

Information for builders doing work and residents at Maybury Court

Contacts:	<p>All these people could help out if you needed information about something, or a problem comes up</p> <p>Emmanuel – caretaker – middle block, weekdays - 020 7487 2782</p> <p>Jeremy James – managing agents – 020 7486 4111</p> <p>round the corner on New Cavendish Street (turn left at the bottom of Marylebone St.)</p>
Parking permit	<p>Parking permits for tradespeople can be obtained from Westminster Council. This ends up costing less than the meter or car park for the same amount of time. It is easiest for the resident to obtain this and can be done up to the day before. You need to supply the license plate number of the van(s) you want permits for <u>and this cannot be changed once you have ordered the permit</u>. The cost of the permit is currently £24 which goes from midnight to midnight and covers all the hours you would need paid-for parking. The parking spaces covered under the permit are <u>residents' parking bays up to 5.30 pm only</u>, and pay-and-display and parking meters any time. The resident can get these by phoning and supplying the details. You can then have a PDF file (on your computer over the internet) sent to you which must be displayed on the windscreen. Alternatively you can pick these up or have them sent by post. Make sure that the vehicle does not overhang the painted lines on the road surface!! (otherwise expect a fine)</p> <p>See below for more information</p>
Front door	This must not be left open at all unless some-one is supervising it.
Working hours	<p>The rules are: (Westminster Council)</p> <p>Weekdays: 8am - 6pm</p> <p>Saturdays: 8am - 1pm</p> <p>Sunday: No noisy work</p> <p>Bank Holidays: No noisy work.</p>
Services (flats 1-12) Info on others to be added.	<p>The electricity meters are in the cupboard in the basement, on the left hand side of the back door</p> <p>Gas meters are in a shed under the pavement –outside the back door. Take a torch.</p> <p>Individual water stop cocks (as well as the one in the flat) are outside above the back door, on the right as you go out.</p>
Rubbish	<p>Ordinary household rubbish –</p> <p>put in black bin liners and take to basement (lift to LG) Outside the back door there is a container for rubbish. Rubbish is collected on Mondays and Thursdays.</p> <p>The outside door cannot be opened from outside with residents' keys so don't shut the door behind you while outside!</p>
	<p>Building rubbish –</p> <p>Must not go in the back door bin. It is the resident's responsibility to make arrangements to dispose of this.</p>

	Anything taken in the lift has to be well wrapped so the lift is kept clean. The lift can only take weight roughly equivalent to the weight of 3 people
Disposing of appliances	Westminster council will take away up to two items free of charge by arrangement 0207 641 2000 (extra large items £15 per item)

Trades Parking Permit (off Westminster City Council's website)

By phone

Call **020 7641 4646** between 8am - 6pm, Mon-Fri (we are not open on Bank Holidays)

- An application can be made over the phone by 6pm the day before this permit is required
- Payment must be made with your application. We accept credit and debit cards (not American Express or Diner's Club Cards)
- Your permit will be emailed to you as a 'PDF' document. You will need to print off your permit and display it against the windscreen inside your vehicle

Using your Trades Permit

Once you receive your permit, all you need to do is display it prominently against the windscreen inside your vehicle. The permit must be used with the vehicle and at the location it is valid for.

When and where can I park when using this permit?

Between 8:30am and 6:30pm

- In a parking meter bay (even if it is out of order)
- In a pay & display bay
- In a shared use bay
- In a pay by phone bay

Between 8:30am and 5:30pm

- In a residents bay until **5:30pm**. At this time, you will need to move your vehicle into a meter, pay & display bay or pay by phone bay