



# HILLINGDON

LONDON

Chrysalis Alley Gating Pack 2010/11

**If you need a copy of this pack in large print please call  
the Community Leadership Team  
on 01895 277040**

*Please note this pack is subject to change and is correct at the time of printing.*

## **The Chrysalis Programme for Gating Alleyways**

Dear resident,

Thank you for your interest in this Alley Gating scheme. The information pack has been compiled to help you achieve a successful gating scheme in your area.

The Council and Police work closely together to tackle crime and disorder in the borough and are keen to involve the community wherever possible in this partnership. Neighbourhood schemes, whereby lockable gates are installed at 'problem' alleyways, can improve the quality of life for adjacent households and businesses by:

- reducing the risk of burglary
- protecting the area within from rubbish dumping, vandalism and other anti-social behaviour
- creating a safer and more attractive environment for the use of those who live there, particularly the very young and the elderly
- returning the use and control of the alleyways to the residents

The Chrysalis fund for alley gates is money which Hillingdon Council has set aside for improving the environment and safety of its residents on private land and will contribute up to 90% of the cost of alley gates to successful applicants.

Residents will contribute up to minimum 10% of the agreed total gating costs and will be responsible for any future repair and upkeep once the gates are in place. All schemes will be given consideration and are subject to Cabinet approval.

In addition to this pack, further guidance is available from the Community Leadership Team who will be happy to support you through the process. Please visit our web site [www.hillingdon.gov.uk/Chrysalis](http://www.hillingdon.gov.uk/Chrysalis) for further information and important updates. Details of your Community Leadership Co-ordinator can be found on page 11 of this pack.

### ***Cllr Douglas Mills***

Cabinet Member, Improvement, Partnerships  
& Community Safety  
London Borough of Hillingdon

### ***Det.Ch Supt. Julian Worker***

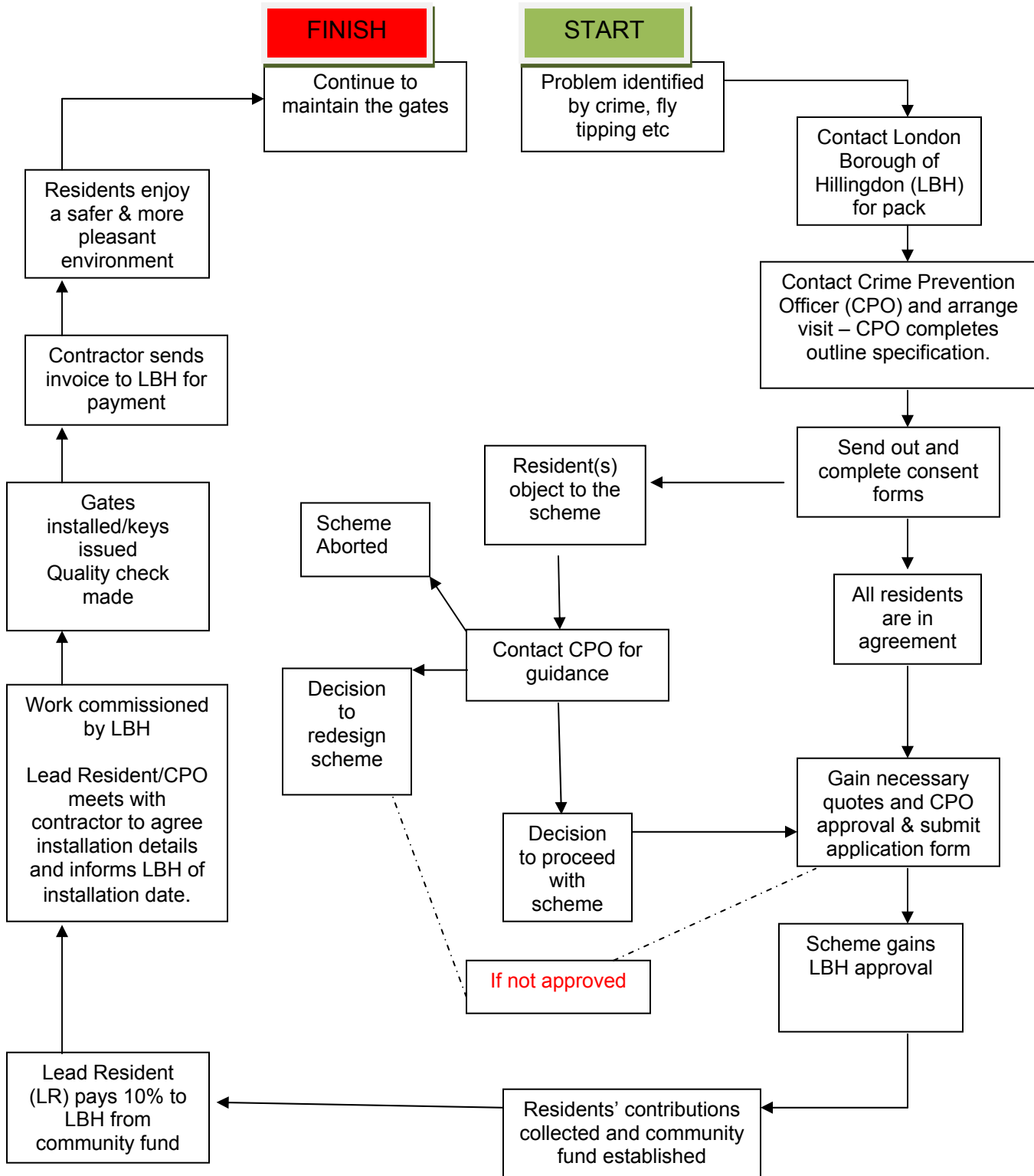
Borough Commander  
Hillingdon Police



Working together for a safer London

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# Alley gating process



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**GLOSSARY:**

**Lead Resident (LR):** Person who represents the residents and liaises with the Council, CPO and gating contractors.

**Crime Prevention Officer (CPO):** A Crime Prevention Officer is a police officer who has specialist knowledge in crime prevention and can provide general advice on how to 'design out' crime.

**GATING COMPANY:** Contractor responsible for installing the gates to the specification required by the Council and the Police.

1. Residents live in an area vulnerable to crime or anti-social behaviour, which the CPO has confirmed is suitable for gating.
2. Residents must be aware this is a self-help scheme and the Council will only contribute up to a maximum of 90% of the installation costs.
3. Businesses who wish to apply for alley gates will be expected to contribute between 50-70%; each scheme will be treated on a case by case basis.
4. Gates must conform to the gate specification (see page 4-5). Planning permission is not usually necessary, but residents are advised to check with the planning department if there is any doubt.
5. Residents are strongly advised to check their property deeds prior to submitting an application form. This is to ensure that all residents who have a 'Right of Way' are considered and included in the scheme, where appropriate.
6. The Lead Resident must supply written quotations with their application. Normally the lowest will be funded. Quotations must be obtained from companies detailed on the select list of contractors on page 14. The Crime Prevention will complete the "Specification Document" on page 18 which the Lead Resident will submit the contractor.
7. The Police Crime Prevention Officer must be consulted on the design and suitability of the scheme and sign the application form prior to submission, to indicate his endorsement.
8. Alley Gating schemes are recommended for properties with alleyways to the side or rear, driveways between two houses only will not normally be considered.
9. Before implementation takes place, it is advised that alleyways are cleared away of rubbish.

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10. Residents accept direct responsibility for the security of the keys and for upkeep and repair of the gates.

The Police Crime Prevention Officer will inspect the completed work prior to contractor being paid. All gates come with a minimum of 12 months warranty against manufacture installation defects. The Council will give no guarantee nor accept any responsibility in connection with the installation, retention and quality of gates, or in respect of any other matter relating to the scheme.

### **Gate Specification**

The Lead Resident must discuss the gating design with the local Police Crime Prevention Officer prior to the application form being submitted. A standard specification for the gates has been supplied on the template on page 18. This should be provided to each contractor.

### **Design**

- The gate should open so that it swings into the alley. The gate should be positioned at least one metre from the edge of the highway (e.g. pavement) otherwise planning permission is required.
- The total height of the gate or any of its fixtures should not exceed 2 metres; this is from the ground to the tips of the posts of each gate, otherwise planning permission is required.
- The design will be, as far as possible, resistant to climbing and forcing, and be visible to all. In addition, it will not be possible to lift the gate out of its frame.
- The gap between the gate and the ground will be small enough to prevent potential intruders from crawling underneath.
- The design used will be determined by the size of the alleyway and the number of gates required.
- **Wherever possible a single leaf gate should be installed in preference to double leaf gates.**

#### **Single Leaf**



#### **Double Leaf**



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## **Quality Control and Maintenance**

- The contractor must, on completion of the contract, offer a one-year minimum of 12 months warranty against manufacturing and installation defects.
- The CPO will offer a spot check on schemes, before and after installation.
- The cost of cosmetic finishes such as powder coating or finials is not included and if required, must be met by the residents.
- Any liability arising from the gates is the sole responsibility of the scheme's residents - not the police or local authority.
- Any ongoing maintenance, including damage to or loss of the gates is the sole responsibility of the residents – not the police or local authority
- It is advised that residents consider whether to seek public liability insurance cover to allow the reinstatement of the gates in the event of damage, arising out of their responsibility.

## **FREQUENTLY ASKED QUESTIONS:**

### **Can I put a gate across my alleyway to improve security?**

Yes, provided you own it and it is not a public highway or public right of way; but you may have to apply for planning permission. For more information, contact the planning department on 01895 556805. Generally speaking, unless the gate adjoins a highway, it can be up to 2 metres high without the need for Council permission. However, there are restrictions in the case of listed buildings, for more information, contact the Conservation Officer on 01895 558390.

In addition, if you lease or rent, you may have to obtain the agreement of your landlord and other people who have a right of way, depending on what your property deeds or lease says. At the very least, you will have to give a key to those with a right of way; it is usually a good idea to speak to them before you do anything!

### **Can the council tell me where the boundaries of my property lie?**

Only if the adjoining land (or yours) is council owned. If you want to check on council ownership you should telephone or write to the Estates and Valuation Services, Civic Centre, Uxbridge (tel. 01895 250893) or, in the case of a council house, telephone the Contact Centre at the Civic Centre (tel. 01895 556000).

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Otherwise, the information you need is usually given in your property deeds or lease. If you do not have a copy because your bank, building society, conveyance/solicitor or loan company has them for safe keeping, you should write to them (or to your landlord, if you rent the property), requesting the necessary information.

Failing this, you may find out by referring to the register held by the Land Registry (see Contact List on page 13). The Register includes information on ownership, rights of way, restrictive covenants, leases etc and the extent of ownership, including boundaries. There is a fee to pay. You can often find out who owns other pieces of land in this way, too.

### **Who owns the alleyway that runs next to my land?**

It may be that you do. However, if you do, other people may have the rights of way over it. This will restrict what you can do with the land. Again, you should consult your property documents. If you don't own it, you may, yourself, have a right of way over the alley or drive. This means that nobody else has a right to obstruct it or prevent you from using it. If the alleyway is council maintained, you can find out by ringing the Council's Estates and Valuation Services (tel. 01895 250288).

### **I have been the victim of fly tipping and have received an enforcement notice to remove the rubbish, which isn't mine. I've heard about the alley gating scheme; can I get help?**

In principle, provided the land in question belongs to you. This Alley Gating pack will explain in detail whether you are eligible and how to apply for funds. Please note that written quotations should be obtained from companies detailed on the select list of contractors on page 14.

### **What level of funding might I be eligible for?**

If your proposal is approved by the Crime Prevention Officer, the Council could pay up to 90% of the total cost of installing gates.

### **How does the scheme work?**

It is a self-help scheme, where residents organise the scheme themselves with the support of the Council and the Police. The Crime Prevention Officer will provide the necessary advice once you have decided you want to go ahead, and you will need to contact him as soon as you have decided to apply for this scheme. Please note: once the application has been submitted and approved, the Council will instruct the contractors and will pay them directly.

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### **What happens if people don't support the scheme?**

Most people will welcome the advantages that an alley gating scheme will bring to their area. However, people that do not should be referred to the Crime Prevention Officer in the first instance as he can arrange a personal visit to help allay their concerns. If this doesn't work he can look to modify the scheme (where it is possible) to exclude those households that do not support the installation of gates.

### **What happens if those residents who do not support the scheme cannot be persuaded to change their views, or the scheme cannot be modified to exclude their households?**

Schemes with 100% support will be looked on more favourably by the council, however recent changes have led to a small minority of schemes going ahead; these continue to be the exception, rather than the norm. These schemes are limited and will be determined by the Cabinet Member who will approve schemes based on individual circumstances. For example, if there is a resident of limited mobility whose access would be greatly reduced and there are no reasonable modifications which can be made this is likely to result in the scheme being aborted – for further information, please refer to your Crime Prevention Officer.

### **Who is responsible for the gates once they have been installed?**

The residents are responsible for all future management of the scheme including any liability of the residents group arising out of their responsibility in relation to costs of repair or reinstatement of the gates. All ongoing maintenance and including damage to or loss of gates is the sole responsibility of the residents - not the police or local authority. Please note all gates will be installed with a minimum of 12 months warranty against construction failure.

**Residents are recommended to seek advice on public liability insurance for the gates in the event of future damage/maintenance. If unsure, please contact the Community Leadership team for further advice and guidance.**

### **If I have already implemented a scheme and want to claim for funding, retrospectively, can I do this?**

No. You must follow the procedures as laid out in the alley gating pack. The Chrysalis fund cannot be responsible for any expenditure you undertake without approval from the Crime Prevention Officers or the Chrysalis Fund first.

### **How much will residents need to contribute?**

The Council recommends that residents should make a minimum contribution of 10% towards the installation of the gates including the cost of keys. In addition, it is highly recommended

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that contributions collected should also cover the cost of painting (optional) and future maintenance including repairs from vandalism and criminal damage as these costs will be the responsibility of the households involved in the scheme. A bank account should be set up in the name of the scheme to collect these contributions.

### **Do we give keys to those residents who objected to the initial scheme and to tenants?**

Yes. Even though some residents may oppose the scheme, those affected by the erection of gates will still need to be given a key. Not to do so will prohibit their access, which is against the law? If they still refuse to receive a set of keys, they should be retained by the Lead Resident.

Tenants will also need a set of keys and it is the duty of the landlord to pass these keys onto new residents. If a new tenant requires a set of keys, they can ask their landlord to ensure keys are made accessible to them. Failing this, they can apply to the Lead Resident for a key.

### **We use our alleyway for the collection of refuse, what should we do now?**

If this is the case, please contact the Waste Division Team at Harlington Road Depot on 01895 250034 who will be able to arrange either for the refuse collectors to obtain a key to the gate OR arrange for curb side collection from the front of the residents' houses.

## **DOs & DON'Ts**

### **CODE OF PRACTICE *for alley gating schemes***

#### **DO:**

- introduce yourself to your neighbours
- respect other residents' opinions
- be patient with your neighbours
- remember this is a community scheme
- ensure everyone in the scheme can contact you, when necessary
- update residents of the scheme's progress on a regular basis
- ensure everyone in the scheme has access to a key
- consider the best way to contact residents who are disabled, vulnerable or 'hard to reach'
- provide detail of cost, when you collect residents' contribution for the scheme
- respond to all queries about the scheme directly. Remember to contact the Community Leadership Co-ordinator if you need help.

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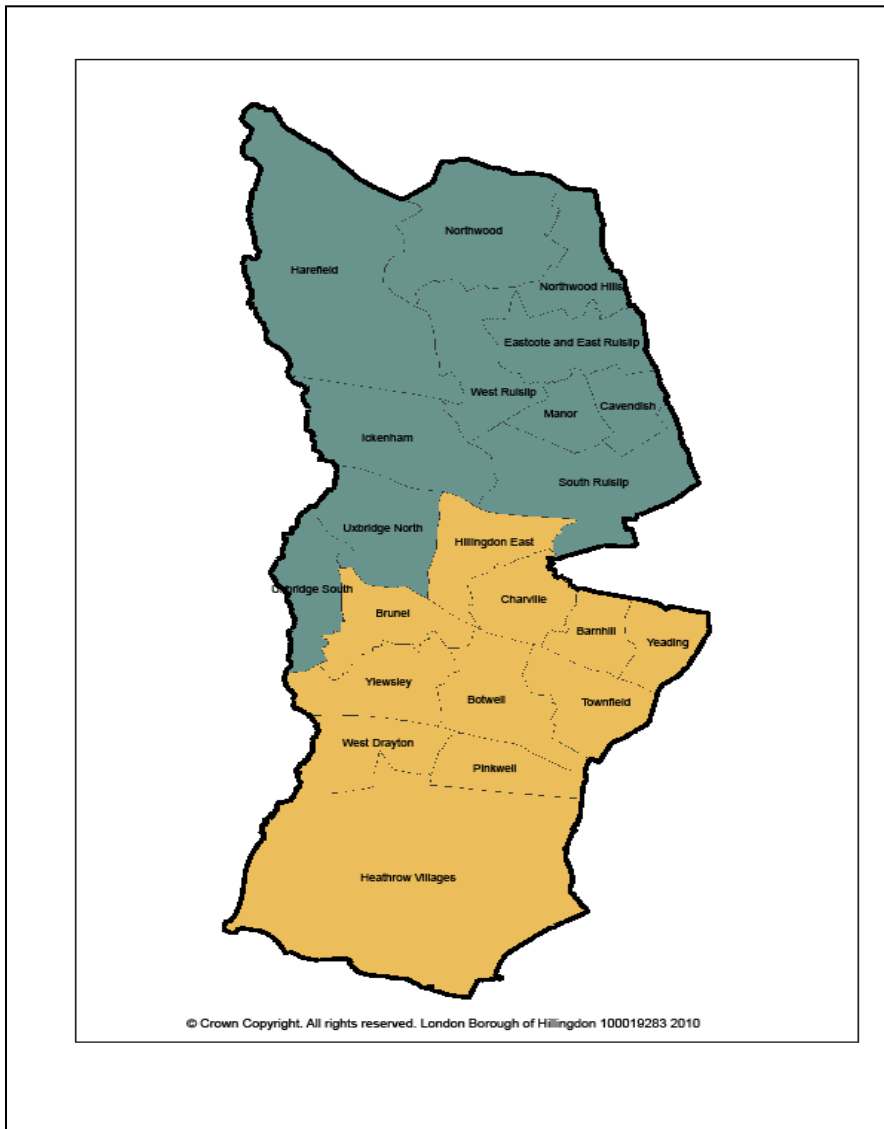
- ❑ be respectful in your tone to all your neighbours in both your verbal and written communications. In particular consider the use of language and the negative impact of writing IN CAPITALS and using excessive punctuation!!!!!!
- ❑ ensure all contractors receive the required details to provide a quote using the template provided from page 19 onwards.
- ❑ be thorough – ensure every resident in the scheme is duly consulted. Where you struggle to get a response from households, there are example letters at the back of this pack that might prove useful.
- ❑ consider all objections (even verbal ones); talk to your Crime Prevention Officer for advice on how you or in some circumstances they can address objectors.

## **DON'T**

- ❑ resort to intimidation with those who don't approve the scheme
- ❑ forget to contact your Community Leadership Co-ordinator if you have any questions
- ❑ put yourself in any situation where you feel unsafe

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## Community Leadership contacts



### North

Carys Walker  
01895 250118  
Cwalker1@hillington.gov.uk

### South

Jane Chamberlain  
01895 556792  
jchamberlain@hillington.gov.uk

If you are unsure which ward you live in you can find this using your postcode on the Council website. Just type in "postcode search" into the search bar on [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) – then click on postcode search. Alternatively the Community Leadership team will be happy to advise you.

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## **Crime Prevention Officer Details**

### **Gareth Summers**

#### **Ruislip Police Station**

Tel: 020 8246 1822

Email: gareth.summers@met.police.uk

**Wards:** Barnhill, Cavendish, Charville, Eastcote & East Ruislip, Harefield, Ickenham, Manor, Northwood, Northwood Hills, South Ruislip, West Ruislip & Yeading

### **David Tennyson**

#### **West Drayton Police Station**

Tel: 020 8246 1779

Email: david.tennyson@met.police.uk

**Wards:** Botwell, Brunel, Hillingdon East, Heathrow Villages, Pinkwell, Uxbridge North & South, Townfield, West Drayton & Yiewsley

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## **Other useful contacts:**

### **Land registry LBH Enquires**

Land Registry Swansea  
Ty Bryn Glas  
Tel. 01792 458877

### **Highways**

Call the Contact Centre on 01895 556000  
Ask to be put through to “Highways Inspection Team”

### **Estates and Valuation**

Call the Contact Centre on 01895 556000  
Ask to be put through to “Estates & Valuation Team”

### **Chrysalis Programme Manager**

Maggie Allen  
Tel. 01895 277040

### **Uxbridge Police Station**

01895 251212 / 0300 1231212

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Lead Resident: Please select two contractors from this list and obtain quotes from the contractors below to submit with your application form.

### Gating contractors

**Drayton Fencing**  
93 Parkfield Road  
West Drayton  
UB8 3LN  
Tel. 01895 444727  
[www.draytonfencing.co.uk](http://www.draytonfencing.co.uk)

**Galliford Try Homes**  
Cowley Business Park  
Cowley, Uxbridge  
Middlesex  
UB8 2AL  
Tel. 01455 882544 (Ask for Darren Botterill)  
Mobile: 07966561621  
[www.gallifordtry.co.uk](http://www.gallifordtry.co.uk)

**Littlewood Fencing Ltd (Ask for the Estimated Department)**  
North Trade Road  
Battle  
East Sussex  
Tel. 01424 775333  
Email: [info@littlewoodfencing.co.uk](mailto:info@littlewoodfencing.co.uk)  
[www.littlewoodfencing.co.uk](http://www.littlewoodfencing.co.uk)

**The Fencing Partnership Ltd**  
Apex House  
Wonastow Road  
Monmouth  
Monmouthshire  
Tel. 01600 715311 (Ask for Pauline Mace)  
Mobile: Graham Green: 07986 379312  
Email: [Pauline@thefencingpartnership.co.uk](mailto:Pauline@thefencingpartnership.co.uk)  
[www.thefencingpartnership.co.uk](http://www.thefencingpartnership.co.uk)

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**Gating Application Form**

*(Submit this form to: Community Leadership Team, 3E/02 London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW)*

Contact name (Lead Resident) Mr/Mrs/Ms/Other ..... Address:..... ..... ..... Telephone: Work: ..... Home:..... E-Mail:.....	Alternative contact..... Address:..... ..... ..... Telephone: Work: ..... Home:..... E-Mail:.....
--	---

How many exits need gating?	
The residents of which road/s are directly affected? Please show road names and property numbers	
How many gates are required, where will they be located? (Attach diagram to support this)	
What are your reasons for wanting alley gates? E.g. To prevent fly tipping, reduce littering, to reduce Anti Social Behaviour. etc	
Do all residents affected by the scheme agree to it? (If no, please give details.)  Please enclose your residents consent form with this application	YES/NO
What is the cost of the scheme? (You should attach all quotes).	
Do the residents leave their refuse in this alley for weekly collection?	YES/NO

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Is there a neighbourhood watch scheme in your area? If no, would you like more information on how to join or develop a scheme for your area?	YES/NO  YES/NO
Have you contacted your local Crime Prevention Officer (CPO)?	YES/NO
<b>This section to be completed by the CPO</b>	
I have visited the site and agree to support the installation of a gate/s ..... at .....	YES/NO
CPO Comments	
Name of CPO	Date
Signature	
<p><b>This bid is endorsed by Cabinet Member Improvements, Partnerships &amp; Community Safety.</b></p> <p><b>YES:</b> ..... <b>NO:</b> .....</p>	
Signature	Date

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**Duties and Obligations for Parties Concerned**

Your scheme must conform/agree to the following duties and obligations. Please indicate this by ticking each one (where applicable) and signing below.

<b>Checklist</b>	<b>Tick</b>
1. Have you checked that the land is owned by the residents or have the Landowners consented to proceed with the gates?	
2. If applicable, have you consulted Planning or Highways at the Council?	
3. Have you obtained and enclosed quotes from gating contractors with the Specification drawn up by the CPO?	
4. Have your residents agreed to contribute 10% of the installation costs?	
5. Has the Crime Prevention Officer visited and has he signed your completed application form and drawn up a specification of your scheme?	
6. Have you made the households involved aware of their responsibility for the future care and maintenance of the gates once installed (including repairs arising from damage whether permanent or accidental)?	
7. Will extra money be collected to cover these costs when they arise and have you considered opening a community bank account for this purpose?	
8. Are all residents participating in the scheme aware that they will be responsible for keys, ensuring their handover to any future resident?	
9. Please confirm your awareness of the following:  The council reserves the right to inspect the finished product before making payment to the contractor, but the council will give no guarantee and accept no responsibility in connection with the installation, retention and quality of the gates, or in respect of any other matter relating to the scheme.	
10. If applicable, has the Residents Group <i>considered</i> obtaining liability insurance for the gates in the name of the Residents Group?	
11. I agree that everyone gets a key, even if they initially objected.	
12. In the event that a replacement lead resident is appointed, I shall provide them with all the necessary information/keys required in order to maintain the scheme.	
13. I have made sure all households in the scheme have my contact details.	

Signed: .....  
(Lead Resident)

Date.....

*The "Specification Document" provided overleaf is to be completed by the Crime Prevention Officer. Once he has completed the form, a copy together with the form Appendix B should be given to both contractors who will return them to you.*

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**SPECIFICATION DOCUMENT  
FOR QUOTATION TO SUPPORT THE “SUPPLY, DELIVERY AND  
ERECTION, OF ALLEY GATING”**

**(To be completed by the Crime Prevention Officer)**

*Please return your completed quotation to the Lead Resident*

**Date of Site Visit:**

**CPO Details:**

**Location:**

**Specification:**

We would appreciate it if a specification could be developed in advance of your meetings with the suppliers so quotations are submitted on a like-for-like basis to ensure a fair comparison can be made. This will include information such as number of gates, location and any extra panelling.

This specification will be in line with the 'Bumble Bee' Framework.

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**Name of Scheme:**

**Quotation date:**

**Site address:** ....., .....,  
..... **and** .....

Fixed price quotation to supply plant, labour and materials to carry out the following works:

Number of single-leaf gates/cost:

Number of double-leaf gates/cost:

Any additional requirements including keys:

Total Cost of full completion (exc VAT):

Lead Resident:

Address:

Contact Telephone Number:

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**SPECIFICATION DOCUMENT  
FOR QUOTATION TO SUPPORT THE “SUPPLY, DELIVERY AND  
ERECTION, OF ALLEY GATING”**

**(To be completed by the Crime Prevention Officer)**

**Date of Site Visit:**

**CPO Details:**

**Location:**

**Specification:**

We would appreciate it if a specification could be developed in advance of your meetings with the suppliers so quotations are submitted on a like-for-like basis to ensure a fair comparison can be made. This will include information such as number of gates, location and any extra panelling.

This specification will be in line with the 'Bumble Bee' Framework.

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*Please return your completed quotation to the Lead Resident*

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**Name of Scheme:**

**Quotation date:**

**Site address:** ....., .....,  
..... **and** .....

Fixed price quotation to supply plant, labour and materials to carry out the following works:

Number of single-leaf gates/cost:

Number of double-leaf gates/cost:

Any additional requirements including keys:

Total Cost of full completion (exc VAT):

Lead Resident:

Address:

Contact Telephone Number:

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### **Template letters and agreement form**

The following are example letters that will help you elicit the support that you need from your fellow residents to get you started. Please feel free to copy, amend as appropriate and complete them, so that they can be distributed accordingly.

1. Introduction letter – introduces you to your neighbours and suggests that the scheme might be a good idea in your area.
2. Letter to gain consent: This letter can be sent out by the Lead Resident with a reply slip that can be completed by your neighbours and returned to you for inclusion in your application form.
3. Landlord letter – leave this version with tenants of rented property to forward to their landlord
4. Approval letter – Once your scheme has been given approval this letter can be used to share the good news with your neighbours and inform them of the costs involved
5. Consent form – this can be used instead of letter no. 2 if you would prefer to speak with your neighbours directly and get them to sign on one form. Please ensure that a new page is used for every ten signatures in order to demonstrate that the resident has seen the agreement before they sign it.
6. Receipts to issue when you collect the residents' contributions.
7. Installation sign off sheet- to be completed when the gates have been installed and inspected by the CPO

Please do not hesitate to contact your Community Leadership Coordinators if you have any questions about using any of these templates.

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Dear Neighbour,

I live at \_\_\_\_\_ and as a fellow resident; I would like to bring to your attention a scheme run by Hillingdon Council in association with the Metropolitan Police that I think may benefit our area.

The Chrysalis alley gating scheme allows for residents to apply for funding to gate off alleyways that are on private land and which back on to their properties. This prevents crime such as burglaries and anti-social behaviour. Up to 90% of the installation costs can be covered by the council for successful applicants.

The scheme has been very successful across the borough and I think that it might be something that we could all benefit from in the alleyway(s) leading from

\_\_\_\_\_ to \_\_\_\_\_.

I would welcome the opportunity to speak to you to see whether you agree with the scheme. I will call around to your house in due course, however, should you prefer an early discussion, my contact details are given below. I would be happy to act as the point of contact between the residents and the Council so please do not hesitate to contact me in the first instance with any questions or concerns.

Alternatively, you can call the Community Leadership Team at the Council for more information on 01895 277040.

Yours faithfully,

Lead Resident (name)

\_\_\_\_\_

Contact telephone number:

\_\_\_\_\_

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Dear neighbour,

As you are aware, I am in the process of putting in an application to the Council's Chrysalis Fund for alley gates. In order to do this, I need to demonstrate the level of support for a scheme in our road. Please could you complete the form below and return it to me at:

Many thanks

\_\_\_\_\_ (lead resident)

-----  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tick which of the following statements apply to you..

- I support the application for the alley gating scheme named above and confirm that if the scheme is approved and gates are installed:
  - a. I will have the responsibility for the key and its usage including the handover to any future resident, landlord or property owner of my address. I will ensure gates are locked after my use.
  - b. I understand that, once the gates are installed it is the responsibility of the residents to maintain the gates including damage of either an accidental or deliberate nature.
- I am a tenant. Please supply me with further details so that I can ask my landlord to contact you to give his consent.
- I do not support the alley gating scheme (Please state why below, use overleaf if necessary)

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Dear Landlord of property \_\_\_\_\_

I live at \_\_\_\_\_ and I would like to bring to your attention a scheme run by Hillingdon Council in association with the Metropolitan Police that I think may be mutually beneficial.

The Chrysalis alley gating scheme allows for home owners to apply for funding to gate off alleyways that are on private land and which back on to their properties. This prevents crime such as burglaries and anti-social behaviour. Up to 90% of the installation costs can be covered by the council for successful applicants.

The scheme has been very successful across the borough and I think that it might be something that we could all benefit from in the alleyway(s) leading from \_\_\_\_\_ to \_\_\_\_\_.

I would welcome the opportunity to speak to you to see whether you agree with the scheme and have given my contact details below. Please could you contact me at your earliest convenience to discuss if this is something you would give your consent to I would be happy to act as the point of contact between the residents and the Council.

Alternatively, you can call the Community Leadership Team at the Council for more information on 01895 277040.

Yours faithfully,

Lead Resident (name)

\_\_\_\_\_

Contact telephone number:

\_\_\_\_\_

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Dear Neighbour,

You will be happy to know that the alley gating scheme has been approved and a contractor has been assigned to install the gates. As part of our agreement, we as residents need to contribute to 10% of the overall costs of the scheme whereas the Council will pay the remaining 90%. Please see below a breakdown of the costs and the total each resident needs to pay. If you have any queries regarding this please do not hesitate to contact me.

**Gating contractor chosen by the Hillingdon Council:**

.....

**Cost of Gates = £**

**Cost of Fencing = £**

**Other costs = £**

**No of keys @ £ = £**

**Total Cost of scheme excluding VAT = £**

**10% Residents Contribution excluding VAT = £**

**Total..... households pay each = £**

**Other contractor/s considered including costs:**

.....

.....

.....

Installation is expected to take place:.....

*Please note this pack is subject to change and is correct at the time of printing.*

**Alley gating scheme for:** \_\_\_\_\_ (name of roads involved)

By providing my signature, I am confirming that:

- a) I live in a road named above and have a residence that backs onto the alley way between \_\_\_\_\_ & \_\_\_\_\_
- b) I support this application for the alley gating scheme named above
- c) That if the application is successful and the gates are installed, I have the responsibility for the key and its usage including the handover to any future resident, landlord or property owner of my address. I will ensure gates are locked after my use.
- d) That I understand that, once the gates are installed it is the responsibility of the residents to maintain the gates including damage of either an accidental or deliberate nature.

Name	Door No.	Signature	Date

*Please note this pack is subject to change and is correct at the time of printing.*

**Data Protection:** By providing your details you are giving us permission to share your information with other council departments and our partners the Metropolitan Police (for example Local CPO or Safer Neighbourhood team).

*\* Photocopy as necessary*

**Receipt for Alley Gating Scheme**

I.....  
of...

.....confirm that I have read and agree to all the requirements that are required for a successful alley gating scheme;

- Open/close gates appropriately
- Pay my contribution for the repair and maintenance of the alley gates

If I decide to move house, I will ensure the new owner, tenant or landlord will receive the alley gating key, if not I will ensure the lead resident will receive it. I have contributed £.....towards the overall costs of the gates.

Signed.....Date.....

-----

**Receipt for Alley Gating Scheme**

I.....

of.....confirm that I have read and agree to all the requirements that are required for a successful alley gating scheme;

- Open/close gates appropriately
- Pay my contribution for the repair and maintenance of the alley gates

If I decide to move house, I will ensure the new owner, tenant or landlord will receive the alley gating key, if not I will ensure the lead resident will receive it. I have contributed £.....towards the overall costs of the gates.

Signed.....Date.....

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**Installation sign off sheet- between CPO and Lead Resident**

We can confirm that we have fully inspected the gates in regards to scheme

.....  
and are satisfied that they meet the requirements as set out in the Gate Specification in the alley gating pack.

Payment towards to the contractor can now be released.

**CPO**.....

Signed.....

Date.....

**Lead Resident**.....

Signed.....

Date.....

Please send this into the Community Leadership Team

London Borough of Hillingdon  
4W/05 Civic Centre  
High Street  
Uxbridge  
UB8 1UW

*Please note this pack is subject to change and is correct at the time of printing.*