

Name
Address line 1
Address line 2
Address line 3
Address line 4
Postcode

Date: 2 October 2024

Ref: Prop ref

Dear **Salutation**

**Notice of Landlord's intention to procure a Qualifying Long-Term Agreement
Procurement of Professional Structural Engineering & Architectural Services.**

I am writing to give you notice that we are proposing to procure a new Qualifying Long-Term Agreement (QLTA) for professional services covering Structural Engineering and Architectural Services.

This notice is required under our requirements as your Freeholder when completing works which are estimated to cost more than £250 per property and forms part of the Section 20 consultation requirements of the above Act. These are called "Qualifying Works".

As the freeholder we are sometimes responsible for the completion of major works. We often need external specialist consultancy to help us decide what works are necessary and how they are best completed. This type of investigation and reporting is normally completed before we arrange for our contractors to complete works, which would be consulted upon in the usual way.

Regulations require us to consult you before we look to draft specifications and go out to tender for this work. We are looking to procure the following services under this contract:

- Reactive and planned investigations
- Structural investigations and reports
- Arboricultural investigations and reports
- Soils investigations and reports
- Architectural services including designs, drawn plans, structural calculations.
- Permits and licencing including planning, building control, party-wall, scaffolding and others as required.
- Consultancy on the above and all associated works

We are proposing that this contract will be for an initial period of three years, with an option to extend for a further two years and will commence around January / February 2025.

Consultation with stakeholders is one of the key principles of the Section 20 regulations and we are always keen to seek the views and opinions of our customers.

You are invited to make **written observations** in relation to the proposed Qualifying Long Term Agreement, by post or email, in relation to the proposed works by sending them to:-

By Post: Repairs Consultation Team, Milton Keynes City Council, Civic Offices, 1 Saxon Gate East, Milton Keynes MK9 3EJ; or

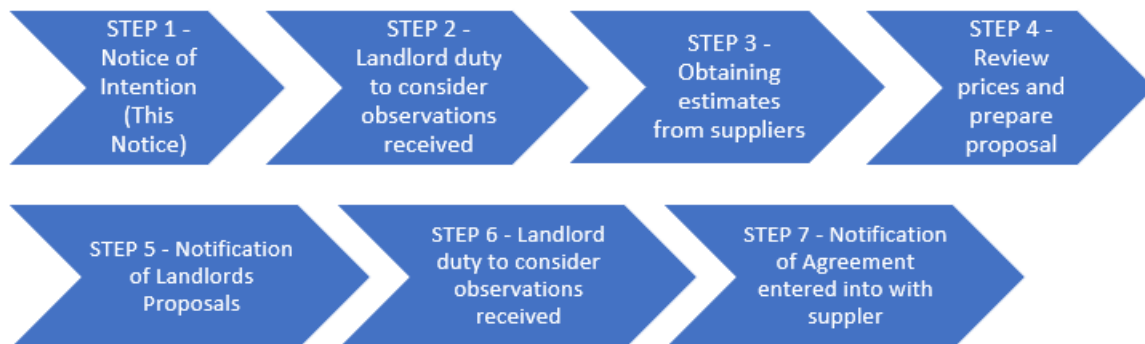
Email: repairsconsultation@milton-keynes.gov.uk

You can also nominate a suitable contractor with whom you would like us to invite to tender.

Observations must be received within the formal consultation period of 30 days from the date of this notice, which means that the consultation period will end on 4 November 2024.

We will respond to all written observations within 21 days. As timeliness is important during any consultation period, we would prefer to reply to you via email, to save postal time and allow you to receive answers to your observations as promptly as possible. If you are happy to be contacted by email, please provide a current email address within your observations.

Details of the Section 20 process for Qualifying Long term Agreements are shown below:-



Whilst we are always happy to speak to you about the services we provide, if you require a formal response to any observations, on this occasion they must be made in writing to us please.

Yours sincerely

Thomas Owen

Thomas Owen
Housing Compliance Lead