



SANDHURST TOWN COUNCIL

Policy for Leaseholders engaging Contractors

This policy sets out the guidelines and conditions for leaseholders engaging contractors to undertake work on any property owned by Sandhurst Town Council.

Sandhurst Town Council would like to inform all leaseholders on the park of the following requirements when engaging outside contractors to complete work on their behalf on property belonging to Sandhurst Town Council.

- Permission must be obtained from Sandhurst Town Council prior to work commencing.
- It is the leaseholders responsibility to ensure that the contractors hold current Public Liability Insurance with a minimum amount of £10 million.
- It is the leaseholders responsibility to ensure that the area being worked on by the contractors is kept safe for members of the public.
- It is the leaseholders responsibility to ensure that the contractors have their access requirements met.
- Should any damage occur to the property of Sandhurst Town Council this must be reported immediately. STC will undertake any necessary repairs and the associated costs will be invoiced to the leaseholder. It will be their responsibility to settle any associated costs with their contractor.
- Any such invoices will be subject to the Bad Debts Policy if not settled in full.