



working in
partnership with



City of Westminster

Date: **INSERT DATE**

Ref:
Address:

Dear Resident

Re: Scottish Towers

Axis Europe is working in partnership with Westminster City Council to carry out a building investigation on your property.

We will be erecting a scaffolding structure to the front and rear of your building to provide protection to the property whilst we carry out an external inspection to the property. The scaffolding will be erected for a period of 6 months. We will need to close off the front entrance when we erect the scaffolding over the door entrance to the block so you will need to use the rear access during this time. Once we have completed the front elevation scaffolding, we will move to the rear of the block.

Please see dates below for the confirmed erection of the scaffolding:

INSERT DATE OF SCAFFOLD ERECTION

Please note that this is an anticipated start date and this may change due to unforeseen weather conditions or unexpected circumstances. We will keep you informed with any changes to the schedule. **During the 6-month period we will be investigating the scaffold within a 4-month period.**

How will the work affect me?

Ahead of the work, we will visit all residents and ensure that you are aware of the scope of work that will be happening on your property. All access will be conducted externally, although there may be occasions where we would need your support if we need to gain access through the internal communal area.

Prior to any works commencing or any access appointments needed, further communication will be sent detailing the extent of the work/appointments to be carried out to your property with approximate timescales.

Additional Questions

If you have any further questions regarding this letter, please feel free to contact the Resident Liaison Officer on the below details and we will be happy to discuss anything further. Nicola King, Axis's resident liaison officer on 07895 169 870 or via email at Nicola.king@axiseurope.com

Yours sincerely,
Nicola King

Resident Liaison Office
Axis Europe