

TAFLEN GWYBODAETH

Gwaith Sylweddol Prydleswyr

CWESTIYNAU CYFFREDIN

Beth yw 'Gwaith Sylweddol'?

Gwaith sylweddol yw'r term sy'n cael ei ddefnyddio lle bydd gwaith i floc yn costio mwy na'r trothwy ariannol sefydlog i brydleswr (£250 ar hyn o bryd). Mewn rhai achosion, gall y costau fod yn uwch o lawer.

Gall hyn fod y gwaith sydd angen ei wneud er mwyn cynnal a chadw'r eiddo. Lle mae'r gwaith sylweddol yn cyrraedd y trothwy ariannol sefydlog, rhaid i Cartrefi Cymunedol Gwynedd (CCG) ymgynghori â chi, y prydleswyr gan fod angen i chi gyfrannu at y costau hyn yn unol â thelerau eich prydles.

Gall gwaith sylweddol gynnwys, ond nid yn gyfyngedig i:

- Gwaith Toi
- Man cyffredin
- Gwaith brics allanol neu waith blociau
- Soffits
- Ffsgau
- Gwaith gwter

Sut mae CCG yn penderfynu pa waith sydd angen ei wneud i'm heiddo?

Rydym yn gorfod ystyried sawl ffactor cyn penderfynu gwneud gwaith ar eiddo. Mae hyn yn cynnwys (ond nid yn gyfyngedig i);

- Oed yr eiddo
- Cyflwr yr eiddo
- Cylch bywyd cydrannau
- Pryd cafodd gwaith ei wneud diwethaf
- Ystyried cwynion ynghylch â chyflwr yr eiddo.

Mae'r wybodaeth yma i gyd yn cael ei hystyried wrth roi cynlluniau at ei gilydd.

Beth yw 'Ymgynghori Adran 20'?

Mae'r term 'Ymgynghori Adran 20' yn cyfeirio at Adran 20 o Ddeddf Landlordiaid a Thenantiaid 1985. Mae'r ddeddf yn amlinellu'r broses ymgynghori ffurfiol fel sy'n ofynnol i

landlordiaid ei gynnal gyda phrydleswyr a Chymdeithasau Tenantiaid Cydnabyddedig (Recognised Tenants' Association) (RTA) ar waith sylweddol.

Bydd y broses ymgynghori yn egluro'r gwaith rydym yn bwriadu ei wneud i'r bloc/stad, amcangyfrif o'ch cyfraniad, os oes modd i chi enwebu contractwr a phryd y bydd modd i chi rannu eich sylwadau.

Mae sawl cam i'r broses ymgynghori Adran 20 a gall gymryd rhai misoedd i'w gwblhau.

Pam mae cymaint o hysbysiadau? Maent yn anodd eu deall

Rhaid i CCG ddilyn yr hyn sydd wedi ei nodi o fewn y gyfraith, ac anfon yr hysbysiadau perthnasol fel sy'n ofynnol.

Byddwch bob amser yn derbyn dau hysbysiad, tri o bryd i'w gilydd. Bydd pob hysbysiad yn ymdrin gydag elfen wahanol o'r broses gyfreithiol. Pe baech yn dymuno cael rhagor o wybodaeth ar y Broses Ymgynghori Adran 20, dyma rai gwefannau defnyddiol:

www.lease-advice.org

GWAITH MAWR: Canllaw arfer da i landlordiaid cymdeithasol

www.lease-advice.org

'What is the Section 20 consultation process for major works?'

www.legislation.gov.uk

Os oes gennych gwestiynau neu bryderon am y broses, byddwn yn argymhell eich bod yn gofyn am gyngor cyfreithiol annibynnol ar y pwnc.

Yn parhau drosodd >>



T A F L E N G W Y B O D A E T H

Gwaith Sylweddol Prydleswyr – Cwestiynau Cyffredin

Hoffwn wneud sylw, beth fydd yn digwydd iddo?

Rhaid derbyn sylwadau yn ysgrifenedig o fewn y cyfnod ymgynghori. Bydd y dyddiad cychwyn a gorffen yn glir ar yr hysbysiad fydd yn cael ei anfon atoch. Ni chaiff unrhyw sylwadau a ddaw i law ar ôl dyddiad cau'r ymgynghoriad eu derbyn. Nodwch na chaiff sylwadau a wneir drwy e-bost eu derbyn.

Caiff sylwadau sy'n cael eu hanfon o fewn y cyfnod ymgynghori ei gofrestru ar y 'Cofnod Ymgynghori Sylwadau ac Ymatebion Adran 20'. Bydd CCG yn rhoi sylw teg i'r holl sylwadau a bydd y rheolwr perthnasol eu hadolygu.

Bydd CCG yn ymateb drwy amlinellu beth yr ydym wedi'i wneud o ganlyniad i'ch sylwadau - cyflwyno unrhyw newidiadau lle bynnag sy'n bosibl, neu roi gwybod i chi pam nad ydym am wneud yr hyn yr ydych yn gofyn amdano.

Nid oes angen i chi ysgrifennu atom os nad oes gennych sylwadau.

A oes modd i mi awgrymu contractwr?

Os oes rhaid inni gyflwyno hysbysiad cyhoeddus nid oes modd i chi awgrymu contractwr. Y rheswm am hynny yw bod rheolau Senedd Ewrop yn gymwys a rhaid inni hysbysebu'r contract ar draws Ewrop. Byddai modd i chi ofyn i gontractwyr sy'n hysbys i chi edrych ar yr hysbysiad ar wefan OJEU a chofrestru eu diddordeb yno.

Byddwn yn rhoi gwybod i chi pryd y mae modd i chi enwebu contractwr. Gall cyfeirio contractwyr sydd a diddordeb i safle we: www.sell2wales.gov.uk

Mae gennyf bryderon ynghylch â'r gwaith:

Cyn y bydd y gwaith yn dechrau byddwn yn eich hysbysu o'r person cyswllt yn ystod y cyfnod. Ef/hi fydd eich cyswllt uniongyrchol pe bai gennych unrhyw gwestiynau neu bryderon cyn i'r gwaith ddechrau, neu tra bod y gwaith yn cael ei wneud.

Pe na bai modd i chi gysylltu gyda'r cynrychiolydd, mae croeso i chi gysylltu â CCG ar 0300 123 8084.

Pam fod angen inni gyfrannu at y costau hyn? Nid wyf wedi llofnodi dim i ddweud fy mod yn cytuno gyda'r gwaith sy'n cael ei argymhell

Er ein bod ni fel landlord yn gyfrifol am drwsio a chynnal strwythur yr adeilad, gellir adennill costau'r gwaith yn unol â thelerau eich prydles.

Dylid cyfeirio at eich prydles unigol am wybodaeth benodol ynghylch pa waith lle mae modd adennill y costau a pha gyfran o'r costau y mae'n ofynnol i chi ei thalu.

Mae'r brydles yn gontract cyfreithiol rhwng y prydleswyr a'r landlord. Mae'r brydles yn amlinellu eich cyfrifoldebau a hefyd y costau y gellir eu hadennill. Yn unol â hynny, nid oes angen i landlordiaid gael caniatâd y prydleswyr.

Beth sy'n digwydd os na allaf fforddio talu am y gwaith hwn?

Fel eich landlord, mae dyletswydd arnom o fewn y brydles i sicrhau bod yr eiddo yn cael ei gynnal a'i gadw i safon dderbyniol, ac yn ddiogel. Os oes gennych unrhyw bryder na fydd modd i chi fforddio'r costau hyn, dylech gysylltu â ni cyn gynted ag y bo modd i drafod y mater.

Bydd ein Hadran Gyllid yn gweithio gyda chi i ganfod yr opsiwn talu mwyaf addas.

Pe baech yn dymuno rhagor o wybodaeth ar Anfonebu a Thalu am Waith Sylweddol - ewch i wefan CCG www.ccgwynedd.org.uk. Mae copi o 'Taflen Gwybodaeth Anfonebu a Thalu am Waith Sylweddol' ar gael yno.

Yn parhau drosodd >>



T A F L E N G W Y B O D A E T H

Gwaith Sylweddol Prydleswyr – Cwestiynau Cyffredin

Nid wyf bob tro yn deall y termau sy'n cael eu defnyddio o fewn fy mhrydles / proses Ymgynghori Adran 20.

Ewch i adran prydleswyr ar wefan CCG lle gellir canfod Rhestr Termau a ddefnyddir yn y llyfryn 'GWAITH MAWR: Canllaw arfer da i landlordiaid cymdeithasol'.

Gallwch hefyd ganfod dolen i'r ddogfen ar ein gwefan www.ccgwynedd.org

Am fwy o wybodaeth

Am fwy o wybodaeth am unrhyw beth ar y daflen hon, cysylltwch gyda ni ar **0300 123 8084** neu ymholiadau@ccgwynedd.org.uk / www.ccgwynedd.org

Os hoffech gael y daflen hon mewn fformat gwahanol, fel llythrennau bras neu mewn iaith arall, cysylltwch â ni ar 0300 123 8084.



FACT SHEET

Leaseholder Major Works

FAQ's

What are 'Major Works'?

Major works is the term used when work to a block will cost leaseholders over a set financial threshold (currently at £250). In some cases, the costs can be much higher.

These could be works that are required to repair and maintain the building. Where major works reach the set threshold, Cartrefi Cymunedol Gwynedd (CCG) is required to consult with you, the leaseholder as you will be required to contribute to these costs under the terms of your lease.

Major works can include, but are not limited to:

- Roof
- Communal area
- Exterior brick or block work
- Soffits
- Facias
- Guttering

How does CCG determine what work needs to be carried out on my property?

The decision to undertake works to a property takes several factors into account. This includes (but is not limited to);

- The age of the property
- The condition of the property
- Life Cycle of the Components
- When works were last carried out
- Complaints made about condition of the property

All this information is considered when schemes are put together.

What is 'Section 20 Consultation'?

The term 'Section 20 Consultation' refers to Section 20 of the Landlord & Tenant Act 1985. The Act sets out the formal consultation process landlords must carry out with leaseholders and Recognised Tenants' Associations (RTA's) on major works.

The consultation process will explain the works that we intend to do to your block/estate, your estimated contribution, if you can nominate a contractor and when you can share your observations.

The Section 20 Consultation process has many stages and can take several months to complete.

Why are there so many notices? I find them difficult to understand

CCG must follow what is outlined within the law and send the relevant notices as required.

You will always get two notices, sometimes three. Each notice will deal with a different part of the legal process. If you would like more information on the Section 20 Consultation Process, here are some websites that may help:

www.lease-advice.org

MAJOR WORKS: A guide for leaseholders of social landlords

www.lease-advice.org

What is the Section 20 consultation process for major works?

www.legislation.gov.uk

If you still have questions or concerns about the process, we would recommend that you seek independent legal advice on the subject.

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FACT SHEET

Leaseholder Major Works FAQ's

I would like to make an observation, what will happen to it?

Observations must be received in writing within the consultation period. The start and end date of the consultation period will be made clear on the notice sent to you. Any observations received after the consultation end date will not be accepted. Please notice that observations made via e-mail will not be accepted.

All observations sent within the consultation period will be registered on the 'Section 20 Consultation Observations and Responses Record'. CCG will give due regard to all observations and they'll be reviewed by the relevant manager.

CCG will respond to you outlining what we have done as a response to your observation – where possible apply changes, or tell you clearly why we can't do what you have asked.

You do not have to write to us if you do not have an observation.

Can I suggest a contractor?

If we must serve a public notice you are not able to suggest a contractor. This is because the rules on contracts set out by the European Parliament apply and we have to advertise the contract across Europe. You could ask a contractor you know to look at the notice on the OJEU website and register their interest there.

We will tell you when you can nominate a contractor. You can refer contractors to: www.sell2wales.gov.uk.

I have concerns about the work:

Before the works start you will be made aware of your contact person during the period. They will be your direct contact for any questions or concerns that you may have before the works start, or whilst the works are being carried out.

If you are unable to get in touch with that person, you are more than welcome to contact CCG on 0300 123 8084.

Why must we contribute towards these costs? I didn't sign to say that I agree to these works

Although we as the landlord may be responsible to repair and maintain the structure of the building, the cost of these works is recoverable within the terms of your lease.

Please refer to your individual lease for specific information regarding what works are recoverable and what proportion of the costs you are required to pay.

The lease is a legal contract between the leaseholder and the landlord. The lease outlines your responsibilities whilst including that costs are recoverable. Therefore, landlords do not need leaseholders to sign.

What happens if I can't afford to pay for this work?

As your landlord, we have an obligation within the lease to ensure the property is well maintained and safe. If you have concerns that you are not going to be able to afford these costs, you must contact us as soon as possible to discuss.

Our Finance Department will work with you to try and find the most suitable payment option.

If you would like more information on Invoicing and Paying for Major Works – please visit CCG's website www.ccgwynedd.org.uk and see the 'Invoicing and Paying for Major Works Factsheet'.

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FACT SHEET

Leaseholder Major Works FAQ's

I don't always understand the terminology used within my lease / the Section 20 Consultation process

Please visit the leaseholders section on CCG's website where you will find the Glossary of Terms used in the 'Major Works; a guide for leaseholders of social landlords'.

You can also find a link to this document on our website www.ccgwynedd.org

For more information

For more information about anything included in this leaflet, please contact us on **0300 123 8084** or enquiries@ccgwynedd.org.uk / www.ccgwynedd.org

If you would like to receive this leaflet in a different format, such as Braille, large text or in another language, contact us on 0300 123 8084.

