

Courier Deliveries & Site Responsibility

Dear Residents and Leaseholders,

We hope you are well.

Following recent concerns raised at Cabot House, we would like to provide clarification regarding parcel deliveries during the ongoing works.

Please be advised that **Starfish Construction and our subcontractors are not responsible for the delivery, handling, or security of parcels** brought to the building by couriers. We do not instruct drivers to leave items outside the building, nor do we have authority over how external delivery companies manage their drop-offs.

To help ensure your parcels remain secure, we kindly ask all residents to:

- **Ensure couriers deliver directly to your flat** or to your preferred secure location.
- **Avoid parcels being left outside the building or within the courtyard**, as these areas are not monitored by our team.
- **Provide clear delivery instructions** to your courier service where possible.

Our site team will continue to maintain safe access for construction activities and will not interfere with parcel deliveries. Any parcels left unattended by couriers should be reported directly to the delivery company

If you need to get in touch, please contact **Courtney Greatorex**, your Resident Liaison Officer, by phone, text, or email:

Courtney Greatorex Resident Liaison Officer Email: cgreatorex@starfishltd.com Telephone: 07939 894015

Thank you for your cooperation.

Kind Regards, **Starfish Construction – Project Team**