



# Artistic Spaces

## Standard Building Policy

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**Important Notice:**

These Building Policies form part of the Tenant's agreement and must be adhered to at all times. By signing a lease or licence, all Tenants confirm they have read, understood, and agreed to comply with these policies, which are subject to periodic review and update. The Tenant is also responsible for ensuring all staff, contractors, and guests are aware of and comply with these policies.

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## **1. GENERAL RESPONSIBILITIES**

### **1.1 Conduct and Use**

- 1.1.1 The premises are to be used for commercial purposes only.
- 1.1.2 Under no circumstances is residential use permitted.
- 1.1.3 Tenants must comply with all relevant planning regulations. It is the responsibility of the Tenant to ensure the correct use class applies to their activity and to carry out due diligence before commencing operations.
- 1.1.4 The landlord and/or Managing Agent does not offer planning advice and cannot be held responsible for a Tenant's breach of planning.

### **1.2 Legal and Regulatory Compliance**

- 1.2.1 Tenants must not conduct any unlawful, dangerous, or disruptive activity within the building.
- 1.2.2 All activity must comply with employment law. If Tenants employ staff, they are responsible for ensuring the space is suitable and compliant for employment.
- 1.2.3 The landlord provides a blank commercial space. It is the Tenant's responsibility to ensure that the environment is suitable for their business and their team.

### **1.3 Visitors and Guests**

- 1.3.1 Tenants must manage the number and behaviour of guests, contractors, or visitors so as not to overburden communal facilities or disturb other users.
- 1.3.2 Tenants are responsible for the conduct of any visitors they permit into the building.

### **1.4 Pre-Occupation Access**

- 1.4.1 Access to a unit prior to the commencement of a signed tenancy is granted strictly for inspection or measurement purposes only.
- 1.4.2 No works, alterations, cleaning, or fit-out activities may be undertaken until a fully executed tenancy agreement and deposit have been received.
- 1.4.3 Any access or works carried out prior to this are entirely at the occupier's own risk, and the Landlord accepts no liability for loss, damage, or expense incurred as a result.

## **2. UNIT CONDITIONS AND ALTERATIONS**

### **2.1 Studio Condition and Fit Out**

- 2.1.1 All studios are let in a "shell and core" or "as seen" condition.

- 2.1.2 No credits or compensation are offered for cosmetic conditions within the studio.
- 2.1.3 Tenants may make changes only upon written approval via a completed and authorised Studio Alterations Form (SAF).
- 2.1.4 The Tenant acknowledges that all studios are provided in “as-seen” condition, and no further works will be undertaken by the Landlord to tailor the space for the Tenant’s specific business use.
- 2.1.5 Acceptance of keys or early access constitutes confirmation that the Tenant has inspected and accepted the unit’s condition.

## **2.2 Alteration Rules**

- 2.2.1 No alterations (including partitioning, painting, installation of fittings or services) are permitted without prior SAF approval.
- 2.2.2 Approved alterations must be:
  - (a) Undertaken by competent persons;
  - (b) Compliant with UK Building Regulations;
  - (c) Removed at the end of the tenancy unless otherwise agreed;
- 2.2.3 Alterations must comply with planning laws and working hours:
  - (a) All alterations or works must be carried out strictly in accordance with local planning laws, building control requirements, and any other statutory or regulatory obligations.
  - (b) No works of any nature, including but not limited to construction, decoration, installation, or DIY, may take place outside of the permitted hours of 8:00 a.m. to 5:00 p.m. Monday to Friday, and 9:00 a.m. to 1:00 p.m. on Saturdays.
  - (c) No works whatsoever may occur on Sundays or public holidays.
  - (d) These restrictions are in place to preserve the quiet enjoyment of neighbouring occupiers and the surrounding community.
- 2.2.4 A Studio Alterations Form (SAF) is only valid once an active tenancy agreement is in place. Submission or approval of an SAF prior to signing does not confer permission to enter the unit or commence works.

## **2.3 Fire Doors and Signage**

- 2.3.1 All doors are fire-rated and must not be altered in any way.
- 2.3.2 No signage, stickers or fixings are permitted on any door.

- 2.3.3 Some buildings provide an A6 acrylic sign holder beside studio doors for Tenant branding. No other signage may be displayed on communal walls or external façades without prior written permission.

## **2.4 Blinds and Curtains**

- 2.4.1 Where applicable, permission for the installation of blinds or curtains will be provided via a Studio Alterations Form (SAF).
- 2.4.2 Any blinds or curtains installed must be plain white or black-lined, so that no pattern, colour or design is visible from the exterior.

## **2.5 Painting of Exposed Concrete Surfaces**

- 2.5.1 It is strictly forbidden to paint original exposed concrete surfaces within the units.
- 2.5.2 No permission will be granted for alterations to exposed concrete, as such works are deemed irreversible and cannot be restored to the original condition.

## **2.6 Fit-Out Responsibilities**

- 2.6.1 Fit-Out All internal finishes, lining, insulation, floor coverings, decorations, and bespoke installations form part of the Tenant's own fit-out and are to be carried out at the Tenant's sole cost and risk.
- 2.6.2 The Landlord is not responsible for making the unit suitable for any specific purpose, including environmental performance, sound, or thermal insulation, beyond the standard condition already established at the unit and in accordance with all current letting requirements.
- 2.6.3 No claim, deduction, or offset against rent or service charge will be accepted for works relating to fit-out or suitability.

## **3. WASTE AND COMMUNAL AREAS**

### **3.1 Waste Disposal**

- 3.1.1 Waste facilities are provided for small, office-style waste only.
- 3.1.2 Construction waste, large items, pallets, appliances, or hazardous materials must not be placed in or near the bin store.
- 3.1.3 It is the Tenant's responsibility to arrange disposal of non-standard waste via a licensed contractor.
- 3.1.4 Waste must be placed inside bins only. Waste left outside bins or outside studios is strictly prohibited.

### **3.2 Enforcement for Breaches**

3.2.1 Items or waste found in breach of policy may result in:

- (a) Penalty charges;
- (b) Removal at the Tenant's cost;
- (c) Reimbursement for associated administrative or contractor fees.

### **3.3 Communal Cleanliness**

3.3.1 Communal areas (corridors, toilets, tea-points) must be kept clean and free from obstruction.

3.3.2 Tenants must not store bins or items in communal areas.

3.3.3 Cleaning contractors are not responsible for removing studio waste. Abuse of cleaning services may lead to enforcement action.

### **3.4 Wet Wipes and Drain Misuse**

3.4.1 There is zero tolerance for wet wipes, sanitary products, coffee grounds, oil or food waste in any drains or toilets.

3.4.2 Tenants are liable for any blockages or damage caused.

## **4. ENERGY USE AND FAIR USAGE POLICY**

### **4.1 Electricity and Heating**

4.1.1 Electricity usage is covered under the service charge based on fair usage.

4.1.2 Excessive use may result in:

- (a) A power audit;
- (b) Additional charges based on excess consumption;
- (c) In some cases, a revised lease where electricity is billed separately.

### **4.2 Permitted Heating Types**

4.2.1 Where Tenants supply their own heating, only infrared, ceramic or liquid-filled electric heaters are permitted.

4.2.2 Fan and convection heaters are strictly prohibited.

### **4.3 Energy Efficiency**

4.3.1 Tenants are expected to minimise unnecessary energy use.

4.3.2 Air conditioning must be switched off when the studio is unoccupied.

## **5. SAFETY AND SECURITY**

### **5.1 Fire Safety**

- 5.1.1 Tenants must familiarise themselves with the building's fire strategy, evacuation routes and assembly points.
- 5.1.2 Tenants are responsible for ensuring their staff and guests are also informed.
- 5.1.3 Tenants with accessibility requirements must complete a PEEP (Personal Emergency Evacuation Plan).

### **5.2 Noise and Disturbance**

- 5.2.1 Use of amplified sound, including speakers and music, must remain at background levels (approximately 50–55 dB).
- 5.2.2 Use of loud machinery or sound systems that disturb others is not permitted, except where specific written permission has been granted prior to occupation (for example, in designated workshops or more industrial buildings).

### **5.3 Smoking Policy**

- 5.3.1 Smoking or vaping is not permitted anywhere inside the building or within terraces, internal courtyards or yards.
- 5.3.2 Smoking is only permitted outside the main entrance of the building.

### **5.4 CCTV**

- 5.4.1 CCTV is in operation across most sites for safety and security.  
Tenants are advised that areas may be monitored in accordance with GDPR and internal data policies.

## **6. ACCESS DEVICES AND ENTRY**

### **6.1 Fobs and Codes**

- 6.1.1 Access fobs, keys, and codes are issued per studio. These must be handled responsibly.
- 6.1.2 Codes or fobs must not be shared outside of the Tenant's registered team.
- 6.1.3 Lost or damaged fobs may incur a replacement cost.

### **6.2 Roller Shutters and Entry Points**

- 6.2.1 Where communal roller shutters are in place, users must close them securely after use and store the access device securely.

6.2.2 Any access issues must be reported immediately.

## **7. INTERNET**

### **7.1 Shared Provision**

7.1.1 Where internet is provided, this is a basic browsing service and not guaranteed.

7.1.2 Temporary disruptions do not constitute grounds for reimbursement.

7.1.3 Tenants requiring business-critical service must install a dedicated line via approved contractors, subject to SAF approval.

## **8. MAINTENANCE RESPONSIBILITIES**

### **8.1 Demised Area**

8.1.1 Tenants are responsible for all internal maintenance of their demised area, including:

- (a) Light fittings and bulbs;
- (b) Fixtures and fittings;
- (c) Any installations made by the Tenant;
- (d) Any roller shutter serving the unit independently (not shared with other Tenants);
- (e) Any doors and windows of the unit.

8.1.2 Where necessary, Tenants must promptly notify Head Office of any urgent maintenance requirements affecting the building or communal areas.

### **8.2 External or Structural Issues**

8.2.1 Tenants must under no circumstances make any alterations, attachments, penetrations, or amendments to the exterior, structure, or fabric of the building, including roofs, walls, windows, or external fixtures.

8.2.2 Any such works are strictly prohibited and will be treated as a serious breach of these Building Policies and of the tenancy agreement.

## **9. INSURANCE AND LIABILITY**

### **9.1 Tenant Responsibility**

9.1.1 Tenants are responsible for obtaining appropriate insurance for:

- (a) Contents, stock, fixtures and fittings;
- (b) Public liability, professional indemnity or any other relevant cover.



9.1.2 The landlord does not insure Tenant contents or assume liability for any Tenant operations.

## **9.2 Suitability of Space**

9.2.1 Tenants must ensure that the space is fit for their business and any employment use.

9.2.2 The landlord does not provide spaces tailored to individual business needs.

## **10. PARKING AND DELIVERIES**

### **10.1 Parking**

10.1.1 Where parking is available, it may be managed by a third-party operator.

10.1.2 Tenants are responsible for compliance with all parking signage.

10.1.3 PCNs issued by third-party operators cannot be appealed via the landlord or its managing agent.

10.1.4 Any issues or disputes arising with parking or the parking management company do not affect the tenancy and remain entirely outside the Landlord's responsibility.

10.1.5 Withholding rent or service charge in relation to parking issues is strictly prohibited and will be treated as a breach of the tenancy.

### **10.2 Deliveries and Mail**

10.2.1 The landlord does not operate a concierge service.

10.2.2 Deliveries must be managed by the Tenant.

10.2.3 Items left in communal areas are done so at the Tenant's risk and may be considered a fire hazard.

## **11. ENFORCEMENT AND POLICY COMPLIANCE**

### **11.1 Contractual Obligation**

11.1.1 Compliance with these Building Policies forms a contractual part of the Lease or Licence.

11.1.2 Failure to adhere to these policies may result in:

- (a) Formal written warnings;
- (b) Penalties or charges applied to the Tenant's account;
- (c) Remedial action undertaken by the Landlord at the Tenant's cost;

- (d) In cases of repeated or serious breach, formal enforcement proceedings, which may include termination of the tenancy, eviction, or forfeiture in accordance with the terms of the Lease or Licence and applicable law.

11.1.3 Any works undertaken prior to, or without, an executed tenancy agreement shall be deemed a material breach of these policies. The Landlord reserves the right to withdraw access and recover any associated costs to reinstate the unit to its original condition.

## **11.2 Updates and Communication**

11.2.1 These policies are subject to periodic review and may be updated from time to time.

11.2.2 Revised versions will be made publicly accessible, including via the Landlord's website and within the building

11.2.3 While the Landlord will endeavour to notify Tenants of any material updates, the Landlord reserves the right to amend these policies at any time to reflect operational, regulatory, or management requirements, with or without prior notice.

## **11.3 Inter-Tenant Relations and Disputes**

11.3.1 The Landlord and/or Managing Agent is not responsible for mediating or resolving disputes between Tenants or between a Tenant and their customers, suppliers, or business associates.

11.3.2 Any commercial or contractual arrangements entered into between Tenants are strictly private matters and fall outside the scope of the tenancy agreement.

11.3.3 The Landlord and/or Managing Agent accepts no liability for any loss, damage, or claim arising from inter-tenant business dealings or disputes.

11.3.4 Tenants must not attempt to involve the Landlord and/or Managing Agent in such matters, nor use them as grounds for withholding rent, service charge, or any other payment.