IMPORTANT: FIRE SAFETY INFORMATION – FIRE SAFETY ACT

This letter and attached paperwork provide essential information from Fire Safety (England) Regulations which came into effect on 23rd January 2023. Summarised below are the requirements relevant to your building. We are required to issue this information to any new leaseholder and reissue to all leaseholders on an annual basis. For buildings above 18 meters or 7 storeys, the following apply;

Responsibilities of managing agents – Those relevant to you as leaseholder: 1. To provide fire safety instructions to all leaseholders at least annually. Enclosed is a fire action notice and fire safety information relevant to your building. Copies are also on the communal notice board. PLEASE NOTE: If your property is rented out, it is your responsibility to ensure that this information is given to every new tenant at the start of their tenancy and then annually thereafter.

2. To provide fire safety instructions in an alternative format or language if any leaseholder or resident informs us of this need.

3. To provide leaseholders with information on fire doors and to make all leaseholders aware of their legal obligations with regards to flat doors at least annually – further information is enclosed.

4. To provide leaseholders with information regarding the principle accountable persons for the building – further information is enclosed.

5. To complete inspections of all communal doors and flat doors including self-closers to ensure that they are fully fire rated as part of the communal fire risk assessment. These will be completed by a suitably qualified fire safety officer or consultant and a full report will be issued for all doors on completion. We are required to carry out quarterly checks of the fire doors in the common parts of the building and annual checks on all flat entrance fire doors.

6. To keep an up to date record of all current residents in the building along with any additional PEEP (personal emergency evacuation plan) requirements that they may have.

We are also required to share this information with the fire brigade to use in the event of a fire. Further information on PEEP requirements is enclosed.

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Responsibilities of leaseholders and residents:

1. To follow enclosed fire safety instructions in the event of a fire. Landlords who rent out - to ensure all new tenants receive the enclosed safety information and then at least annually thereafter.

2. To inform us if fire safety instructions are required in an alternative format or language

3. To report any faults/defects of any communal fire doors including self-closers to ensure immediate rectification.

4. To report any faults/defect of any essential firefighting equipment including wayfinding signage to ensure immediate rectification

5. To allow access to both sides of flat doors when assessments take place so they can be fully inspected and appraised. If your door is found to be non-compliant, you will receive a full report on how to achieve a compliant rating. Under the terms of the lease, it is your responsibility to ensure that steps are taken to rectify safety issues with front doors.

6. To keep the managing agent informed of all current occupiers residing in each flat including any PEEP requirements if applicable. We hope that the information contained is helpful and thank you for your assistance and cooperation. If you have any further queries or need additional support, please do not hesitate to contact us.

Yours Sincerely,

THOMAS PAUL PROPERTY SERVICES

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