast broad band provided by Hyper Optic. Please contact the Building Manager if you are interested in getting connected to this service.

Service Charges

The Service Charge is a fund used to pay for the communal services, maintenance, and upkeep of the property. All leaseholders of the property contribute towards this.

The Managing Agents notify individual service charges to each of the leaseholders. Payment of ground rent, where applicable, is due in accordance with the terms of your lease.

All leaseholders have a legal obligation to settle these accounts promptly so that those costs and services can be paid. Majority of Leaseholders do pay promptly, and any exceptions are pursued with all the means at the Freeholder's disposal. Late payers are charged an administration charge and ultimately legal action can be taken. This can lead to forfeiture proceedings and your property may be at risk.

Steel Window Maintenance

Steel windows, if properly maintained, can be expected to last the lifetime of the building.

Simple measures, such as always having the metal frame surfaces washed down at the same time as the glass is cleaned, and undertaking an annual inspection of working parts, such as gaskets, weather seals and joint sealants, will do much to ensure their trouble free performance.

Frames are not to be cleaned using detergents, or any abrasive products. Outer frame channels have drain holes that can get clogged with dirt. Clean them out to ensure they are free draining otherwise standing water will collect in the bottom of the frame.

Hinges and pivots should be lubricated regularly using a light penetrating oil. If seized up, they should be doused with penetrating spray such as WD40 and gently worked free.

Handles, stays and catches should be checked for proper operation. They should move freely and be lightly oiled, waxed and greased as necessary.

Insurance

Insurance, which covers the structure of the building, the common parts, public and employer's liability, is arranged by the Freeholder, and paid by Lessees via the service charge.

The building insurance does not cover the contents of your flat or your personal liability. You are strongly urged to insure yourself via a reputable contents and liability provider.

Local Authority/Utility Bills

Lessees are responsible for electricity and other utilities (such as water and telephone) used within the flat and should register directly with the appropriate service provider.

Mail/Post

Please do not leave junk mail or unwanted items in the communal lobbies/hallways or on the entry lobby floor.

Cleaning & Window Cleaning

The building retains a cleaning contractor that attends Monday to Friday. There are also two window cleaning contractors. The regular window cleaner undertakes the cleaning of the communal windows and flat windows on the rear walkways monthly and the abseiling window cleaners undertake the cleaning of the windows on the front and side elevations.

25	35	45
65	75	85
26	36	46
66	76	86
27	37	47

Emergency Contact Details

In the event of an emergency relating to the communal areas of the property during out of office hours, please telephone Harper Stone out of hours service provider on **01273 789278**, who will be able to assist with arranging the attendance of a contractor if required.

Useful Telephone Numbers

BN1 Security	01273 775707
Brighton Police Station	01273 475432
Emergency Number	999
Non-Emergencies	101
Brighton & Hove City Council	01273 290000

These guidelines are for the collective benefit of all residents for the purpose of creating a harmonious atmosphere and maintaining the character, reputation, security and high standards which residents are entitled to expect at Embassy Court. They do not affect or release Lessees from the covenants and regulations contained in the Lease.





**HARPER
STONE**
PROPERTY
MANAGEMENT

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