

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 18 November 2019 14:56  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Dear [REDACTED]

Thank you for your application. Your reference number to include in all future correspondence or when contacting is TFL10474.

Please note that we have sent your application to the Asset Operations Officer to be approved, we have informed them of the urgency and will be in touch as soon as we receive a response from them.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 18 November 2019 10:44  
**To:** Asset Operations Licensing [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Emergency Scaffold Licence Century House 245 Streatham High Road SW166ER

Dear Sirs

Please find attached our application for an emergency scaffold licence outside Century house at 245 Streatham High Road SW16 6ER.  
We also attach our insurances.

This is required as the surveyor has discovered a large crack in the façade that needs to be immediately addressed to allow the safety of the surrounding area to be preserved.

Attached is an email from the managing agent instructing us to carry out these works.

We will make the BACS payment later this morning but hope you can see fit to issue this later today.

Kind Regards

[REDACTED]  
Managing Director



**Peter Burton & Co Ltd**  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

From: Peter Burton [REDACTED]

Sent: 18 November 2019 12:13

To: Asset Operations Licensing [REDACTED]

Subject: Emergency Scaffold license - Century House, Streatham S.C.3252.003.006

Dear Sirs

We have just made a payment of £413 for a scaffold licence at 245 Century House, Streatham High Road.

TFL payment reference SC.3252.003.006

Application Ref: Not received

Company applying for licence: Peter Burton & Company Ltd

Location of licence: Century House, 245 Streatham High Road, SW16 6ER

Kind Regards

[REDACTED]  
Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

From: Peter Burton [REDACTED]

Sent: 18 November 2019 12:50

To: Asset Operations Licensing [REDACTED]

Subject: Century House, Streatham High Road - S.C.3252.003.006

Further to our recent telephone conversation, please find attached a copy of proof of payment of £413 for a scaffold licence at the above location and a drawing detailing the scaffolding needed.

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

.....  
From: [REDACTED] houstonlawrence.com>

Sent: 20 November 2019 12:28

To: Asset Operations Licensing [REDACTED]

Cc: [REDACTED] houstonlawrence.com>; 'Peter Burton'

Subject: RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

Thank you very much for your prompt action.

Kind regards,

[REDACTED]

[REDACTED] | [www.houstonlawrence.com](http://www.houstonlawrence.com)

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**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 20 November 2019 12:12  
**To:** [REDACTED]  
**Cc:** [REDACTED] Asset Operations Licensing; 'Peter Burton'  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Dear [REDACTED]

Please note the scaffold licence has been issued.

Please contact [REDACTED] for further information as the licence was sent to himself as the original applicant.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
🚗 TRANSPORT FOR LONDON  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
[Tel:](tel:[REDACTED]) [REDACTED]

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**From:** [REDACTED] [\[REDACTED\]@houstonlawrence.com](mailto:[REDACTED]@houstonlawrence.com)  
**Sent:** 20 November 2019 12:08  
**To:** Asset Operations Licensing; 'Peter Burton'  
**Cc:** [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

I write within my capacity as managing agents for the building.

I must stress to you in the strongest of terms how urgent these works really are. The windows on the S tratham High S treet elevation may fall out at any time. S hould they fall out it will invariably strike pedestrians passing the building. Therefore, our intention is purely for the safety of the public; by erecting a small scaffold to brace the windows as a temporary measure, until such time works can be undertaken to secure the windows.

The liability should the unthinkable happen which I have stated above now firmly sits with TFL.

Kind regards,

[REDACTED]

[REDACTED] [www.houstonlawrence.com](http://www.houstonlawrence.com)

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**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 20 November 2019 10:20  
**To:** 'Peter Burton'  
**Cc:** [REDACTED] Asset Operations Licensing  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Good morning [REDACTED]

I have just chased the Coordination and Permitting team for an update on this permit, as soon as they get back to us we will inform you of any changes.

Thank you for your patience

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

**Tel:** [REDACTED]

-----  
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**From:** Peter Burton [REDACTED]  
**Sent:** 20 November 2019 09:42  
**To:** Asset Operations Licensing  
**Cc:** [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

YOUR REF TFL10474:

I was just wondering how the permit for the pavement outside Century house is progressing?

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



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---- On Tue, 19 Nov 2019 11:23:23 +0000 **Asset Operations Licensing**  
<[AssetOperationsLicensing@tfl.gov.uk](mailto:AssetOperationsLicensing@tfl.gov.uk)> wrote ----

Good morning [REDACTED]

Just to update you, your works have been sent to permit with the start date 20/11/2019.

We have to await approval from the Coordinating and Permitting team, I have asked the Coordinating team to approve ASAP as your works are an emergency and the approval date is 26/11/2019.

I will be chasing them today in order for you to start tomorrow. Once we have approval, we can issue your licence as soon as.

We will keep you updated. If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Asset Operations Licensing  
**Sent:** 18 November 2019 14:56  
**To:** 'Peter Burton'  
**Cc:** Asset Operations Licensing  
**Subject:** TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Dear [REDACTED]

Thank you for your application. Your reference number to include in all future correspondence or when contacting is TFL10474.

Please note that we have sent your application to the Asset Operations Officer to be approved, we have informed them of the urgency and will be in touch as soon as we receive a response from them.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations  
 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 20 November 2019 10:33  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing <AssetOperationsLicensing@tfl.gov.uk>  
**Subject:** TFL10474 - Approved Licence  
**Importance:** High

Good morning,

Attached is your approved licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence.

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).

**NB: Should you require an extension of your existing licence, you are required to submit your request 7 working days prior to your licence expiring. If you request an extension after your licence expires, this will not be valid and you will be requested to submit a new application with all supporting documents and initial fees.**



Kind regards,

[Redacted]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [Redacted]

.....

**From:** Peter Burton [Redacted]

**Sent:** 17 December 2019 11:56

**To:** Asset Operations Licensing [Redacted]

**Subject:** TFL10474 - 245 Streatham High Road - Scaffold Licence

Good morning

Further to our telephone conversation please find attached further proof of payment made to TFL on Wednesday 11th December for £179 for a renewal of the scaffold licence at 245 Streatham Road. Please can you confirm that payment has been received and the licence can be renewed on the 20th December.

Many thanks

Kind Regards

[Redacted]

Managing Director



Peter Burton & Co Ltd

PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [Redacted]

.....

**From:** Peter Burton [Redacted]

**Sent:** 19 December 2019 14:08

**To:** Asset Operations Licensing [Redacted]

**Subject:** RE: TFL10474 - 245 Streatham High Road - Scaffold Licence

Many thanks for renewing the licence. Will ensure that all paperwork and payments will be with your department within the time limits specified.

Kind Regards

[Redacted]

Managing Director

.....

From: Peter Burton [REDACTED]  
Sent: 18 December 2019 16:18  
To: Asset Operations Licensing [REDACTED]  
Subject: RE: TFL10474 - 245 Streatham High Road - Scaffold Licence

Thankyou

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



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--- On Wed, 18 Dec 2019 16:05:51 +0000 [REDACTED] wrote ---

Good afternoon [REDACTED]

I am pleased to confirm that the Asset Operations Officer has approved your extension today meaning we have been able to permit until your requested date 20/01/2020.

We are yet to receive a response from the Coordination and Permitting (CaP) team on 20/12/2019 and will subsequently issue your licence, once granted by the CaP team.

In the future, please give ample amount of notice and provide all relevant documentation (e.g. sufficient proof of payment such as a bank remittance) for your extension to ensure there is no delay in the process.

We will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Asset Operations Licensing

**Sent:** 17 December 2019 14:44

**To:** 'Peter Burton' [REDACTED]

**Cc:** Asset Operations Licensing [REDACTED]

**Subject:** RE: TFL10474 - 245 Streatham High Road - Scaffold Licence

**Importance:** High

Hi [REDACTED]

Thank you for sending this through, please note that your payment has been confirmed.

Unfortunately, we will not be able to issue your extended licence on 20/12/2019 as we have only just verified your payment. We still require your request to be reviewed by the Asset Operations Officer (AOO) who will then give approval for us to permit for your requested dates which subsequently will need to be granted by the Coordination and Permitting team (CaP).

As mentioned when you had initially sent in your extension request: "A minimum of 2 weeks is required for licence extension processing. (The processing period commences once we have received all supporting documentation.)"


However, please note that we have now sent your extension request to the Asset Operations Officer to approve and will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 17 December 2019 11:56

**To:** Asset Operations Licensing  
**Subject:** TFL10474 - 245 Streatham High Road - Scaffold Licence

Good morning

Further to our telephone conversation please find attached further proof of payment made to TFL on Wednesday 11th December for £179 for a renewal of the scaffold licence at 245 Streatham Road. Please can you confirm that payment has been received and the licence can be renewed on the 20th December.

Many thanks

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 20 December 2019 15:58  
**To:** [REDACTED] peterburton [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 - Scaffold - 245 Streatham High Road - Approved Extension  
**Importance:** High

Good afternoon [REDACTED]

Attached is your approved licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence.

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).

**NB: Should you require an extension of your existing licence, you are required to submit your request 7 working days prior to your licence expiring. If you request an extension after your licence expires, this will not be valid and you will be requested to submit a new application with all supporting documents and initial fees.**

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED] [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 07 January 2020 12:50  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 S treatham High Road - extension  
**Importance:** High

Hi [REDACTED]

Please note that the Asset Operations Officer has approved your extension and we have permitted until 20/02/2020.

We are yet to receive a response from the Coordination and Permitting (CaP) team on 09/01/2020 and will subsequently issue your extended licence, once granted by the CaP team.

We will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED] [REDACTED]

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 07 January 2020 11:43  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 S treatham High Road - extension  
**Importance:** High

Good afternoon [REDACTED]

Happy New Year – and thank you for the prompt notice this time around!

Please note that we have sent your extension request to the Asset Operations Officer to approve, and will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

☎ **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 06 January 2020 17:00  
**To:** Asset Operations Licensing  
**Subject:** Re: TFL10474 - Scaffold - 245 Streatham High Road

Good afternoon [REDACTED]

I am writing to confirm that we wish to extend the above licence for another month (up to 20th February 2020). Payment of £179.00 has been made this afternoon and I enclose proof of payment.

Please can you confirm that this is all in order.

Kind Regards

[REDACTED]  
Managing Director



**Peter Burton & Co Ltd**  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



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--- On Fri, 20 Dec 2019 15:57:56 +0000 **Asset Operations Licensing**

[REDACTED] > wrote ---

Good afternoon [REDACTED]

Attached is your approved licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence.

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).

NB: Should you require an extension of your existing licence, you are required to submit your request 7 working days prior to your licence expiring. If you request an extension after your licence expires, this will not be valid and you will be requested to submit a new application with all supporting documents and initial fees.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

---

**From:** Peter Burton [REDACTED]  
**Sent:** 11 December 2019 17:14  
**To:** Asset Operations Licensing  
**Cc:** [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

I am writing to confirm that payment of £179 has been made for scaffold permit TFL 10474, application reference SC 32.52.003.007 at 245 Streatham High Road expiring on 20th January 2020.



I enclose proof of payment.

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]



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--- On Wed, 11 Dec 2019 14:20:23 +0000 **Asset Operations Licensing**

[REDACTED] > wrote ---

Good afternoon [REDACTED]

We have received your query regarding your scaffold extension request.

Please be advised that to process your request we require the following information/supporting documents:

1. Payment – By “BACS” of £179 for every month thereafter. You are required to email proof of payment in the form of a bank confirmation or remittance advice.



Payment details by BACS as follows;

Name of Bank: HSBC Bank Plc

Address: Victoria Street, London SW1 0NS

Name of Bank Account: TFL Surface Transport General Account

Sort code: 40-02-50


Account No: 61394614

When paying by BACS it is essential that the following information is included with your payment:

- Application reference (e.g. TFL00000)
- Tfl payment reference Quote SC.3252.003.007
- Name of company applying for licence
- Exact location of licence

The application and/or supporting documents can be provided by email.

A minimum of 2 weeks is required for licence extension processing. (The processing period commences once we have received all supporting documentation. In addition this period may also be extended where a site visit is required). In an emergency the applicant is required to contact TfL by telephone for permission to undertake emergency works.

If you have any questions please contact the TfL Licencing team either by email  or on the phone number below.

If you require information regarding parking dispensations please contact 0343 222 3333 (option 2).

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 11 December 2019 14:08  
**To:** Asset Operations Licensing  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Further to my telephone conversation with your department. I am writing to confirm that I wish to extend the scaffold permit for another month (expiring on 20th January 2020).

I have been informed that the extension will cost £179.00, please can you let me know how I can proceed with the permit and payment.

Kind Regards

[REDACTED]



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

[REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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---- On Wed, 20 Nov 2019 12:12:12 +0000 **Asset Operations Licensing**

[REDACTED] > wrote ----

Dear [REDACTED]

Please note the scaffold licence has been issued.

Please contact [REDACTED] for further information as the licence was sent to himself as the original applicant.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** [REDACTED] [\[REDACTED\]@houstonlawrence.com](mailto:[REDACTED]@houstonlawrence.com)  
**Sent:** 20 November 2019 12:08  
**To:** Asset Operations Licensing; 'Peter Burton'  
**Cc:** [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

I write within my capacity as managing agents for the building.

I must stress to you in the strongest of terms how urgent these works really are. The windows on the Streatham High Street elevation may fall out at any time. Should they fall out it will invariably strike pedestrians passing the building. Therefore, our intention is purely for the safety of the public; by erecting a small scaffold to brace the windows as a temporary measure, until such time works can be undertaken to secure the windows.

The liability should the unthinkable happen which I have stated above now firmly sits with TFL.

Kind regards,

[REDACTED]

Head of Block Management | Houston Lawrence Management

Suite 6 | Port House | Plantation Wharf | Battersea | London | SW11 3TY

D: [REDACTED] | [www.houstonlawrence.com](http://www.houstonlawrence.com)

-----  
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**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 20 November 2019 10:20  
**To:** 'Peter Burton'  
**Cc:** [REDACTED] Asset Operations Licensing  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Good morning [REDACTED]

I have just chased the Coordination and Permitting team for an update on this permit, as soon as they get back to us we will inform you of any changes.

Thank you for your patience

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations  
 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

---

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**From:** Peter Burton [REDACTED]  
**Sent:** 20 November 2019 09:42  
**To:** Asset Operations Licensing  
**Cc:** [REDACTED]  
**Subject:** RE: TFL10474 - Scaffold - 245 Streatham High Road

Dear [REDACTED]

YOUR REF TFL10474:

I was just wondering how the permit for the pavement outside Century house is progressing?

Kind Regards

[REDACTED]  
Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

[REDACTED] Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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---- On Tue, 19 Nov 2019 11:23:23 +0000 **Asset Operations Licensing**

[REDACTED] wrote ----

Good morning [REDACTED]

Just to update you, your works have been sent to permit with the start date 20/11/2019.

We have to await approval from the Coordinating and Permitting team, I have asked the Coordinating team to approve ASAP as your works are an emergency and the approval date is 26/11/2019.

I will be chasing them today in order for you to start tomorrow. Once we have approval, we can issue your licence as soon as.

We will keep you updated. If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED] [REDACTED]

**From:** Asset Operations Licensing

**Sent:** 18 November 2019 14:56

**To:** 'Peter Burton'

**Cc:** Asset Operations Licensing

**Subject:** TFL10474 - Scaffold - 245 Streatham High Road

**Importance:** High

Dear [REDACTED]

Thank you for your application. Your reference number to include in all future correspondence or when contacting is TFL10474.



Please note that we have sent your application to the Asset Operations Officer to be approved, we have informed them of the urgency and will be in touch as soon as we receive a response from them.

Kind regards,

[Redacted]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [Redacted]

---

**From:** [Redacted]  
**Sent:** 07 February 2020 11:05  
**To:** 'Peter Burton' [Redacted]  
**Cc:** Asset Operations Licensing [Redacted]  
**Subject:** RE: TFL Licence 10474 - Scaffold Licence - 245 Streatham High Road

Good morning [Redacted]

Just to update you, we have sent your works to extend till 20/03/2020 as the Asset Operations Officer has already responded.

We are now awaiting the Coordination and Permitting team to carry out a coordination check. They will respond on 11/01/2020.

Once they grant approval, we can issue your licence.

If you have any further questions, please don't hesitate to contact us.

Kind regards,

[Redacted]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [Redacted]

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 07 February 2020 10:49  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: TFL Licence 10474 - Scaffold Licence - 245 Streatham High Road

Good afternoon [REDACTED]


Thank you for sending payment.

We have now sent your request to the Asset Operations Officer for permission to extend till 20/03/2020.

Once they give us permission, we will send your request to permit.

If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
 TRANSPORT FOR LONDON  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
[Tel:](#) [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 06 February 2020 13:46  
**To:** Asset Operations Licensing  
**Subject:** TFL Licence 10474 - Scaffold Licence - 245 Streatham High Road

Good afternoon [REDACTED]

I am writing to confirm that we wish to extend the above licence for another month (up to 20th March 2020). Payment of £179.00 has been made this afternoon and I enclose proof of payment.

Please can you confirm that this is all in order.

Kind Regards

[REDACTED]  
Managing Director

Kind Regards

[REDACTED]  
Managing Director

.....  
**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 11 February 2020 09:21  
**To:** [REDACTED] peterburton-[REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 - Scaffold - 245 Streatham High Road  
**Importance:** High

Good morning [REDACTED]

Attached is your approved licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence.

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).

Should you require further assistance, please do not hesitate to contact me on the undersign below.

**Kind Regards**

[REDACTED]

Licensing Officer

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate | Asset Operations  
Palestra House | 2nd floor – 2Y1 | 197 Blackfriars Road | London SE1 8NJ

T: [REDACTED]  
[REDACTED]



EVERY JOURNEY MATTERS

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 10 March 2020 10:07  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext  
**Importance:** High

Good morning [REDACTED]

Please note that the Asset Operations Officer has approved your extension request and we have permitted until 20/04/2020.

We are yet to receive a response from the Coordination and Permitting (CaP) team on 12/03/2020 and will subsequently issue your licence, once granted by the CaP team.

We will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
Tel: [REDACTED]

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 09 March 2020 18:15  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext  
**Importance:** High


Hello [REDACTED]

Thank you for your payment and for sending this through.

Please find attached your receipt for your payment of £179.00.

We have now sent your extension request to the Asset Operations Officer to approve, we will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
 TRANSPORT FOR LONDON  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
Tel: [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 09 March 2020 16:53  
**To:** Asset Operations Licensing  
**Subject:** Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

Good afternoon [REDACTED]

I am writing to confirm that we wish to extend the above licence for another month (up to 20th April 2020). Payment of £179.00 has been made this afternoon and I enclose proof of payment.

Please can you confirm that this is all in order.

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

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.....

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 10 March 2020 13:40  
**To:** [REDACTED] peterburton-[REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 - Breach of Conditions - Illegal Hoarding

Good afternoon [REDACTED]

We have recently received a customer complaint regarding the scaffold TFL10474 at 245 Streatham High Road.

This scaffold licence was originally requested as an emergency stating “ This is required as the surveyor has discovered a large crack in the façade that needs to be immediately addressed to allow the safety of the surrounding area to be preserved”.

However the customer has advised that no works have been carried out – As you have since requested for an extension of said licence, please can you provide evidence of the works that you have carried out so far and your intended planned works.

The customer has also advised that graffiti has appeared on the front of the building, (please see attached image). The image provided shows that there is cross bracing at ground level. Your additional conditions specifically state that there should be no cross bracing at ground level – please can I request that this is removed ASAP.

We have also noted that a temporary hoarding has been placed around the scaffold, which you do not have a licence for, please can you submit a hoarding application and back date the application from the date the hoarding was put in place.

Details are below on how to apply;

#### Hoarding:

1. Completed application form. Can be found here under ‘Hoarding on London’s Red routes’ : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496>.
2. Site specific hoarding drawing showing front, side, and plan views of the hoarding and its position on the footway. Including all measurements.
3. Start and end dates (please bear in mind dates need to be realistic)
4. Payment – By “BACS” for £513 for the first month and £279 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**
5. Proof of public liability insurance cover - £10 Million (minimum).

Payment details by BACS as follows;

Name of Bank: HSBC Bank Plc

Address: Victoria Street, London SW1 0NS

Name of Bank Account: TFL Surface Transport General Account

Sort code: 40-02-50

Account No: 61394614

When paying by BACS it is essential that the following information is included with your payment:

- Application reference (e.g. TFL00000)
- Tfl payment reference Quote SC.3252.003.007
- Name of company applying for licence
- Exact location of licence

The application and/or supporting documents can be provided by email.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

.....  
From: Peter Burton [REDACTED]

Sent: 12 March 2020 12:48

To: Asset Operations Licensing [REDACTED]

Subject: RE: TFL10474 - Breach of Conditions - Illegal Hoarding

Dear Sirs

We are acting on behalf of our client who managed the block and are attempting to get a response.

Kind Regards

[REDACTED]

Managing Director



Peter Burton & Co Ltd

PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: 020 [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)

From: Asset Operations Licensing [REDACTED]

Sent: 12 March 2020 12:46

To: [REDACTED] peterburton-[REDACTED]  
Cc: Asset Operations Licensing [REDACTED]  
Subject: RE: TFL10474 - Breach of Conditions - Illegal Hoarding

Good afternoon [REDACTED]

Please note that your current licence extension has been granted, however a revised licence cannot be issued until we receive comments on the below.

Please can you provide a response ASAP.

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**  
London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ  
T: [REDACTED]

From: Asset Operations Licensing  
Sent: 10 March 2020 13:40  
To: [REDACTED] peterburton-[REDACTED]  
Cc: Asset Operations Licensing [REDACTED]  
Subject: TFL10474 - Breach of Conditions - Illegal Hoarding

Good afternoon [REDACTED]

We have recently received a customer complaint regarding the scaffold TFL10474 at 245 Streatham High Road.

This scaffold licence was originally requested as an emergency stating “ This is required as the surveyor has discovered a large crack in the façade that needs to be immediately addressed to allow the safety of the surrounding area to be preserved”.

However the customer has advised that no works have been carried out – As you have since requested for an extension of said licence, please can you provide evidence of the works that you have carried out so far and your intended planned works.

The customer has also advised that graffiti has appeared on the front of the building, (please see attached image). The image provided shows that there is cross bracing at ground level. Your additional conditions specifically state that there should be no cross bracing at ground level – please can I request that this is removed ASAP.

We have also noted that a temporary hoarding has been placed around the scaffold, which you do not have a licence for, please can you submit a hoarding application and back date the application from the date the hoarding was put in place.

Details are below on how to apply;

**Hoarding:**

6. Completed application form. Can be found here under 'Hoarding on London's Red routes' : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496> .
7. Site specific hoarding drawing showing front, side, and plan views of the hoarding and its position on the footway. Including all measurements.
8. Start and end dates (please bear in mind dates need to be realistic)
9. Payment – By "BACS" for £513 for the first month and £279 for every month thereafter. You are required to email proof of payment in the form of a bank confirmation or remittance advice.
10. Proof of public liability insurance cover - £10 Million (minimum).

**Payment details by BACS as follows;**

**Name of Bank: HSBC Bank Plc**

**Address: Victoria Street, London SW1 0NS**

**Name of Bank Account: TFL Surface Transport General Account**

**Sort code: 40-02-50**

**Account No: 61394614**

When paying by BACS it is essential that the following information is included with your payment:

- **Application reference (e.g. TFL00000)**
- **TfL payment reference Quote SC.3252.003.007**
- **Name of company applying for licence**
- **Exact location of licence**

The application and/or supporting documents can be provided by email.

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**  
London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ  
T: [REDACTED]

---

**From:** Peter Burton [REDACTED]  
**Sent:** 14 May 2020 09:31  
**To:** Asset Operations Licensing [REDACTED]  
**Cc:** [REDACTED] houstonlawrence.com>  
**Subject:** Re: TFL10474 - Works Clear Confirmation

Dear [REDACTED]

I am sorry but you should have received a request to extend. We will sort that out later today. Due to the Covid outbreak the emergency works have still not been carried out. I will send to you a letter from the managing agent explaining the situation.

Kind Regards

[REDACTED]  
Managing Director





Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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---- On Thu, 14 May 2020 08:57:01 +0100 **Asset Operations Licensing**

[REDACTED] > wrote ----

Good morning,

We note that your licence TFL10474 expired on 20/04/2020; however we did not receive an extension request nor a works clear confirmation.

Therefore by return of this email, please can you confirm whether the scaffold has been dismantled.

Should you require further assistance, please do not hesitate to contact me on the undersign below.

Kind Regards

[REDACTED]

Licensing Officer

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate | Asset Operations

Palestra House | 2nd floor – 2Y1 | 197 Blackfriars Road | London SE1 8NJ

T: [REDACTED]

[REDACTED]

|  
■  
||

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 09 March 2020 18:15  
**To:** 'Peter Burton' [REDACTED] >  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, S treatham High Road - ext  
**Importance:** High

Hello [REDACTED]

Thank you for your payment and for sending this through.

Please find attached your receipt for your payment of **£179.00**.

We have now sent your extension request to the Asset Operations Officer to approve, we will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing

Asset Operations

TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 09 March 2020 16:53  
**To:** Asset Operations Licensing  
**Subject:** Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

Good afternoon [REDACTED]

I am writing to confirm that we wish to extend the above licence for another month (up to 20th April 2020). Payment of £179.00 has been made this afternoon and I enclose proof of payment.

Please can you confirm that this is all in order.

Kind Regards

[REDACTED]  
Managing Director

.....

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 09 June 2020 16:40  
**To:** [REDACTED] peterburton-[REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
[REDACTED] Hall John (ST) [REDACTED]  
**Subject:** RE: 245 STREATHAM HIGH ROAD (CENTURY HOUSE)

Good afternoon [REDACTED]

Further to the below email, we have yet to receive a hoarding application for the HERAS fencing placed around scaffold TFL10474.

Licence TFL10474 expired on 20.04.2020 therefore deeming both structures as illegal. You are now required to submit a new application for a scaffold licence also.

Failure to submit applications or contact us by COP 12.06.2020, could result in enforcement action being taken.

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**  
London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ  
T: [REDACTED]

---

**From:** [REDACTED] houstonlawrence.com>  
**Sent:** 10 June 2020 12:35  
**To:** Peter Burton [REDACTED]@houstonlawrence.com>  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: RE: 245 STREATHAM HIGH ROAD (CENTURY HOUSE)

Hi [REDACTED]

I have just spoken with [REDACTED] with regards to this. Can you please apply for a new licence as soon as possible?

Kind regards,

[REDACTED]  
**Assistant Property Manager**

**From:** Peter Burton [REDACTED]  
**Sent:** 10 June 2020 10:42  
**To:** [REDACTED] houstonlawrence.com>  
**Cc:** [REDACTED] houstonlawrence.com>; Asset Operations Licensing [REDACTED]  
**Subject:** Fwd: RE: 245 STREATHAM HIGH ROAD (CENTURY HOUSE)

Dear [REDACTED]

I hope you are well.

I am today instructing Stak scaffolding to dismantle the scaffolding at the front of century house. As you can see TFL will take enforcement action against us if that is not done. We were not responsible for erecting the Heras fencing so could you please arrange for that to be taken away. The issue around this pavement area is now one of social distancing so this is required to take place over the next few working days. When Stak have informed me of the day they can dismantle I will contact you.

Kind Regards

██████████  
Managing Director



**Peter Burton & Co Ltd**  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: ██████████

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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===== Forwarded message =====

From: Asset Operations Licensing ██████████

To: ██████████@peterburton-██████████

Cc: "Asset Operations ██████████"

"Hall John (SI)" ██████████

Date: Tue, 09 Jun 2020 16:40:23 +0100

Subject: RE: 245 STREATHAM HIGH ROAD (CENTURY HOUSE)

===== Forwarded message =====

Good afternoon ██████████

Further to the below email, we have yet to receive a hoarding application for the HERAS fencing placed around scaffold TFL10474.

Licence TFL10474 expired on 20.04.2020 therefore deeming both structures as illegal. You are now required to submit a new application for a scaffold licence also.

Failure to submit applications or contact us by COP 12.06.2020, could result in enforcement action being taken.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

From: [REDACTED]

Sent: 21 May 2020 10:01

To: [REDACTED] peterburton-[REDACTED]

Cc: Asset Operations Licensing [REDACTED]

[REDACTED]

**Subject: FW: 245 STREATHAM HIGH ROAD (CENTURY HOUSE)**

[REDACTED]

I am currently conducting surveys of the red route in Lambeth, these are to identify areas that are causing pinch points in relation to Covid-19 and social distancing.

At present getting past your site is difficult and you have made a pinch point between the tree and heras fencing.

As your heras fencing is unlicensed we ask that either immediately remove the heras fencing or apply for the license.

We also ask that you adjust the heras fencing to allow a 2m gap between your fencing and the tree.

Failing to comply with any of the requests could result in enforcement action being taken against you and also removal of the fencing by us at cost to you.

**Regards**

[REDACTED]

Asset Operations Officer

Network Management Directorate

**TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate | Asset Operations

Palestra House | 2<sup>nd</sup> floor - Zone 2Y3 | 197 Blackfriars Road | London SE1 8NJ

M :+4 [REDACTED]

.....

From: [REDACTED] houstonlawrence.com>  
Sent: 10 June 2020 14:41  
To: Asset Operations Licensing [REDACTED]  
[REDACTED]  
Cc: Peter Burton [REDACTED] houstonlawrence [REDACTED]  
Subject: Century House - 245 S treatham High Road

Good afternoon,

I am writing to you regarding the scaffolding and HERAS fencing at Century House, 245 S treatham High Road.

I understand that the scaffolding and fencing are causing pinch points which may have an affect in relation to Covid-19 and social distancing, however the potential alternative of window frames falling out onto the ground below by removing this scaffolding may cause more a lot more harm.

We are currently making arrangements for straps to be installed to ensure that window frames are unable to fall out and onto the ground below. Once these have been installed we will be happy to remove the scaffolding and HERAS fencing, however we need more time for these works to be completed.

Kind regards,

[REDACTED]  
Assistant Property Manager  
 HOUSTON LAWRENCE  
MANAGEMENT

Suite 6 | Port House | Plantation Wharf | Battersea | London | SW11 3TY  
[REDACTED] | [www.houstonlawrence.com](http://www.houstonlawrence.com)

*To report a defect or maintenance issue go to  
[HoustonLawrence.com](http://HoustonLawrence.com) and log-in to your property portal via Online  
Services.*



.....  
From: Peter Burton [REDACTED]  
Sent: 12 June 2020 10:02  
To: Asset Operations Licensing [REDACTED]  
Cc: [REDACTED] houstonlawrence [REDACTED]  
Subject: RE: Century House - 245 S treatham High Road

Dear [REDACTED]

Thankyou

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

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---- On Fri, 12 Jun 2020 09:59:36 +0100 [REDACTED] wrote ----

Good morning,

Please mark it for the attention of AOL team.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

From: Peter Burton [REDACTED]

Sent: 12 June 2020 09:39

To: Asset Operations Licensing [REDACTED]

Cc: [REDACTED] [houstonlawrence.com](mailto:houstonlawrence.com);

[REDACTED] [@houstonlawrence](mailto:@houstonlawrence) [REDACTED]



**Subject:** RE: Century House - 245 Streatham High Road

Dear All

In that case we will submit the relevant paperwork and payment on behalf of Houston Lawrence.

Who should we mark it attention of please?

Kind Regards

Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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--- On Fri, 12 Jun 2020 09:30:54 +0100 **Asset Operations Licensing**

[REDACTED] > wrote ---

Good morning [REDACTED]

Thank you for the below email.

We understand the need for both the scaffold and hoarding to be in place due to safety to reasons.

To clarify, we are not asking you to remove the scaffold and hoarding, we would like licence applications to be submitted as both structures are deemed as illegal.

Therefore as previously requested please submit an extension request for your scaffold licence TFL10474 as this expired on 20/04/2020.

Please submit an application for your hoarding and back date the application form and payment to the date that it was erected.

Please see details in how to extend your scaffold licence and apply for a hoarding licence below;

### **Scaffold:**

1. Provide existing reference number and location of existing structure.
2. Proof of public liability insurance cover - **£10 Million** (minimum)
3. Copy of your site plan
4. Payment – By “BACS” of £179 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**

### **Hoarding:**

1. Completed application form. Can be found here under ‘Hoarding on London’s Red routes’ : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496> .
2. Site specific hoarding drawing showing front, side, and plan views of the hoarding and its position on the footway. Including all measurements.
3. Start and end dates (please bear in mind dates need to be realistic)
4. Payment – By “BACS” for £513 for the first month and £279 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**
5. Proof of public liability insurance cover - **£10 Million** (minimum).

### **Payment details by BACS as follows;**

**Name of Bank: HSBC Bank Plc**

**Address: Victoria Street, London SW1 0NS**

**Name of Bank Account: TFL Surface Transport General Account**

**Sort code: 40-02-50**

**Account No: 61394614**

When paying by BACS it is essential that the following information is included with your payment:

- **Application reference (e.g. TFL00000)**
- **TfL payment reference Quote SC.3252.003.007**
- **Name of company applying for licence**
- **Exact location of licence**

The application and/or supporting documents can be provided by email.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]

**Sent:** 16 June 2020 09:20

**To:** 'Peter Burton' [REDACTED]

[REDACTED]@houstonlawrence.com>

**Cc:** Asset Operations Licensing <[REDACTED]>

[REDACTED] houstonlawrence [REDACTED]

**Subject:** RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Good morning all ,

Thank you for your scaffold extension request. This will be processed and we will be in contact.

Please can you advise when the hoarding application will be submitted.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 15 June 2020 14:56

**To:** Asset Operations Licensing [REDACTED]

**Subject:** RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Dear Sirs

Further to the recent email from [REDACTED], please find enclosed a copy of the site plan, our public liability insurance and a copy confirming our BACS payment to you for £537. This payment includes the back payment to 20th May, and the two further payments covering the period up to 20th July.

Kind Regards

[REDACTED]

Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

From: Peter Burton [REDACTED]

Sent: 16 June 2020 09:52

To: Asset Operations Licensing [REDACTED]

Subject: RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Hi [REDACTED]

Really?

After everything that has gone on and companies being shut down etc you are enforcing that rule?

Kind Regards

[REDACTED]  
Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

From: Asset Operations Licensing [REDACTED]

Sent: 16 June 2020 09:28

To: 'Peter Burton' [REDACTED]

Cc: Asset Operations Licensing [REDACTED]  
Subject: RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Good morning [REDACTED]

Your licence expired on 20/03/2020, because of that your payment breakdown is £413 for the first month and £179 for every month after.

You need to pay £950 in total to take you up until 20/07/2020. As you have already paid £537, you have a remainder of £413 that you need pay.

Until we receive this we cant progress with your licence. Please note it is illegal to have a structure in place on the TFL network without a licence.


If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: 08 [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 15 June 2020 14:56

**To:** Asset Operations Licensing

**Subject:** RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Dear Sirs

Further to the recent email from Malini Pyaneeandee. please find enclosed a copy of the site plan, our public liability insurance and a copy confirming our BACS payment to you for £537. This payment includes the back payment to 20th May, and the two further payments covering the period up to 20th July.

Kind Regards

[REDACTED]

Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



Registered in England & Wales No.: 4013338.  
Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

.....  
From: Peter Burton [REDACTED]  
Sent: 16 June 2020 09:50  
To: Asset Operations Licensing [REDACTED]  
Subject: RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Dear [REDACTED]

We are awaiting confirmation from the client on the hoarding which is actually only Heras fencing.

Hopefully we will have an answer later

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED] ebsite: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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---- On Tue, 16 Jun 2020 09:19:59 +0100 [REDACTED] wrote ----

Good morning all ,

Thank you for your scaffold extension request. This will be processed and we will be in contact.

Please can you advise when the hoarding application will be submitted.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 15 June 2020 14:56

**To:** Asset Operations Licensing [REDACTED]

**Subject:** RE: Century House - 245 Streatham High Road. Scaffold Licence: TFL 10474

Dear Sirs

Further to the recent email from [REDACTED], please find enclosed a copy of the site plan, our public liability insurance and a copy confirming our BACS payment to you for £537. This payment includes the back payment to 20th May, and the two further payments covering the period up to 20th July.

Kind Regards

[REDACTED]

Managing Director



**Peter Burton & Co Ltd**  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

[REDACTED]



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

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---- On Fri, 12 Jun 2020 09:30:54 +0100 **Asset Operations Licensing**

wrote ----

Good morning

Thank you for the below email.

We understand the need for both the scaffold and hoarding to be in place due to safety reasons.

To clarify, we are not asking you to remove the scaffold and hoarding, we would like licence applications to be submitted as both structures are deemed as illegal.

Therefore as previously requested please submit an extension request for your scaffold licence TFL10474 as this expired on 20/04/2020.

Please submit an application for your hoarding and back date the application form and payment to the date that it was erected.

Please see details in how to extend your scaffold licence and apply for a hoarding licence below;

#### **Scaffold:**

1. Provide existing reference number and location of existing structure.
2. Proof of public liability insurance cover - **£10 Million** (minimum)
3. Copy of your site plan
4. Payment – By “BACS” of £179 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**

#### **Hoarding:**

1. Completed application form. Can be found here under ‘Hoarding on London’s Red routes’ : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496> .
2. Site specific hoarding drawing showing front, side, and plan views of the hoarding and its position on the footway. Including all measurements.
3. Start and end dates (please bear in mind dates need to be realistic)
4. Payment – By “BACS” for £513 for the first month and £279 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**
5. Proof of public liability insurance cover - **£10 Million** (minimum).

**Payment details by BACS as follows;**

**Name of Bank: HSBC Bank Plc**

**Address: Victoria Street, London SW1 0NS**

**Name of Bank Account: TFL Surface Transport General Account**

**Sort code: 40-02-50**



**Account No: 61394614**

When paying by BACS it is essential that the following information is included with your payment:

- **Application reference (e.g. TFL00000)**
- **TfL payment reference Quote SC.3252.003.007**
- **Name of company applying for licence**
- **Exact location of licence**

The application and/or supporting documents can be provided by email.

Kind regards,

[REDACTED]

**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London

2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 24 June 2020 09:54  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 - Approved Extension - 245 Streatham High Road

Good morning [REDACTED]

Attached is your approved extended licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence. TFL10322 - Approved Licence - 1 Greenwich High Road

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).

Please ensure that you adhere to the Government and PHE guidelines on safe working during the COVID-19 pandemic. Guidelines are being updated daily, therefore please ensure updates are implemented during each phase of your works if necessary.

**NB: Should you require an extension of your existing licence, you are required to submit your request 7 working days prior to your licence expiring. If you request an extension after your licence expires, this will not be valid and you will be requested to submit a new application with all supporting documents and initial fees.**

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ  
T: [REDACTED]

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 24 June 2020 09:46  
**To:** [REDACTED] [houstonlawrence](#) [REDACTED]  
**Cc:** Peter Burton [REDACTED] [houstonlawrence](#) [REDACTED]  
[REDACTED] Asset Operations Licensing [REDACTED]  
**Subject:** RE: Century House - 245 Streatham High Road

Good morning all,

We received all the details relating to the scaffold licence and this is now ready to issue.

However no application has been submitted for the hoarding.

Can you confirm who is responsible for the hoarding and who should be submitting this application.

Failure to respond to this email, further action will be taken against the illegal hoarding structure.

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London [REDACTED]  
[REDACTED]

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 12 June 2020 09:31  
**To:** [REDACTED] [houstonlawrence](#) [REDACTED]  
**Cc:** Peter Burton [REDACTED] [houstonlawrence](#) [REDACTED]  
Asset Operations Licensing [REDACTED]  
**Subject:** RE: Century House - 245 Streatham High Road

Good morning [REDACTED]

Thank you for the below email.

We understand the need for both the scaffold and hoarding to be in place due to safety reasons.

To clarify, we are not asking you to remove the scaffold and hoarding, we would like licence applications to be submitted as both structures are deemed as illegal.

Therefore as previously requested please submit an extension request for your scaffold licence TFL10474 as this expired on 20/04/2020.

Please submit an application for your hoarding and back date the application form and payment to the date that it was erected.

Please see details in how to extend your scaffold licence and apply for a hoarding licence below;

#### **Scaffold:**

1. Provide existing reference number and location of existing structure.
2. Proof of public liability insurance cover - **£10 Million** (minimum)
3. Copy of your site plan
4. Payment – By “BACS” of £179 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**

#### **Hoarding:**

11. Completed application form. Can be found here under ‘Hoarding on London’s Red routes’ : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496> .
12. Site specific hoarding drawing showing front, side, and plan views of the hoarding and its position on the footway. Including all measurements.
13. Start and end dates (please bear in mind dates need to be realistic)
14. Payment – By “BACS” for £513 for the first month and £279 for every month thereafter. **You are required to email proof of payment in the form of a bank confirmation or remittance advice.**
15. Proof of public liability insurance cover - **£10 Million** (minimum).

#### **Payment details by BACS as follows;**

**Name of Bank: HSBC Bank Plc**

**Address: Victoria Street, London SW1 0NS**

**Name of Bank Account: TFL Surface Transport General Account**

**Sort code: 40-02-50**

**Account No: 61394614**

When paying by BACS it is essential that the following information is included with your payment:

- **Application reference (e.g. TFL00000)**
- **TfL payment reference Quote SC.3252.003.007**
- **Name of company applying for licence**
- **Exact location of licence**

The application and/or supporting documents can be provided by email.

Kind regards,



**Revenue & Licensing Officer – Network Management Directorate**

London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ

T: [REDACTED]

From: [REDACTED] [houstonlawrence](mailto:houstonlawrence@houstonlawrence.com) [REDACTED]

Sent: 10 June 2020 14:41

To: Asset Operations Licensing [REDACTED]

Cc: Peter Burton [REDACTED] [houstonlawrence](mailto:houstonlawrence@houstonlawrence.com) [REDACTED]

Subject: Century House - 245 S treatham High Road

Good afternoon,

I am writing to you regarding the scaffolding and HERAS fencing at Century House, 245 S treatham High Road.

I understand that the scaffolding and fencing are causing pinch points which may have an affect in relation to Covid-19 and social distancing, however the potential alternative of window frames falling out onto the ground below by removing this scaffolding may cause more a lot more harm.

We are currently making arrangements for straps to be installed to ensure that window frames are unable to fall out and onto the ground below. Once these have been installed we will be happy to remove the scaffolding and HERAS fencing, however we need more time for these works to be completed.

Kind regards,

[REDACTED]

Assistant Property Manager



HOUSTON LAWRENCE  
MANAGEMENT

Suite 6 | Port House | Plantation Wharf | Battersea | London | SW11 3TY

D: 020 7801 3200 | [www.houstonlawrence.com](http://www.houstonlawrence.com)

Emergency 24/7: 020 7801 9009

*To report a defect or maintenance issue go to  
[HoustonLawrence.com](http://HoustonLawrence.com) and log-in to your property portal via Online  
Services.*



From: Asset Operations Licensing [REDACTED]

Sent: 22 June 2020 10:16

To: 'Peter Burton' [REDACTED]

**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext  
**Importance:** High

Good morning,

Please note that the Asset Operations Officer has approved your extension request and we have permitted until 20/07/2020.

We are yet to receive a response from the Coordination and Permitting (CaP) team on 24/06/2020 and will subsequently issue your licence, once granted by the CaP team.

We will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
[TRANSPORT FOR LONDON](#)  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
Tel: 084 [REDACTED] [REDACTED]

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 19 June 2020 16:08  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

Good afternoon [REDACTED]

Thank you for sending payment. Please see receipt attached.

We have now sent your request to the Asset Operations Officer for permission to extend till 20/07/2020.

Once they give us permission, we will send your request to permit.

If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
[TRANSPORT FOR LONDON](#)  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
Tel: [REDACTED] [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 17 June 2020 09:55

**To:** Asset Operations Licensing

**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

Morning [REDACTED]

Please find attached a screenshot confirming our payment of £537 to TFL.

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

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--- On Tue, 16 Jun 2020 22:37:57 +0100 **Asset Operations Licensing**

[REDACTED] wrote ---

Hi [REDACTED]


After looking into our system, yes you are correct. Please send through your proof of payment again of £537.00 for your scaffold extension – TFL10474 so we can progress.

If you have any further questions, please don't hesitate to contact us.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 16 June 2020 10:19

**To:** Asset Operations Licensing

**Subject:** RE: Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

**Importance:** High

Dear [REDACTED]

Further to our email this morning, please see the correspondence below detailing that the licence was paid up until the 20th April 2020.

Kind Regards

[REDACTED]  
Managing Director



**Peter Burton & Co Ltd**  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



Registered in England & Wales No.: 4013338.

Registered Office: 69 Banstead Road Carshalton Surrey SM5 3NP. VAT No.: 629 4435 23

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---- On Mon, 09 Mar 2020 18:14:56 +0000 **Asset Operations Licensing**

[REDACTED] wrote ----

Hello [REDACTED]

Thank you for your payment and sending this through.

Please find attached your receipt for your payment of £179.00.

We have now sent your extension request to the Asset Operations Officer to approve, we will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]

Licensing Officer – Revenue & Licensing

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: 084 [REDACTED] [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 09 March 2020 16:53

**To:** Asset Operations Licensing

**Subject:** Scaffold Licence (TFL 10474) - 245 Century Road, Streatham High Road - ext

Good afternoon [REDACTED]

I am writing to confirm that we wish to extend the above licence for another month (up to 20th April 2020). Payment of £179.00 has been made this afternoon and I enclose proof of payment.

Please can you confirm that this is all in order.

Kind Regards

[REDACTED]

Managing Director



Peter Burton & Co Ltd

PAINTING & MAINTENANCE CONTRACTORS

---

**From:** Asset Operations Licensing [REDACTED]

**Sent:** 07 August 2020 08:44

**To:** 'Peter Burton' [REDACTED]

**Cc:** Asset Operations Licensing [REDACTED]

**Subject:** TFL10474 - Extended Licence - 245 Streatham High Road

Good morning [REDACTED]

Attached is your extended licence, please ensure that all parts of your licence are clearly displayed during your works.

Please ensure that you adhere to the terms and conditions set out in your application and the additional conditions within your licence.

If you require a parking dispensation to help facilitate your works by parking on TfL's network (London red routes) please contact: 0343 222 3333 (option 2).



Please ensure that you adhere to the Government and PHE guidelines on safe working during the COVID-19 pandemic. Guidelines are being updated daily, therefore please ensure updates are implemented during each phase of your works if necessary.

**NB: Should you require an extension of your existing licence, you are required to submit your request 7 working days prior to your licence expiring. If you request an extension after your licence expires, this will not be valid and you will be requested to submit a new application with all supporting documents and initial fees.**

Kind regards,

[REDACTED]  
**Revenue & Licensing Officer – Network Management Directorate**  
London Streets, Transport for London  
2nd Floor (2G3), Palestra, 197 Blackfriars Road, London SE1 8NJ  
T: 0845 [REDACTED]

---


**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 05 August 2020 11:32  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** RE: TFL10474 Century House, 245 Streatham High Road Scaffold Licence - 20th August 2020 - ext  
**Importance:** High

Good morning [REDACTED]

Thank you for your payment of **£179.00**, please find a receipt attached.

We have now sent your extension request to the Asset Operations Officer to approve until 20/08/2020, we will be in touch as soon as we receive an update.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations  
 **TRANSPORT FOR LONDON**  
Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
[Tel:](#) [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 05 August 2020 11:13  
**To:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL10474 Century House, 245 Streatham High Road Scaffold Licence - 20th August 2020

Please find attached proof of payment for Scaffold Licence TFL 10474 at Century House, 245 High Road for the period up to 20th August 2020.

Kind Regards

[REDACTED]  
Managing Director

.....  
c  
From: Peter Burton [REDACTED]  
Sent: 05 August 2020 09:46  
To: Asset Operations Licensing [REDACTED]  
Cc: [REDACTED] houstonlawrence.com>; [REDACTED]  
[REDACTED]@houstonlawrence [REDACTED]  
Subject: 245 Streatham High Road your REF 10474

Dear Sirs

After our conversation this morning i can confirm the following..

1. We will contact the finance team today and make payment for another months worth of scaffolding at 245 Streatham high road.

2. In relation to the hoarding licence we confirm that the current heras fencing is not ours and was not erected by us.

To progress this matter you need to speak to [REDACTED] of Houston Lawrence Management Ltd at [REDACTED] [@houstonlawrence.com](mailto:[REDACTED]@houstonlawrence.com) or on [REDACTED]

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]  
Email: [info@peterburton-uk.com](mailto:info@peterburton-uk.com) Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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.....  
From: Asset Operations Licensing [REDACTED]  
Sent: 27 August 2020 12:38  
To: 'Peter Burton' [REDACTED]  
Cc: Asset Operations Licensing [REDACTED]  
Subject: TFL10474 - Scaffold - 245 Streatham High Road

Good afternoon [REDACTED]

Thank you for your email and for sending payment but as your licence expired on 20/08/2020 you will now need to send through a new application and a full months payment because we can't extend an expired licence. You have already sent £179 which we can deduct from your full months fee, we will now expect an additional payment of **£234** fulfilling £413 full month fee.

This payment will take you up until **20/09/2020**, if you wish to extend longer than a month it will cost £179 every month thereafter.

Scaffolding:

1. Completed application form. Can be found here under 'Scaffolding on London's Red routes' : <https://tfl.gov.uk/info-for/urban-planning-and-construction/our-land-and-infrastructure/highway-licences?intcmp=3496?intcmp=3496>
2. Site specific scaffold drawing showing front, side, and plan views of the scaffold and its position on the footway. including all measurements. **If plans have since changed.**
3. Payment – By "BACS" **for £234 taking you up until 20/09/2020 and £179 for every month thereafter.** You are required to email proof of payment in the form of a bank confirmation or remittance advice.
4. Proof of public liability insurance cover - £10 Million (minimum). Please note your current cover expires on 04/09/2020

Payment details by BACS as follows;

Name of Bank: HSBC Bank Plc  
Address: Victoria Street, London SW1 0NS  
Name of Bank Account: TFL Surface Transport General Account  
Sort code: 40-02-50  
Account No: 61394614

When paying by BACS it is essential that the following information is included with your payment:

- Application reference (e.g. TFL00000)
- TFL payment reference Quote SC.3252.003.007
- Name of company applying for licence
- Exact location

The application and/or supporting documents can be provided by email.

Once you send through all these documents we can send your request to the Asset Operations Officer to gain permission to extend and then permit once approved.

Please also always remember to quote your reference in the subject of your email as demonstrated above and if you wish to avoid this in the future you must extend **7 working days** prior to your licence expiring.

If you have any further questions, please don't hesitate to contact us.

Kind regards,



Licensing Officer – Revenue & Licensing

Asset Operations

TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

From: Peter Burton [REDACTED]

Sent: 26 August 2020 17:04

To: Asset Operations Licensing [REDACTED]

Subject: Century House, 245 Streatham High Road - Scaffold Licence

Licence No. 10474

Please can we renew our scaffold licence for the period 30th August - 20th September.

I enclose our proof of payment for £179.00.

Kind Regards

[REDACTED]  
Managing Director



Peter Burton & Co Ltd  
PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: [REDACTED]

Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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From: Asset Operations Licensing [REDACTED]

Sent: 03 September 2020 09:26

To: 'Peter Burton' [REDACTED]

Cc: Asset Operations Licensing [REDACTED]

Subject: RE: TFL10474 - Century House, 245 Streatham High Road

Good morning [REDACTED]

Thank you for sending payment, however as per my colleague's email a new application is also required to be submitted.

Please send your new application and all supporting documentation within one email so that we can process your extension request and provide a new TFL reference.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED] [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 02 September 2020 16:44

**To:** Asset Operations Licensing [REDACTED]

**Subject:** TFL 10474 - Century House, 245 Streatham High Road

Further to your recent email, please find attached proof of payment of £234.00, which together with the payment of £179 last week totals £413.

I note our current insurance expires on 4th September and I will forward our new insurance as soon as we have received them from our broker.

Kind Regards

[REDACTED]  
Managing Director

.....  
**From:** Peter Burton [REDACTED]

**Sent:** 06 September 2020 20:42

**To:** Asset Operations Licensing [REDACTED]

**Subject:** RE: TFL10474 - Century House, 245 Streatham High Road

Dear [REDACTED]

Please find attached the completed TFL scaffold licence application, our up to date insurances. The scaffold plans have not changed so the drawings we sent initially can be used.

Kind Regards

[REDACTED]  
Managing Director



**Peter Burton & Co Ltd**

PAINTING & MAINTENANCE CONTRACTORS

69 Brighton Road Purley Surrey CR8 4HD

Tel: 020 8660 0707 | Fax: 020 8660 0853 | Mob: 07946 318856

Email: [info@peterburton-uk.com](mailto:info@peterburton-uk.com) Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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---- On Thu, 03 Sep 2020 09:25:54 +0100 **Asset Operations Licensing**

[REDACTED] > wrote ----

Good morning [REDACTED]

Thank you for sending payment, however as per my colleague's email a new application is also required to be submitted.

Please send your new application and all supporting documentation within one email so that we can process your extension request and provide a new TFL reference.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate  
Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ  
Tel: 0845 [REDACTED]

**From:** Peter Burton [REDACTED]  
**Sent:** 02 September 2020 16:44  
**To:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL 10474 - Century House, 245 Streatham High Road

Further to your recent email, please find attached proof of payment of £234.00, which together with the payment of £179 last week totals £413.

I note our current insurance expires on 4th September and I will forward our new insurance as soon as we have received them from our broker.

Kind Regards

[REDACTED]  
Managing Director

---

**From:** Asset Operations Enforcement [REDACTED]  
**Sent:** 07 September 2020 14:04  
**To:** [REDACTED] peterburton-[REDACTED]  
**Cc:** Asset Operations Enforcement [REDACTED] Asset Operations Licensing [REDACTED]  
**Subject:** Enforcement TFL10474\_245 Streatham High Road\_07.09.20  
**Importance:** High

Dear [REDACTED]

Action needs to be taken in regards to the attached enforcement notice re: 245 Streatham High Road. Failure to do so within the next 7 days may result in legal proceedings being taken against you.

1. Your licence expired 30/08/20 making the scaffold illegal
2. Your licence was not displayed in contravention of our conditions
3. There is cross bracing at ground level in contravention of our conditions
  - a) This was climbed by person (s) to vandalise the building with graffiti
  - b) A plank on the very top came loose and nearly fell to the pavement below (see the attached photo where you can see the plank balanced against the hands of the adjacent clock)

We will be undertaking an inspection to ensure all the above points have been complied with

Regards

Asset Operations Licensing and Enforcement

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ



EVERY JOURNEY MATTERS

---

**From:** Asset Operations Licensing [REDACTED]  
**Sent:** 07 September 2020 15:32  
**To:** 'Peter Burton' [REDACTED]  
**Cc:** Asset Operations Licensing [REDACTED]  
**Subject:** TFL11012 - Scaffold - 245 Streatham High Road

Good afternoon [REDACTED]

Thank you for your application. Your new reference number to include in all future correspondence or when contacting is **TFL11012**.

**Please see receipts to your payments attached.**

Please note that in order to process your application we require the following information:

**Scaffolding:**

1. Site specific scaffold drawing showing front, side, and plan views of the scaffold and its position on the footway. including all measurements.
2. Method statement and risk assessment.
3. Payment – By “BACS” for £413 for the first month and £179 for every month thereafter. You are required to email proof of payment in the form of a bank confirmation or remittance advice. **Please note the payments you have made is covering you until 20/09/2020, if you will need your structure in place any longer than that date you will need to make a payment of £179, 7 working days prior to 20/09/2020. If this is not done in time you will have to make a full month fee payment of £413.00.**

4. Proof of public liability insurance cover - £10 Million (minimum). **The cover you have provided is not sufficient as it only provides £5million, we need £10million to progress.**

Payment details by BACS as follows;

Name of Bank: HS BC Bank Plc  
Address: Victoria Street, London SW1 0NS  
Name of Bank Account: TfL Surface Transport General Account  
Sort code: 40-02-50  
Account No: 61394614

When paying by BACS it is essential that the following information is included with your payment:

- Application reference (e.g. TFL00000)
- TfL payment reference Quote SC.3252.003.007
- Name of company applying for licence
- Exact location

The application and/or supporting documents can be provided by email.

A minimum of 4 weeks is required for licence processing. (The processing period commences once we have received all supporting documentation. In addition this period may also be extended where a site visit is required). In an emergency the applicant is required to contact TfL by telephone for permission to undertake emergency works.

All applicants are required to carry out a COVID-19 risk assessment on their proposed structure. All Marshals should be trained accordingly on Covid-19 awareness and working using social distancing methodology. The applicant should do everything practical to manage the transmission risk. Licensee needs to consider access requirements from the perspective of people who are visually impaired, use wheelchairs, older people, parents with children e.g. to reduce obstructions, in line with the Equality Act 2010.

If you have any questions please contact the TfL Licensing team either by email  or on the phone number below.

If you require information regarding parking dispensations please contact 0343 222 3333 (option 2) - this can take up to 5 working days to process.

PLEASE NOTE: Applications to erect a structure on the Network does not constitute permission to commence works. No structure may be erected or stand until the licence has been issued and received by the Licensee. Failure to adhere to this may result in the licence being declined and/or legal action being taken.

If you have any further questions, please don't hesitate to contact us.

Kind regards,



Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ



Tel: [REDACTED]

From: Peter Burton [REDACTED]  
Sent: 06 September 2020 20:42  
To: Asset Operations Licensing [REDACTED]  
Subject: RE: TFL10474 - Century House, 245 Streatham High Road

Dear [REDACTED]

Please find attached the completed TFL scaffold licence application, our up to date insurances. The scaffold plans have not changed so the drawings we sent initially can be used.

Kind Regards

[REDACTED]  
Managing Director



69 Brighton Road Purley Surrey CR8 4HD  
Tel: [REDACTED]  
Website: [www.peterburton-uk.com](http://www.peterburton-uk.com)



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----- On Thu, 03 Sep 2020 09:25:54 +0100 **Asset Operations Licensing**  
<[REDACTED]> wrote -----

Good morning [REDACTED]

Thank you for sending payment, however as per my colleague's email a new application is also required to be submitted.

Please send your new application and all supporting documentation within one email so that we can process your extension request and provide a new TFL reference.

Kind regards,

[REDACTED]  
Licensing Officer – Revenue & Licensing  
Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2<sup>nd</sup> Floor – Location (2Y1) | 197 Blackfriars Road | London SE1 8NJ

Tel: [REDACTED]

**From:** Peter Burton [REDACTED]

**Sent:** 02 September 2020 16:44

**To:** Asset Operations Licensing [REDACTED]

**Subject:** TFL 10474 - Century House, 245 Streatham High Road

Further to your recent email, please find attached proof of payment of £234.00, which together with the payment of £179 last week totals £413.

I note our current insurance expires on 4th September and I will forward our new insurance as soon as we have received them from our broker.



Kind Regards

[REDACTED]  
Managing Director

**From:** [REDACTED]  
**Sent:** 09 September 2020 17:11  
**To:** [REDACTED]@hse.gov.uk'; [REDACTED]@hse.gov.uk>  
**Cc:** Asset Operations Enforcement [REDACTED]  
**Subject:** RE: Enforcement TFL10474\_245 Streatham High Road\_07.09.20

Further to the below I can confirm that when the plank was dislodged originally, the fire brigade had to be called by the public to put it back. See photo top left hand corner of scaffolding, top floor.



Please also note full company names as further clarification to those added in the form: Building's managing agent (Houston Lawrence Management Ltd), contractor (Peter Burton Ltd) and freeholder (Century House Freehold Ltd).

[REDACTED]  
Revenue and Licensing Manager  
Asset Operations  
 **TRANSPORT FOR LONDON**  
Surface Transport | Network Management Directorate  
Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ  
M: +[REDACTED] [REDACTED]  
 EVERY JOURNEY MATTERS

**From:** [REDACTED]  
**Sent:** 09 September 2020 17:04  
**To:** [REDACTED]@hse.gov.uk'; [REDACTED]@hse.gov.uk>  
**Cc:** Asset Operations Enforcement [REDACTED]  
**Subject:** FW: Enforcement TFL10474\_245 Streatham High Road\_07.09.20  
**Importance:** High

Dear HSE

Please find additional documentation relating to the issue raised on the web form at 1701 hrs today regarding 245 Streatham High Road.

[REDACTED]  
Revenue and Licensing Manager  
Asset Operations  
 **TRANSPORT FOR LONDON**  
Surface Transport | Network Management Directorate  
Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ  
M: +[REDACTED] [REDACTED]  
 EVERY JOURNEY MATTERS

**From:** Asset Operations Enforcement [REDACTED]  
**Sent:** 09 September 2020 16:44  
**To:** [REDACTED]@peterburton-uk.com'; [REDACTED]-uk.com>  
**Cc:** Asset Operations Enforcement [REDACTED]

**Subject:** FW: Enforcement TFL10474\_245 Streatham High Road\_07.09.20  
**Importance:** High

Dear [REDACTED]

Thank you for your time earlier on the phone confirming your licence application is in progress.

You explained that the scaffold needs to remain in place for safety reasons, until remedial works can be made to the wall at the top right hand corner. It would be unsafe to remove the scaffold until completed.

You confirmed you are acting on behalf of your client 'Century House' as managed by 'Houston Lawrence'.

The original scaffold licence ran from 20/11/2019 in anticipation of undertaking remedial works, you have previously quoted your client a cost to do this, however no instruction has been received by yourself from your client to undertake.

It is a requirement of the licence that works are being undertaken so I would ask that your client is informed to progress such without undue delay.

As your client can understand we will need to inform the Health & Safety Executive of the ongoing situation, notably (3b) in our previous email.

Regards

[REDACTED]

Revenue and Licensing Manager

Asset Operations

 TRANSPORT FOR LONDON

Surface Transport | Network Management Directorate

Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ

M: +[REDACTED] [REDACTED]



EVERY JOURNEY MATTERS

**From:** Asset Operations Enforcement

**Sent:** 07 September 2020 14:04

**To:** [REDACTED]@peterburton-uk.com [REDACTED]

**Cc:** Asset Operations Enforcement [REDACTED]; Asset Operations Licensing [REDACTED]

**Subject:** Enforcement TFL10474\_245 Streatham High Road\_07.09.20

**Importance:** High

Dear [REDACTED]

Action needs to be taken in regards to the attached enforcement notice re: 245 Streatham High Road. Failure to do so within the next 7 days may result in legal proceedings being taken against you.

1. Your licence expired 30/08/20 making the scaffold illegal
2. Your licence was not displayed in contravention of our conditions
3. There is cross bracing at ground level in contravention of our conditions
  - a) This was climbed by person (s) to vandalise the building with graffiti
  - b) A plank on the very top came loose and nearly fell to the pavement below (see the attached photo where you can see the plank balanced against the hands of the adjacent clock)

We will be undertaking an inspection to ensure all the above points have been complied with

Regards

Asset Operations Licensing and Enforcement

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ



EVERY JOURNEY MATTERS

**From:** [REDACTED]  
**Sent:** 14 September 2020 16:04  
**To:** [REDACTED]@lambeth.gov.uk'  
**Cc:** Asset Operations Enforcement [REDACTED]  
**Subject:** Safety Risk: 245 S treatham High Road  
**Importance:** High

Lambeth Building Control,

We have had complaints regarding a property at 245 S treatham High Road, please note but [address point 3 as an urgency due to the safety risk](#), absolutely no work has been undertaken since the scaffold licence was issued Nov 2019 and where we asked for a renewal of that licence or to remove the scaffold, we were advised the response in point 4 below.

4. Scaffold licence TFL10474 issued 20/11/2019 expired 30/08/20 making the scaffold illegal – this is undergoing renewal by the contractor Peter Burton & Company Ltd  
FAO [REDACTED] [peterburton-uk.com](http://peterburton-uk.com)
5. Full company names: managing agent (Houston Lawrence Management Ltd contact [REDACTED], contractor (Peter Burton Ltd) and freeholder (Century House Freehold Ltd)
6. There is cross bracing at scaffold ground level in contravention of our conditions – there is also Heras fencing:
  - c) Scaffold was recently climbed by person (s) to vandalise the building with graffiti
  - d) A plank on the very top came loose and nearly fell to the pavement below (see the attached photo where you can see the plank balanced against the hands of the adjacent clock), the fire brigade had to be called by the public to put it back.
7. Peter Burton & Company Ltd explain the scaffold needs to remain in place for safety reasons, until remedial works can be made to the brickwork on the wall at the top right hand corner. It would be unsafe to remove the scaffold until completed. We therefore need Lambeth to investigate as it is a TfL licence condition that works must be ongoing,
8. The original scaffold licence ran from 20/11/2019 in anticipation of undertaking remedial works, Peter Burton & Company Ltd previously quoted their client a cost to do this in Dec 2019, however no instruction has been received by them. Peter Burton & Company later advised June 2019 they could implement a cantilever system from the roof so that the scaffold could be removed completely, no response/ instruction to do so was forthcoming.
9. Also note a planning application to Lambeth was refused 4<sup>th</sup> Feb 2020 for replacement of windows as they were not like for like impacting on design and the area <https://planning.lambeth.gov.uk/online-applications/applicationDetails.do?activeTab=contacts&keyVal=Q1BPNZBOFNN00>
10. We have been directing correspondence to [REDACTED] who has advised his company's role providing update noted in point 5, noting it is limited to scaffolding and the licence (under renewal) and to contact Houston Lawrence Management Ltd details in point 2

Please update us as an urgency to the action you intend to undertake at this location to address safety and support the local residents.

Regards



Revenue and Licensing Manager

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ

M



EVERY JOURNEY MATTERS

**From:** Asset Operations Enforcement

**Sent:** 07 September 2020 14:04

**To:** peterburton-uk.com'

**Cc:** Asset Operations Enforcement ; Asset Operations Licensing

**Subject:** Enforcement TFL10474\_245 Streatham High Road\_07.09.20

**Importance:** High

Dear

Action needs to be taken in regards to the attached enforcement notice re: 245 Streatham High Road. Failure to do so within the next 7 days may result in legal proceedings being taken against you.

1. Your licence expired 30/08/20 making the scaffold illegal
2. Your licence was not displayed in contravention of our conditions
3. There is cross bracing at ground level in contravention of our conditions
  - a. This was climbed by person (s) to vandalise the building with graffiti
  - b. A plank on the very top came loose and nearly fell to the pavement below (see the attached photo where you can see the plank balanced against the hands of the adjacent clock)

We will be undertaking an inspection to ensure all the above points have been complied with

Regards

Asset Operations Licensing and Enforcement

Asset Operations

 **TRANSPORT FOR LONDON**

Surface Transport | Network Management Directorate

Palestra House | 2nd floor – 2G3 | 197 Blackfriars Road | London SE1 8NJ



EVERY JOURNEY MATTERS