

Contact: Timber Frame Homes  
Email: [TimberFrameHomes@barnet.gov.uk](mailto:TimberFrameHomes@barnet.gov.uk)  
Date: 22nd May 2025  
Reference: Timber Homes – Letter 12

## Original Sent via Royal Mail

We are writing to all freeholders to update you on the proposed fire safety works to your timber frame home. If you have received this letter and are not the owner of the property, please pass this letter on to the registered owner.

We apologise for the delay in sending this out to you; this is largely due to the detail required for the loan and repayment scheme and confirming the contract details for the Housing & Health Safety Rating System inspection surveyors.

This letter contains a step-by-step guide to the inspection that will be conducted by surveyors from Barnet Council's Housing Regulatory Service.

We would like to discuss any concerns that you have about this process in person with you and your freehold neighbours. **Please note that numbers are restricted for each meeting, and you will need to prebook your space by contacting the Timber Frame Homes Team.** Unfortunately, we will only be able to accommodate a maximum of two residents per household at the meetings.

## Meeting Dates

Location	Date	Time
Online Meeting – via Teams (link will be sent upon registration)	10 <sup>th</sup> June	6pm – 7pm
Council Offices, 2 Bristol Avenue, NW9 4EW	11 <sup>th</sup> June	6pm – 7pm
Council Offices, 2 Bristol Avenue, NW9 4EW	12 <sup>th</sup> June	10am – 11am

The meetings will provide an opportunity for you to find out more about the inspection of your property, how you can reduce the likelihood of a Category 1 hazard for fire being found in your home prior to inspection; and to discuss the potential options for remediation in the event that a Category 1 hazard for fire is assessed. Please note that any information provided at the meeting will also be uploaded to our webpage.

### Next steps

- Please contact us on TimberFrameHomes@barnet.gov.uk /0208 359 5348 to book your meeting appointment or to let us know if you are unable to attend but would like to discuss any concerns you have.
- If you have any questions you would like answered at the meeting, then please send these in advance of the meeting so we can prepare a response. We will aim to also answer questions asked at the sessions.

Yours sincerely,

Timber Frame Homes Team  
London Borough of Barnet

### A step-by-step guide to the inspection to assess if your property has a Category 1 hazard for fire

**Step 1**  
HHSRS Survey  
(by appointment only - LBB regulatory services)

**Step 2**  
Category of Hazard identified with residents.

- If Hazards are identified, information provided to you in relation to work required.
- If the survey shows no hazards are identified this will be confirmed in writing

**Step 3**  
If HHSRS hazards are identified.  
Decision from freeholder to take option 1 or 2.

- Option 1 Request fire break works are completed by the council.
- Option 2 Complete works independently (Such as Fire Suppression System or alternative remediation options).

**Step 4**  
If no action is taken by the freeholder to complete works  
Enforcement Notice Served

## Step 1

The first step in the process is to survey your property. These inspections are due to start in June. There are around 300 surveys to be conducted so it will take time to complete them all. Surveys will be prioritised to those rows of properties with just one freeholder and the rest council-owned and then to those rows with 2 freeholders and the rest council-owned and then 3 freeholders etc.

The survey is an assessment under the Housing Health and Safety Rating System (HHSRS) as defined by the Housing Act 2004. It is to identify high-risk hazards (Category 1) as defined by the Housing Act 2004 and lower risk hazards (Category 2). This assessment will involve inspecting the inside and outside of the property. It may be intrusive; in the case that a roof tile or a piece of cladding is removed it will be replaced at the same time.

Please note that all staff will carry photographic identification cards. Please check identification cards carefully before allowing people access to your home.

These surveys are important to check that your property is safe. Barnet Council is legally obliged to do this, so please respond to communications arranging the survey.

Surveys should take about an hour to complete in your property and then a further desktop exercise is completed to finalise the results. Please note that the results could take up to 3 to 4 weeks to be issued to you.

## Step 2

Once completed, the results of the surveys will be shared with you. If the survey shows your property does not have Category 1 hazards that Barnet Council will require you to remediate then there will be no further action required of you at this stage. You may, however, choose to carry out works to make your home safer.

If the survey identifies Category 1 hazards, then this might mean that you need to complete full remediation works or it might show you need only make minor improvements. The survey results will provide the details of the issues identified and work necessary to reduce the hazard to an acceptable level.

If a Category 1 for fire has been identified you may be eligible for the Council's loan scheme that is being set up to assist owner occupiers with the cost of the works, subject to eligibility criteria being met. Scheme details will be provided to you.

## Step 3

You will have the opportunity to discuss this with your Case Officer and confirm what option you are taking to remove the Category 1 hazards in your property. This will vary depending on the issues identified on inspection. It may be:

Option 1: Owner Occupiers can agree to Barnet Council installing a fire break. We will provide you with costs and details of the works before you would make a decision, and if you wish to accept would include your property in our programme of works and provide you with a dedicated officer to support you through the process. The specification for the works including photos of properties with completed fire breaks are on our website.

Option 2: Arrange to complete the remediation works yourself. This could be a fire suppression system or an alternative remediation option. If you are arranging to complete the works yourself then we would work with you to arrange a realistic timeframe for these works to be completed and the necessary approvals you would need to show, i.e. Planning and Building Control approvals. A list of possible remediation options can be found on our website.

#### **Step 4**

If you have not agreed to your property being inspected or the property has been inspected and you have not informed us about the option you are taking or if you are arranging the works yourself and have not met the agreed timelines, then at this stage the Council would review the case for the appropriate enforcement action to be taken. We must stress that we do not want to take enforcement action, and this would be only as a last resort.