

01/05/2026

Hand Delivered

Dear residents and leaseholders,

IMPORTANT NOTICE

RE: Cabot House – Fire safety Remedial Works – Balcony Clearance

We kindly ask if you could clear your outdoor terrace and balconies. It is imperative that all residents, before works commence to have their balconies clear. The removal and storage of these items is the resident's responsibility. I therefore kindly request that all residents remove their personal belongings from their balconies prior to work commencing.

Please be advised that all balconies must be cleared of personal belongings ahead of upcoming works. From the week commencing **11.05.26**, access to balconies will begin to be restricted as scaffold erection progresses. To ensure safety and allow works to proceed smoothly, we kindly ask that you remove all items from your balcony before this date.

Please contact your resident liaison officer (Amy Butzki) on the number or email below to arrange for a survey to be carried out.

We apologise in advance for the inconvenience this may cause. However, please note that outdoor terrace and balcony areas form part of the live construction site, and clear access to your balcony will be required throughout the project. For the safety of both residents and workers, we must ensure that all balcony doors are closed, and all personal items stored on balconies are removed to allow safe access.

Furthermore, please be advised that any items left outside will remain at your own risk and Starfish Construction will not accept liability for any alleged damage to these items during our works.

The Starfish Site Team would like to thank you for your cooperation, and we look forward to delivering a successful project. If you have any queries or require assistance, please feel free to contact your resident liaison officer (Amy Butzki).

Yours sincerely,

Amy Butzki

Amy Butzki
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