A Guide to Accommodation for Students in Darwin College
Accommodation at Darwin College

There are 314 single occupation rooms, 12 studios (single or couples) at Darwin for students, and 24 self-contained flats consisting of 15 one-bed flats and 9 couples/family flats.

This Guide tells you more about this accommodation in order to enable you to make an informed choice when applying for accommodation.

1.1 Application and allocation

Once you have been made an offer to be a full-time student at Darwin, you will be invited to submit your preferences for accommodation based on Price, Location and Facilities. These enable us to try to match you with the most suitable property for your time at Darwin, however the overriding consideration is to offer some form of college accommodation to the maximum number of members. The allocation of particular rooms, types of rooms, and locations is determined by the Accommodation Manager. Please understand that when trying to allocate rooms to almost 350 students, we cannot promise that all of your preferences will be met.

If it is your first year at Darwin, then we guarantee you a room for when you first arrive, subject to availability limits. If you are a returning PhD student, then there is a ballot system which allocates rooms available and this normally takes place in May.

Room allocations for new students are normally made at the beginning of August, and licences will be issued at that time.

1.2 Pricing (single rooms)

College rooms are occupied under a ‘licence to occupy’ upon payment of a licence fee. A copy of the latest accommodation licence can be found at the end of this document. The fee includes electricity, gas, water, communal cleaning, heating, computer network access, and consumables such as toilet paper. The licence fee does not include bed linen.

When comparing the room fees at Darwin with private accommodation in Cambridge, please bear in mind what is included: the cost of utilities such as gas and electricity is often extra and can be considerably high. When looking at the prices at other Cambridge colleges, computer network access is often charged as an extra. Also bear in mind at Darwin we do not charge a Kitchen Fixed Charge or a Minimum Meals Charge. Additional charges in other Colleges can add up to more than £1000 per year.

An annual survey is carried out amongst all Cambridge Colleges, and Darwin Accommodation costs compare favourably most notably in our provision of lower-priced rooms.

As a student, you will also not be liable to pay the local Cambridge City Council tax. If you are in a shared property (flat, studio) with a non-student, you will need to contact the City Council, and the non-student may well be liable to pay.

Accommodation prices are reviewed once per year for inflation and other cost increases. Any increases are consulted upon widely, including with student representatives. The College is also bound by the following:

“The 1923 Royal Commission stipulated that the University Colleges should not seek to subsidise the provision of accommodation to students and this principle, although now almost a century old, remains in place. While all Colleges have continued to some degree to provide a subsidy, they are therefore under an obligation to reduce over time the level of subsidy applied to College accommodation measured against the cost of accommodation in the private market. A further reason for doing this is that in a College where not all students can be accommodated for all their time in Cambridge it is desirable to ensure that College resources are applied with fairness to all students where possible, not disproportionately favouring some - those in accommodation – over others.”
There are seven main room grades below but the rent for two rooms with the same grade may differ taking into account uplifts, discounts, utilities etc. For prices please see attached guide.

Licence fees for College study-bedrooms are calculated according to a combination of three variables: Size, Facilities/Location, and Quality.

a. the total floor area of the room, including en suite facilities, is measured, classified and given the appropriate base rent category:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>A++</td>
<td>more than 25m²</td>
</tr>
<tr>
<td>A+</td>
<td>more than 20m²</td>
</tr>
<tr>
<td>A</td>
<td>16-20 m²</td>
</tr>
<tr>
<td>B</td>
<td>14-16 m²</td>
</tr>
<tr>
<td>B*</td>
<td>12-14 m²</td>
</tr>
<tr>
<td>C</td>
<td>10-12 m²</td>
</tr>
<tr>
<td>C*</td>
<td>less than 10m²</td>
</tr>
</tbody>
</table>

b. a numeric suffix to the grade (1,2,3) is added by examining subjectively the room’s facilities and calculating an average based on Location, Kitchen facilities, Bathroom facilities, Communal facilities, Decorative quality. A grade 1 room has a 5% uplift, a grade 2 room is unchanged, a grade 3 room has a 5% discount.

c. Additional discretionary discount or uplift are added for certain features (eg. En suite, brand new building, river view)

d. A service charge (covering such items as utilities, network connection, en suite cleaning and PAT testing) is added to the base rent to produce the final licence fee.

Duvet, Pillows, Bed Linen

The following information about bed linen applies to new residents starting the new academic year.

- We can provide new bedding for you at a cost. If a bedding pack is pre-ordered, it can be left in your room/flat or can be available from the Porters' Lodge on your arrival.
- The cost of the bedding pack will be charged to your College account.
- The bedding pack will consist of one standard size single/double duvet, one single/double duvet cover, one (two in double pack) pillow (100% polyester, hollowfibre filling), one (two in double pack) pillow case, and one single/double sheet.

1.3 Couples and Families

When you rent couples or family accommodation at Darwin College, the rent does not include charges for Gas and Electricity. These are on a metered contract which is invoiced to the College and which will be re-charged without any additional fees to your College account on a regular basis. Original copies of the invoice for your property from the energy supplier may be provided if required.
Your rent does include water, sewage treatment and waste management (bin collection)

Our flats are not provided with individual WiFi. Depending on your location, you may be able to log on to the eduroam network (free wifi for College members). If there is no eduroam signal at your location, we recommend that you sign up with one of the well-known internet providers.

Your flat is provided as standard with a cooker, microwave, kettle, toaster, and a fridge freezer or separate fridge and freezer. You should also find a basic provision of plates, cups and cutlery. These should be in good working condition when you move in.

There are nine family flats, two of which are suitable for a couple plus two children and seven of which are suitable for a couple with one child. Rent for flats are calculated based on size, with a discretionary discount applied to those needing refurbishment.

1.4 Definitions

First floor
Please bear in mind that in the UK the ground floor of a building is known as the ‘ground floor’, and the next floor up is the ‘first floor’. So a two-storey building will have a ground floor and a first floor. No building in Darwin has more than four storeys, i.e. ground floor, first floor, second floor and third floor. A few buildings have semi-basement rooms.
We have two buildings that have an attic room.

Bathroom
A bathroom is a room with a bath or/and shower in it. There may or may not be a toilet in such a room.

Shower room
A room with a shower in it, there may or may not be a toilet in such a room.

1.5 Security

Keys, Doors and Windows
You will be issued with a key to your room. You should lock your door at all times – even when nearby in a kitchen or bathroom. Cambridge is a city and opportunist thieves operate as in any city; and laptop computers and mobile devices are particularly susceptible to theft.
Some rooms/buildings are accessible by Salto only – access via your University card.

It is very important that you do not prop the door open – by doing so you would be compromising the security of the building as a whole. By keeping ground-floor entrances shut, you are greatly reducing the chances of theft, and you are also enhancing your own personal security.

Rooms on ground floors are particularly vulnerable if windows are left open when the room is empty.

Residents in ground floor rooms should always close their windows when leaving their rooms. Indeed, all residents are advised to close their windows when leaving their rooms in case of high winds.

Gates and CCTV

CCTV cameras are used throughout the Main College building for your security, and CCTV footage is
monitored regularly by the Porters, who have the overall responsibility for security in the College. The rear gate (near the Study Centre) is automatically locked at all times, and entry is by your University/College card.

1.6 Fire Safety

Please make sure you understand the fire instructions in your College accommodation and familiarise yourself with your nearest escape routes and your assembly point.

If you discover a fire, sound the Fire Alarm immediately by pushing the ‘break glass’ on a call point and evacuate the building. Inform the Porters’ Lodge (Tel: 01223 (3) 35660) and report to the assembly point. Only attempt to put out the fire if it is safe to do so; do not put yourself or others at risk.

All corridors, stairwells, landings etc. must be kept clear at all times, any items found in these areas will be removed immediately (only the hoover and ironing board are allowed to be stored in the designated area). Door closers are not to be disconnected and fire doors must never be wedged open.

It is a criminal offence under UK law to tamper with or disable fire-alarm equipment or fire extinguishers.

With a large population living in close proximity on a small site, there is always a real risk of fire. All residents must play their part in minimising this risk.

Here are some rules that you must adhere to:

- never leave cooking unattended in a kitchen
- do not use cooking equipment in your room
- do not leave heated hair devices (straighteners, curlers, tongs) unattended
- do not use unsafe or untested electrical equipment, and do not overload electrical sockets
- you must only use adapters that meet UK specification and arefused
- do not store combustible materials, including piles of paper
- do not use naked flames (e.g. candles)
- do not smoke in any room, and do not disable, tamper with or cover up smoke or heat detectors
- do not leave items in corridors or stairways
- keep all fire doors closed at all times, especially kitchen doors (never wedge them open)
- do not tamper with fire safety equipment (extinguishers, fireblankets)
- report anything that looks unsafe or hazardous to the Porters

1.7 IT network access and Wi-Fi

Darwin College residential rooms on the Main Site and College hostels has Wifi cover for “eduroam (education roaming) https://www.eduroam.org/which is the secure, world-wide roaming access service developed for the international research and education community”. This is the preferred option for wireless access during your time in Cambridge since once its configured correctly it will automatically connect with no further user interaction. eduroam is available in the Colleges and Departments across the University and many educational establishments across the UK, Europe and increasingly the rest of the world. Further information about the use and configuration of eduroam is available directly from the Darwin website. All internet access within the College is governed by the rules set out by the College and University.
1.8 Medical rooms, disabled accessible rooms, ESA

Darwin has a number of rooms located in several different buildings which can be accessible for those with medical needs or for disabled students. Rooms with modifications for those with physical disabilities are located on the ground floor and may be en suite or have shared facilities. There is currently no step-free accommodation on the main College site, but a major lift project is planned for 2020.

Requests to bring a registered Emotional Support Animal (ESA) onto University and/or College property will not normally be granted but will be considered on a case by case basis.

Decisions to allow (or not to allow) an ESA onto University and/or College property will take into account relevant factors such as the reasons for the request and supporting medical evidence, the health, safety and welfare of members of and visitors to the University and/or the College, arrangements to ensure the health, safety and welfare of the ESA and of other animals, adequacy of training, insurance arrangements, the cost implications of any agreed arrangements and, where appropriate, laboratory requirements, licence conditions and any other relevant considerations. Any request to bring an ESA onto College property should be made in advance to allow the case to be considered. Any ESA which has not been through the process of approval will be subject to a request for immediate removal.

1.9 Property inspections (Rooms and Flats)

College rooms and flats are inspected bi-annually by members of the Maintenance and Housekeeping staff. The reasons for this are three-fold: to allow timely planning of any repairs to be carried out, to ensure tenants are satisfied with their accommodation and to ensure that terms and conditions of the licence are being followed. Residents will be made aware of the visits ahead of time, although exact timings will not always be available.

1.10 Payment schedules

In order to provide as much flexibility to student residents as possible, accommodation charges may be paid monthly, quarterly or annually, in advance. Please inform the Accounts office ahead of time regarding your preference. The default charging is quarterly. Payments are due within 14 days.
2. On-Site Accommodation

2.1 The Rayne Building

(Consisting of the following grades of rooms 2 x A1, 2 x A2, 3 x B1, 13 x B2, 3 x C2, 2 x C2*)

The Rayne Building is a 4-storey accommodation block on the main College site. The building is an excellent example of 1960s architecture found in Cambridge. It is incorporated into the main college structure, between Newnham Grange and the Hermitage.

Some of the Rayne Building rooms overlook a secluded part of the River Cam which runs through the College grounds. Other rooms face Silver Street and have prominent views of Queens’ Green.

The first and second floors of the Rayne Building have ten rooms each with shared facilities: two shower rooms, two toilets and a large kitchen. The third floor has five rooms (each with shower); two toilets; and a shared kitchen.

There are also two guest rooms situated on the top floor, available to book for all Darwin members and their guests.
2.2 **Newnham Grange**

*(Consisting of the following grades of rooms 19 x B2, 3 x C2)*

Newnham Grange is an attractive building at the eastern end of the main College site. Some rooms overlook a large stretch of lawn, the Darwin Study Centre, the new John Bradfield building, and the west end of the Silver Street bridge; others either face along the back of the College, looking onto the gardens and the river with its two small islands (the islands themselves are accessible over a wooden bridge), or overlook Silver Street and Queens' Green. Some of the second-floor rooms share a view of the Mill Pond, a popular riverside area that is situated next to the University Centre, the Double Tree Hotel, and a variety of bars and restaurants. Some rooms have balconies.

The rooms themselves are in three groups: the five first-floor balcony rooms; the six second-floor balcony rooms; and the eleven second-floor rooms along the corridor that runs the length of the building. Each group of balcony rooms shares a kitchen, a shower and a toilet. The corridor rooms share a double-sized kitchen, two showers and two toilets.

Newnham Grange is the renowned childhood home of Charles Darwin's granddaughter, Gwen Raverat; it retains many of the features she described in her memoir, *Period Piece.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>29, 32</td>
</tr>
<tr>
<td>A2</td>
<td>13, 23</td>
</tr>
<tr>
<td>B1</td>
<td>28, 30, 33</td>
</tr>
<tr>
<td>B2</td>
<td>10, 11, 15, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27</td>
</tr>
<tr>
<td>C2</td>
<td>9, 12, 22</td>
</tr>
<tr>
<td>C2*</td>
<td>8, 14</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>B2</td>
<td>40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 59</td>
</tr>
<tr>
<td>C2</td>
<td>39, 58, 60</td>
</tr>
</tbody>
</table>
2.3  The Old Granary

(Consisting of the following grades of rooms 8 x A1)

The Old Granary is a recently refurbished Grade II listed building with its main entrance on Silver Street and an internal entrance from the College garden. The building has extraordinary character: built in the early nineteenth century, it has been remodelled from its beginnings as a functional granary, becoming residential accommodation at the end of that century. It was also part of the Darwin residence from the time of Professor Sir George Darwin on.

Its appearance from the outside is matched inside with rooms of varying sizes and many original features. There are superb views of the Mill Pond from many of the bedrooms.

The Old Granary contains eight en suite student rooms sharing two kitchens and a dining area.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>1, 2, 3, 4, 5, 6, 7, 8</td>
</tr>
</tbody>
</table>

2.4  Newnham Terraces

Newnham Terrace hostels form part of the Darwin Domus. All rooms have Internet Connectivity and either face, the road or the river in the College Gardens.

2.4.1  2 Newnham Terrace:

(Consisting of the following grades of rooms 3 x A2, 3 x B2)

2 Newnham Terrace is due to be refurbished over the summer 2018 so will only be available until 30th June 2018.

There are six student rooms, sharing a large kitchen, a bathroom with shower and a bathroom with a bath.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>1, 3, 5</td>
</tr>
<tr>
<td>B2</td>
<td>2, 4, 6</td>
</tr>
</tbody>
</table>
2.4.2 3 Newnham Terrace:

(Consisting of the following grades of rooms 4 x A2, 2 x B2)
There are six student rooms, sharing a large kitchen, a bathroom with shower and a bathroom with a bath.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>1, 2, 3, 5</td>
</tr>
<tr>
<td>B2</td>
<td>4, 6</td>
</tr>
</tbody>
</table>

2.4.3 4 Newnham Terrace:

(Consisting of the following grades of rooms 1 x A2, 1 x B1, 4 x B2, 1 x C2, 1 x C2*)
There are eight student rooms, sharing a large kitchen, a bath, a shower and three toilets.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>3</td>
</tr>
<tr>
<td>B1</td>
<td>1</td>
</tr>
<tr>
<td>B2</td>
<td>2, 4, 5, 6</td>
</tr>
<tr>
<td>C2</td>
<td>7</td>
</tr>
<tr>
<td>C2*</td>
<td>8</td>
</tr>
</tbody>
</table>

2.4.4 9 Newnham Terrace:

(Consisting of the following grades of rooms 5 x A2, 4 x B2, 1 x C2)
There are ten student rooms, sharing a large kitchen, two bathrooms with showers and a separate toilet. One room is semi-basement level with its own shower and faces the garden. One room is an attic room with a view of the garden.
2.4.5 10 Newnham Terrace:

(Consisting of the following grades of rooms 8 x A2, 2 x B2)

There are ten student rooms, sharing two kitchens, two shower room, one bathroom and two separate toilets.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>2, 3, 4, 6, 10</td>
</tr>
<tr>
<td>B2</td>
<td>1, 7, 8, 9</td>
</tr>
<tr>
<td>C2</td>
<td>5</td>
</tr>
</tbody>
</table>

2.4.6 11 Newnham Terrace:

(Consisting of the following grades of rooms 7 x A2, 2 x B2)

There are nine student rooms, sharing a large kitchen, two bathrooms with showers: one with a bath and two separate toilets. One room is semi-basement level with its own shower and faces the garden.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>2, 3, 4, 5, 6, 7, 8, 10</td>
</tr>
<tr>
<td>B2</td>
<td>1, 9</td>
</tr>
</tbody>
</table>

Grade

Room number

A2

2, 3, 4, 6, 10

B2

1, 7, 8, 9

C2

5

Grade

Room number

A2

2, 3, 4, 5, 6, 7, 8, 10

B2

1, 9
2.4.7 12 Newnham Terrace:

(Consisting of the following grades of rooms 6 x A2, 2 x B2)

There are eight student rooms, sharing a large kitchen, two bathrooms with showers and a separate toilet. One room is semi-basement level with its own shower and faces the garden.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>2, 3, 4, 5, 6, 7, 8, 10</td>
</tr>
<tr>
<td>B2</td>
<td>1, 9</td>
</tr>
</tbody>
</table>

3. Off-Site Accommodation

![Map of Off-Site Accommodation]

- **THE MALTING HOUSE**
- **45a, 49a & 51 NEWNHAM ROAD**
- **GWEN RAVERAT HOUSE**
- **5 WORDSWORTH GROVE**
- **2 SUMMERFIELDS**
- **FRANK YOUNG HOUSE**
- **10 BARTON ROAD**
3.1 Gwen Raverat House

(Consisting of the following grades of rooms; Ground Floor 14 x B2, 4 x C2, First Floor 13 x B, 4 x C2, 1 x C2*, Second Floor 1 x A2, 14 x B2, 3 x C2)

Gwen Raverat House is a large purpose-built accommodation block named after Charles Darwin's granddaughter. It has three floors, each floor having eighteen student rooms, nine showers/toilets and three kitchens. All rooms have fitted furniture, a wash basin and internet connectivity. Laundry facilities are provided in the largest kitchen on each floor.

Built in 1996, this self-contained contemporary building is positioned behind Newnham Road, making it ideal for those looking for a quiet place to study. The hostel is only five minutes’ walk from the main College site.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>201, 202, 203, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218</td>
</tr>
<tr>
<td>C2</td>
<td>301, 302, 303, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318</td>
</tr>
<tr>
<td></td>
<td>104, 105, 106</td>
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<tr>
<td></td>
<td>204, 205, 206</td>
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<td></td>
<td>304, 305, 306</td>
</tr>
</tbody>
</table>

3.2 The Malting House

(Consisting of the following grades of rooms 4 x A2, 5 x B2, 3 x C2)

The Malting House is a Grade II listed building on Newnham Road overlooking the Granta (the Newnham area of the River Cam). The name, appearance and features of the Malting House highlight its original 19th century purpose and reflect the presence of old town life still visible in the city. The house has, however, undergone significant restoration and conversion in order to become a student hostel. It is a short walk from the main College site. The property has 12 student rooms and two en-suite guest rooms.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>1, 2, 4, 6,</td>
</tr>
<tr>
<td>B2</td>
<td>3, 8, 10, 11, 13</td>
</tr>
<tr>
<td>C2</td>
<td>5, 7, 12</td>
</tr>
</tbody>
</table>
3.3  45a, 49a & 51 Newnham Road

(45a consisting of the following grades of rooms 3 x B3, 3 x C3*, 49a consisting of 3 x A2, 1 x B2, 1 x C2, 1 x C2*, 51 consisting of 2 x A2, 5 x B2, 3 x C2)

45a and 49a Newnham Road are two hostels that are situated above ground-floor shops on Newnham Road, a short walk from the main College site. These are surprisingly spacious properties with rooms that overlook either Newnham Road at the front or a quiet courtyard and Gwen Raverat House at the rear of the property. The rooms in each hostel share modern kitchens, dining rooms, toilets and showers. 51 stands alone with five of the rooms being en suite.
3.4 5 Wordsworth Grove

(Consisting of the following grades of rooms 6 x A3, 2 x C3)

5 Wordsworth Grove is a large semi-detached house on a quiet residential street just a short distance from Frank Young House and a ten-minute walk from the main College site.

There are two bedrooms, a single toilet, a spacious kitchen with a communal area and shower room on the ground floor. On the first floor there are four bedrooms, a bathroom with shower and two toilets. There are two further bedrooms on the second floor.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
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</thead>
<tbody>
<tr>
<td>A3</td>
<td>1, 2, 3, 4, 5, 7</td>
</tr>
<tr>
<td>C3</td>
<td>6, 8</td>
</tr>
</tbody>
</table>

3.5 2 Summerfield

(Consisting of the following grades of rooms 5 x A3, 1 x B3, 1 x C3, 1 x C3*)

2 Summerfield is a pleasant former family house situated down a quiet lane near the Gonville and Caius College playing field. The ground floor of the hostel has two bedrooms, a kitchen, dining room and a toilet. There are three bedrooms on the first floor as well as a toilet, a shower room and a bathroom with shower. There are three further bedrooms on the second floor. There is a small garden at the rear of the hostel.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
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<tbody>
<tr>
<td>A3</td>
<td>1, 2, 3, 4, 6,</td>
</tr>
<tr>
<td>B3</td>
<td>7</td>
</tr>
<tr>
<td>C3</td>
<td>5</td>
</tr>
<tr>
<td>C3*</td>
<td>8</td>
</tr>
</tbody>
</table>
3.6 **Frank Young House**

(Side 8 consisting of the following grades of rooms 4 x A2, 10 x B2 and side 9 consisting of 5 x A2, 8 x B2, 1 x C2)

Frank Young House is named after the first Master of Darwin College, Professor Sir Frank George Young (a renowned biochemist, who contributed to the study of diabetes). The building is on Wordsworth Grove, a quiet residential street, and overlooks Gonville and Caius College’s sports ground. There are a few car-parking spaces, so students who need to have a car and have permission from the Motor Proctor are likely to be accommodated here.

Outside, the hostel has a large wooden decking area providing a pleasant communal space for residents to enjoy. Frank Young House is only a few minutes’ walk from the College.

The hostel has four floors with kitchens, bathrooms and showers on each of the first three levels. There are ten student rooms on each of the ground and first floors, six rooms on the second floor and two on the top floor of the building. All rooms have a wash basin.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
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<tbody>
<tr>
<td>A2</td>
<td>3, 4, 5, 8, 10, 13, 17, 18, 19, 22, 23, 24, 27</td>
</tr>
<tr>
<td>B2</td>
<td>1, 2, 6, 7, 9, 11, 12, 14, 15, 16, 20, 21, 25, 26, 28</td>
</tr>
</tbody>
</table>

3.7 **10 Barton Road**

(Consisting of the following grades of rooms 5 x A2, 2 x A3, 2 x B2, 1 x C2*, 1 x C3, 1 x C3*)

10 Barton Road is a large renovated house converted into student accommodation, situated on the main road that runs through the centre of Newnham. It has a large back garden with an extensive lawn.

A spacious open kitchen on the ground floor serves the main rooms of the property. Other facilities include a ground floor toilet, a ground floor bathroom with toilet and sink, a toilet on the first floor and bath with a shower and sink on the second floor. Two of the ground floor rooms have doors that open out on to the rear garden. There is also an annex to the side where two rooms have a self-contained area that includes a kitchen and a shower room.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A2</td>
<td>1, 2, 4, 6, 7</td>
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<tr>
<td>A3</td>
<td>11, 12</td>
</tr>
<tr>
<td>B2</td>
<td>3, 8</td>
</tr>
<tr>
<td>C2*</td>
<td>9</td>
</tr>
<tr>
<td>C3</td>
<td>5</td>
</tr>
<tr>
<td>C3*</td>
<td>10</td>
</tr>
</tbody>
</table>
3.8 Hardwick House

(Consisting of the following grades of rooms Block A, 13 x A1, 1 x B1, Block B, 11 x A1, 1 x B1)

Hardwick House is made up of two blocks of single en suite rooms, Block A, 1-14 has three floors with five rooms on each of the ground and first floors and four rooms on the top floor. On each floor there is a shared kitchen with dining space. Block B 15-25 consists of two floors, each with six rooms and a kitchen with dining space.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Room number</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 24, 25, 26</td>
</tr>
<tr>
<td>B1</td>
<td>4, 19</td>
</tr>
</tbody>
</table>

4. 4 Family Flats (Located on Eltisley Avenue, Kings Road, Ashworth Park and Croft Lodge)

- DARWIN COLLEGE MAIN SITE
- 4 CROFT LODGE
- 56 & 57 ELTISLEY AVENUE
- 62 & 63 ELTISLEY AVENUE
- 1, 1A & 1B KINGS ROAD
- 1, 5, 8, 11 & 12 ASHWORTH PARK
- 16, 18, 26 & 27 ASHWORTH PARK
- 1-2 & 3-4 NEWNHAM PATH
4.1 One Bedroom Flats

This accommodation is suitable for couples without children. Most of the ground floor flats have access to a garden area. Gas and Electricity charges are not included within the rental price. These are on a metered contract which is invoiced to the College and which will be re-charged without any additional fees to your College account on a regular basis. Original copies of the invoice for your property from the energy supplier may be provided if required. Water is included within the price of the licence fee. A deposit no more than four weeks rent will be charged to your College account shortly after arrival along with your first terms rent.

Eltisley Avenue

The College owns five, one bedroom flats in Eltisley Avenue, in the Newnham village just half a mile from the main college building. (See plan of 57 Eltisley Avenue Lower below.)

1 Kings Road

The College owns a flat complex on Kings Road consisting of two one bedroom flats and two studio apartments, just over half a mile from the main college building. The building used to be a pub called The Hat and Feathers which was renovated. (See plans of Flat 1 and Flat 2 below.)
Ashworth Park

The College owns six, one-bedroom flats in Ashworth Park set in a quiet area just off Kings Road. In the sought after location of Newnham, just a short walk from the main college building, but with good access to the City, all major roads and local amenities. (See plan of Flat 11 below.)
4.2 Two Bedroom Flats

These flats are mainly suitable for couples with one child. These are located in the upper part of the buildings. Gas and electricity charges are not included within the rental price, but accounts are already set up with a company (EON / British Gas) you won’t be able to change the company but you can negotiate a plan and payment with them after you arrive when you should let them know that you are renting the apartment. Water is included within the price of the rent. A deposit equal to four weeks rent will be charged to your College account shortly after arrival along with your first terms rent.

Eltisley Avenue

The College owns three, two bedroom flats in Eltisley Avenue in the Newnham village just half a mile from the main college building. (See plan of 57 Eltisley Avenue Upper below.)

Ashworth Park

The College owns three, two bedroom flats in Ashworth Park set in a quiet area just off Kings Road. In the sought after location of Newnham, just a short walk from the main college building, but with good access to the City, all major roads and local amenities. (See plan of Flat 27 below.)
1A & 1B Kings Road

The College has two, two bedroomed small houses suitable for couples with a child. These are situated just behind the flats at 1 Kings Road.

4.3 Two Bedroom Flats (with bunk beds)

This accommodation is suitable for couples with two children. The rent does not include charges for Gas and Electricity. These are on a metered contract which is invoiced to the College and which will be re-charged without any additional fees to your College account on a regular basis. Original copies of the invoice for your property from the energy supplier may be provided if required. Water is included within the price of the rent. A deposit not more than four weeks rent will be charged to your College account shortly after arrival along with your first terms rent.

18 Ashworth Park

The College owns one, two bedroom flat with bunk beds in Ashworth Park set in a quiet area just off Kings Road, located in the upper part of the building. In the sought after location of Newnham, just a short walk from the main college building, but with good access to the City, all major roads and local amenities. (See plan for Flat 18 below.)
4 Croft Lodge

The College lets one, ground floor two bedroom flat with a bunk beds in Croft Lodge set in an apartment block just off Barton Road. In the sought after location of Newnham, just a short walk from the main college building, but with good access to the City, all major roads and local amenities. (See the plan for the Flat 4 below.)
5. The Rules

Furniture & Furnishings:

You may not bring your own furniture or curtains into your room. Furniture and curtains provided by the College cannot be removed from your room.

All rooms have curtains or blinds and are fully carpeted. Beds are standard single size and have mattresses and a mattress protector fitted. Double beds are not permitted in single student rooms except in the Old Granary where they are provided by the College. Extra-long beds may be provided by the Clerk of Works on medical grounds. You may purchase a bedding pack (see Page 4) or bring your own bedding.

Heating:

Central heating is provided in all College living areas from October through to April. Please do not have the radiator on when your windows are open. Please turn your radiator down, or off, when you are away from your room.

Electrical items:

All appliances used in College properties (Inc. kitchens) should conform to a British Standard and should be PAT tested before use. If you are unsure of whether any electrical equipment you have conforms to this standard please speak to the Clerk of Works. The College arranges PAT testing to be carried out in October on all electrical appliances, including student owned equipment. The Maintenance Department will issue details of PAT testing arrangements. The College reserves the right to remove unsafe electrical items from student accommodation. Students who purchase electrical equipment after the October PAT testing week are to contact the Clerk of Works to arrange PAT testing of that equipment. A charge may be levied for this testing.

Items such as fridges & freezers (in addition to those supplied by the College), microwaves, hobs or rice cookers are not permitted in individual rooms.

Square electrical adaptors are no longer legal for use in College properties – 4-way extensions are allowed but Fire Regulations ban multiple usage (i.e. extensions plugged into extensions). If you are travelling from overseas, you are advised to bring the minimum of personal electrical equipment because it may not conform to British Standards.

The College is striving to reduce its environmental impact, and encourages residents to turn off all heating and electrical goods when leaving their room.

Cleaning:

Your room will not be cleaned by a College cleaner. Residents are responsible for the tidiness of their own rooms, washing up their dishes, making their beds, and helping to keep any communal area, especially the kitchens and bathrooms clean and tidy.

Keys:

You will receive one room key on arrival and a front door key to the main College. There is a charge for providing a duplicate key if the original is lost. Some properties are accessed using an electronic key system (Salto) which can be programmed at the Porters Lodge.

Giving notice of vacating a room/flat:

Accommodation licences are for a fixed period, and may not be ended early except under a few exceptional circumstances. Please refer to the accommodation licence for further details.
Vacating a room:

When you vacate a room, you must clear it of all possessions and any rubbish. If you leave it in a state that requires Darwin College staff to clear it, you will be charged an amount at the discretion of the Domestic Bursar. The keys can only be returned to the Porters Lodge unless during working hours and they are not available, in which case they can be given to the Accommodation Office. Please note that you are responsible for the room and any charges associated with it until the keys have been returned, or your Salto access removed.

Changing rooms:

Normally a change of room is not permitted. If you have a special reason for wanting to move, you need to put this in writing to the Accommodation Office. An administrative fee may be charged.

Damage:

Any damage to rooms will have to be paid for by the occupant(s). If damage to rooms or communal areas is not traceable to individuals, costs may be charged equally among all residents in that property. Please see the attached sheet for details of charges.

Cooking:

Please note that cooking is only allowed in the designated kitchen for your room. Cooking in your room is not allowed. You should never leave cooking unattended. Please make sure to switch off cookers and kettles at the switch on the wall.

Smoking:

Smoking is not permitted in any buildings at all in Darwin College including e-cigarettes.

Candles etc:

Please note that you are not permitted to have any candles, joss sticks or such items of any kind in the accommodation and they will be removed if found.

Guests:

Not to have overnight guests except occasionally and for Fire Safety reasons, all overnight guests should be registered at the Porters’ Lodge.

Bicycles:

Bicycles are not allowed inside any College buildings.

Fire alarms and fire drills:

You must always respond to a fire alarm, by leaving the building and reporting to your designated fire assembly point, the location of which is available on the notice boards within the property. There will be at least one fire drill in the course of the year, which is a legal requirement. Tampering with Fire Safety equipment (such as extinguishers), fire detection equipment (such as plastic covers over smoke/heat detector heads) contravene the Fire Safety regulations. If you tamper with any of this equipment the College retains the right to cancel your licence agreement.
Darwin College, Silver Street, Cambridge CB3 9EU

ACCOMMODATION LICENCE

Name

<table>
<thead>
<tr>
<th>Name:</th>
<th>Room Location</th>
</tr>
</thead>
</table>

Licence fee (per week): | Start Date: | End Date: |

Declaration by the student licensee:

I agree to be bound by the terms of the licence granted by Darwin College, Cambridge to occupy the above Room for the period beginning on the above Start Date on the annexed terms.

I have read the annexed terms. I have noted particularly those matters underlined in the terms, including the following:

- The room is for my sole use.
- I may only leave before the agreed end date (mentioned above) under circumstances detailed in Para 3 (d)
- I must pay the licence fee (rent) within 14 days of receiving an invoice from the College;
- I must familiarise myself with fire procedures;
- I must not use any unauthorised cooking, heating, or electrical equipment in my room.
- I will not keep candles or incense in my room.
- I must not have overnight guests except occasionally and after having informed the Porters;
- I am responsible for my guest’s behaviour at all times.
- I must not remove any furniture and not affix anything to the walls;
- I will maintain the room and the accommodation in a clean and tidy state;
- I will not bring any bicycles into the accommodation;
- When I am away or on vacation, I must return all keys to the Porters, including the College front door key.

Student licensee’s signature:

Print name:

Date:

Agreed on behalf of the College:

Signed:

Print name:

Date issued:

Position:

Keys issued:
Darwin College Accommodation Licence Schedule of Terms

Introduction

1. This agreement governs the licence granted by Darwin College, Cambridge to you for the purpose of occupying the agreed room (stated on the cover sheet of this document) provided by the College for the period beginning on the agreed start date and ending at the latest on the following 31st August (‘the end date’, which may be amended in accordance with paragraphs 3c, 3d and 3e below) in return for the payment by you of the agreed licence fee per week however levied.

Interpretation

2. In this agreement:
   a. ‘this agreement’ means this document and any attached annexes and schedules unless expressly excluded from this agreement;
   b. ‘the College’ means Darwin College, Cambridge and ‘we’, ‘us’, ‘our’ and other forms are to be construed accordingly;
   c. the Licensee is referred to as ‘you’, ‘your’ and other forms are to be construed accordingly;
   d. ‘the parties’ are you and us;
   e. ‘the room’ means the specific room(s) identified in Paragraph 1 above;
   f. ‘the accommodation’ means the room and the building in which it is situated together with any land associated with the building;
   g. ‘College property’ means all Darwin College buildings and gardens, including property leased, rented, or otherwise occupied by the College;
   h. ‘occasional’ means done infrequently and irregularly;
   i. ‘in writing’ includes communication by e-mail;
   j. “notice” and “notified” means in or by writing;
   k. any clause that specifies agreement with the College or similar is to be taken as meaning agreement in writing with the Bursar, Head of Domestic Operations, Clerk of Works or the Accommodation Manager as appropriate.

The Licence – term and notice periods

3. It is agreed between you and the College that:
   a. the licence covers the sole use by you of the room provided whilst you are undertaking an approved and formally recognised course of study or research in the University of Cambridge and/or another organisation approved by the College;
   b. you are responsible for the licence fee from the start date until the end date;
   c. the licence may be extended:
      (1) for periods of an academic term (or multiple academic terms) up to 31st August in the following academic year only in exceptional circumstances, including but not limited to medical and welfare reasons, and when the application is supported by the Dean; or
      (2) for shorter periods at the discretion of the College;
   d. the licence only may be terminated earlier than the originally agreed end date under the following circumstances:
      (1) if your course is officially ending, the end date may be brought forward to the last day of the month after your course has officially ended, provided you have given the College two weeks’ written notice in advance of the requested end date;
      OR (2) if you are required to leave College accommodation in circumstances including but not limited to academic requirements (such as field study), intermission or disciplinary reasons, and you have given at least 2 weeks’ notice.
      OR (3) otherwise at the discretion of the College but only in exceptional circumstances and supported in writing by the Dean.
      AND (4) if the new end date is the last day of a calendar month
      AND (5) all outstanding invoices for accommodation have been settled.
   e. you are responsible for making any request giving notice applying for extension, or bringing forward of the end date, in writing; no alteration of the end date will be valid unless it fulfils the conditions in 3(c) or 3(d) and is agreed in writing by the College;
   f. on the end date:
      (1) you must return all keys issued to you to the Porters’ Lodge unless the College agrees some other arrangement in writing;
      (2) your liability to pay the licence fee for periods from that date on ends, unless you have not returned all the keys, in which case you will be charged a daily licence fee until all the keys are returned; and
      (3) you must vacate the accommodation by 2359 hours.
   g. the licence fee covers all utilities including but not limited to gas, electricity and wired and wireless internet access where available;
   h. you will be invoiced for the licence fee in advance in such form as the College determines (generally monthly or quarterly);
   i. you do not enjoy exclusive possession of the room, and you are required to share the use of bathrooms, kitchens, laundry and other similar rooms in the building and you are subject to various conditions on the use of the room and building as detailed in this agreement;
   j. you may be required, with or without notice, to move to another or vacate the room temporarily or permanently (eg. For security reasons during the May Ball);
   k. the licence is not protected under the Rent Acts, the Housing Act 1988 or any other associated legislation.

Specific terms and conditions

4. You agree:
   On arrival and whilst in occupation:
   a. due care must be taken of all keys and access cards issued to you. Loss of a key may result in you being charged not only for its replacement but also for the replacement of associated locks in addition to any administrative fee levied to cover items such as but not limited to College maintenance staff time;
   b. to become familiar with College fire procedures howsoever published and/or displayed and especially:
      i. keep stairways, landings and corridors clear at all times,
      ii. not to wedge open or obstruct fire doors in any way and
      iii. not to tamper with fire alarms, door closers and other fire detection and fire-fighting equipment (which may additionally be an offence under the Regulatory Reform (Fire Safety) Order 2005);
   c. to pay the full amount of the licence fee within 14 days of an invoice being raised by the College;
   d. to notify in writing to the Housekeeping Office within 48 hours of signing this agreement any discrepancies regarding the room inventory such as but not limited to missing items or items not recorded as damaged or worn;
   e. subject to the College’s liability under paragraph 5(a) below, to accept the risk personally or to provide your own contents insurance against loss or damage to belongings.
f. not to sub-let the room or any part of the accommodation;
g. not to remove or damage any fixture, fitting or furniture or anything owned by the College from the accommodation in which the mattress was initially located;  
h. not to remove or install, or to alter in any way without permission in writing from the College, any wall fixings or adhesive products in the accommodation such as but not limited to adhesive putty (‘Blu-tac’, ‘White-tac’ or similar), picture hooks, adhesive tape, staples or drawing pins to attach posters, pictures, decorations or similar to the wall without the written permission of the College. Any unauthorised use of such items will result in a charge being made as a result of the damage caused;
i. not to remove any furniture, fixtures or fittings belonging to the College from the accommodation in which the furniture, fixtures or fittings were originally located;
j. not to park or store a motor vehicle (motorbike, car or other) on College property without the express permission of the College IT Department; 
k. if such conditions are not imposed, only to keep a motor vehicle in accordance with University Statutes and Ordinances and the requirements of the University Motor Proctor;  
l. not to park or store a motor vehicle (motorbike, car or other) on College property without the express permission of the College;  
m. not to install any satellite receiving dish, cable TV equipment or similar on the outside of the accommodation;  
n. to be responsible for any TV or other telecommunications licence required in connection with use of such equipment in the accommodation;  
o. to allow the College to PAT test your electrical equipment and specifically:

i. to conform with the requirements of the arrangements made for PAT testing of which the College will issue notice in the Michaelmas Term;

ii. to grant College organised PAT testers access to your room for the purposes of testing of and certifying by way of applying an adhesive sticker to his or her electrical equipment;

iii. to present electrical equipment purchased subsequent to any College organised PAT testing to the Clerk of Works and to agree that there may be an extra charge levied for such testing;

q. not to use a portable electric heater or gas fire in your room.

r. not to install any satellite receiving dish, cable TV equipment or similar on the outside of the accommodation;  
s. to be responsible for any TV or other telecommunications licence required in connection with use of such equipment in the accommodation;  
t. to allow College officers, staff and contractors access to your room to perform an inspection at least biannually, and to carry out essential duties including, but not limited to, emergency repairs, replacement and/or cleaning of fixtures and fittings and health and safety and hygiene inspections;  
u. not to paint, redecorate or otherwise alter the accommodation in any way without permission in writing from the College;

w. not to use any wall fixings or adhesive products in the accommodation such as but not limited to adhesive putty (‘Blu-tac’, ‘White-tac’ or similar), picture hooks, adhesive tape, staples or drawing pins to attach posters, pictures, decorations or similar to the wall without the written permission of the College. Any unauthorised use of such items will result in a charge being made as a result of the damage caused;

x. not to remove any furniture, fixtures or fittings belonging to the College from the accommodation in which the furniture, fixtures or fittings were originally located;  
y. to maintain the room, the accommodation and any garden attached thereto in a clean and tidy state;  
z. to report to the Clerk of Works any fault with the accommodation as soon as is reasonably practicable after such fault becomes known to you;  

aa. to replace light bulbs in the room using only those light bulbs provided or approved by the Clerk of Works;

bb. not to barbecue or otherwise cook outside on College property except when using the ‘Small Island’ in accordance with the terms and conditions applicable at the time of using that island;

cc. to respect the right of quiet enjoyment of those in neighbouring properties and not to make any unreasonable noise or disturbance between 2300 hours and 0600 hours on Sunday evenings to Friday mornings and 0000 hours to 0700 hours on Saturday and Sunday mornings;  

dd. to ensure any bicycle owned or leased by you is kept in accordance with the relevant policy in place at the time of signing this agreement;

ee. not to bring any bicycle into the accommodation including common areas;

ff. not to keep animals on College property except on medical grounds with written permission of the College;

 gg. to be environmentally responsible including but not limited to switching off lights and electrical equipment when not in the room or the accommodation and to follow recycling and other environmental requirements and guidelines;

With respect to motor vehicles:  

hh. to comply with any additional room licence conditions specific to any property restricting the keeping of motor vehicles (eg. Hardwick House);

ii. if such conditions are not imposed, only to keep a motor vehicle in accordance with University Statutes and Ordinances and the requirements of the University Motor Proctor;

jj. if a motor vehicle is kept in accordance with Paragraph ii. above not to cause neighbours of the Property any nuisance by activities including but not limited to parking other than in accordance with local authority or other regulations or anti-social use;

kk. not to park or store a motor vehicle (motorbike, car or other) on College property without the express permission of the College;  

With respect to computers and data networks:

ll. to comply with those rules and guidelines for the use and misuse of computers laid down by the Cambridge University Information Services (UIS) and associated groups including but not limited to the Information Services Committee (ISC), the Cambridge University Data Network and the Janet Network;

mm. to allow statistical data being gathered on your network usage, including identification of remote sites and traffic volumes to or from those sites. This data may be used for network administration, advice to or cautioning of that user and/or possible charging for excessive use. This data may be shared between the network administrators of the College and of the University;

nn. agrees the University or the College can at its own discretion and without advance warning disconnect you for any breach of paragraph 4(II) above or in the event that the College IT Department judges the device or usage to be a threat to the good operation or integrity of the network;

With respect to guests:

oo. not to have overnight guests except occasionally and only then having informed the Porters’ Lodge in order to comply with fire evacuation procedures. All guests must be known personally to you, and you take full responsibility for them. Long-term or regular sharing or is not allowed; offering College accommodation to be shared with unknown guests through the internet (eg. Couchsurfing.com) is strictly forbidden;

With respect to the accommodation:

pp. on vacation to remove all personal belongings from the accommodation and to leave the room and those parts of the accommodation for which you have been responsible clean and tidy in the manner in which you found it;

qq. any refund of licence fees due to vacation before 31st August in accordance with paragraphs 3c, 3d, 3e and 3f will only be returned by the Accounts Department after the return of all keys issued and payment of all licence fees, damages and other charges reasonably levied by the College. Any such other charges may be deducted from any refunds due;

Extra charges:

ss. that a failure to be environmentally responsible in accordance with paragraph 4(II) may result in additional utilities and/or administrative charges being levied at the discretion of the Head of Domestic Operations;

tt. to pay for damaged items and any cleaning necessary because your room is not left in a clean and tidy state and with the attached list of housekeeping and room damage charges which is not part of this agreement and which may change from time to time.

5. The College agrees to:

a. accept liability for loss or damage caused by its breach of the terms of this agreement, its statutory obligations or wilful or negligent acts or omissions of its servants, agents and contractors;
b. give notice wherever possible of any visits by College staff or contractors to the Licensee’s room;

c. give notice where possible if you are required to move to another or vacate the room temporarily or permanently;

Exemptions and reviews

6. Any applications for an exemption from the above terms and conditions or for a review of any decision made by the College in respect of an application made in accordance with the above terms and conditions should be made in writing to the Accommodation Office, and a reply, with reasons, will be given in writing by the appropriate College officer.

Breaches of terms and conditions

7. In the event that you:
   a. are in breach of any of your obligations under this agreement;
   b. are found guilty by the College, the University or the courts of a serious offence including but not limited to substance use, abuse or supply, violent or aggressive behaviour, harassment or damage to property; or
   c. intermit or cease to be a full-time student of the University
then the College retains the discretion to:
   i. terminate immediately or on notice the licence made under this agreement;
   ii. refuse any application to extend this licence or issue a new licence for College accommodation; or
   iii. impose an academic sanction including but not limited to withholding presenting you for graduation.

8. Should the College decide not to terminate the licence under 7(a) or (b) but the breach or behaviour continues or is repeated then the College reserves the right to terminate the licence on that basis. A written warning to this effect will be served on you.

9. If the College decides to terminate the licence under 7(b) then it may continue to do so even if an appeal is made by you with regard to those disciplinary or criminal proceedings that gave rise to the termination of the license under 7(b).

10. In the event the College decides to terminate this licence then a written Notice to Quit shall be served on you giving you not less than four weeks to quit those premises made available under this agreement.

11. You remain liable for the licence fee up to and including the date of vacating. The College will return to you any excess licence fee, key deposit or other monies paid by you and refundable under this agreement less any reasonable costs and expenses of the termination.

12. Monies payable to you will only be paid after you have quit to the satisfaction of the College those premises made available under this agreement.

13. In the event that you have not quit those premises made available under this agreement the College may apply to the court for an order for possession of those premises. In the event such an order is granted the College will ask the court further to order that you pay the College loss of income and its reasonable legal costs and expenses incurred in the contemplation, preparation, prosecution and enforcement of those legal proceedings with interest.

v.4.6 dated 30 May 2019
**COMMON LAW TENANCY – STATEMENT OF TENANCY PARTICULARS**

*College Flats*

Section 8 of the Rent Act 1977 and paragraph 8 of Schedule 1 to the Housing Act 1988 (‘the Acts’) excepts from the definition of ‘protected tenancy’ and ‘assured tenancy’ in section 1 of the respective Acts a tenancy granted to a student, or prospective student, at a specified educational institution if the tenancy is granted by that or another specified institution or body. Under r3 of the Assured and Protected Tenancies (Lettings to Students) Regulations 1988 Darwin College is such a specified institution. Consequently, this tenancy is made under common law and is not subject to the Acts, although the Protection from Eviction Act 1977 still applies.

This Statement of Tenancy Particulars and the annexed Schedule of Terms together form and govern the fixed-term common law tenancy agreement between the Landlord and the Tenant for the purpose of letting the Dwelling for the fixed term beginning on the Start Date and ending, unless otherwise terminated in accordance with this agreement, on the End Date (inclusive) in return for the payment of the Rent and the Service Charge howsoever levied, such respective terms being defined as follows:

| Landlord: | Darwin College, Cambridge |
| Tenant: | {{Name_Title}} {{Tenant}} |
| The Dwelling: | {{Dwelling}} {{Room_Location_Description}} |
| Start Date: | {{StartDate}} |
| End Date: | {{EndDate}} |
| Rent per week: | |
| Service Charge per week: | {{Utilities_per_week}} |
| Total per week Rent and Service Charge: | {{Total_Per_Week}} |
| Deposit: | £500.00 |

Tenant’s email address: | Tenant’s phone number: |

Other Adult Occupier

**Signature**

| Tenant: | |
| Signature: | |
| Full name: | |
| Date: | |

| For the Landlord: | |
| Signature: | |
| Full name: | |
| Date: | |

**Darwin College Common Law Tenancy Schedule of Terms**

**Introduction**

1. The Statement of Tenancy Particulars (‘the Particulars’) and this Schedule of Terms together form and govern the fixed-term common law tenancy agreement (‘this agreement’) between the Landlord and the Tenant (‘the parties’) for the purpose of letting the Dwelling for the fixed term beginning on the Start Date and ending, unless otherwise terminated in accordance with this agreement, on the End Date (inclusive) in return for the payment of the Rent and the Service Charge howsoever levied.
Definitions and interpretation

2. In this agreement:
   a. The Landlord, the Tenant, the Dwelling, the Start Date, the End Date, the Rent, the Service Charge, the Deposit, and the Common Parts are all as identified in the Particulars;
   b. The Landlord is referred to as ‘the College’ and ‘we’, ‘us’, ‘our’ and other forms are to be construed accordingly;
   c. The Tenant is referred to as ‘you’ and ‘your’ and other forms are to be construed accordingly;
   d. ‘the Property’ means the building in which the Dwelling is situated and any land in which that building sits;
   e. ‘the Fixed Term’ means the period beginning on the Start Date and ending on the End Date;
   f. for clarity, both the Dwelling and the Common Parts are part of the Property;
   g. any clause that specifies agreement with the College or similar is to be taken as meaning agreement with the Bursar or an employee under the authority of the Bursar.

Other occupiers

3. The College agrees that in addition to you (1) the adult named as the Other Adult Occupier in the Particulars, and (2) your children or other dependents who are under 18 years of age at the start of the Tenancy, may live in the Dwelling. For the avoidance of doubt they are not tenants.

The Dwelling

4. You may use the Common Parts in common with other occupiers of the Property.
5. The College will provide you with such information about the Dwelling, the Dwelling’s installations and any services provided to the Dwelling as is reasonably necessary to enable you to comply with the obligations contained in Paragraph 19 (payment of Council Tax, utilities and other charges) and Paragraph 21 (Care, maintenance and redecoration of the Dwelling) of this agreement.
6. The dwelling is not currently subject to a mortgage.

The Term and Expiry of the Fixed Term

7. The Tenancy created by this agreement lasts for the period specified in the Particulars unless terminated early in accordance with Paragraphs 40 to 42 or by mutual agreement between the parties.
8. If the Tenancy is not terminated before the End Date then you must vacate the Dwelling by 2359hrs on the End Date unless otherwise agreed with the College.
9. If with the agreement of the College you continue to live in the Dwelling after the End Date and no further tenancy has been entered into by the parties, then:
   a. from the expiry of the Fixed Term you shall occupy the Dwelling on a month-by-month basis under the terms of this agreement less those regarding the payment of rent and any service charge contribution;
   b. the rent and any service charge contribution shall be due monthly in advance levied and paid howsoever the College specifies; and
   c. this continuing occupation may be terminated by either party with a month’s notice or by mutual agreement between the parties.
10. The Tenancy will in any event be terminated if you cease to undertake an approved and formally recognised course of study or research in the University of Cambridge and/or another organisation approved by the College;

Service Charge contribution

11. The contribution to the service charge stated in the Particulars covers the service and charges attributable to the Dwelling as detailed in the Particulars.

Payment of Rent

12. The Rent and Service Charge will be invoiced quarterly in advance in such form as the College determines and must be paid in accordance with the terms and conditions specified in that invoice.
13. Interest of 3% above the Bank of England’s base rate will be payable on any rent which is more than 14 days overdue. The interest will be payable from the date on which the rent fell due until the date it is paid.

Inventory and meter readings

14. An inventory and condition report, together with meter readings for those utilities you are expected to pay, will be provided to you with this agreement.
15. Unless the College receives written comments on and agrees amendments to the inventory, you shall be taken as accepting the inventory and condition report as a full and accurate record of the condition of the Dwelling and its contents.

The Deposit

16. You must pay the Deposit within one week of signing this agreement. The Deposit will be held by the College under its own
arrangements.

17. You agree that the College may make reasonable deductions from the Deposit at the end of the Tenancy for the following purposes:
   a. except for fair wear and tear, to make good any damage to the Property or any of the items listed in the inventory caused by your failure to comply with your obligations under this agreement;
   b. to replace any items listed in the inventory which are missing from the Dwelling at the end of the Tenancy;
   c. to pay any rent which remains unpaid at the end of the Tenancy;
   d. where you have failed to comply with Paragraph 31 of this agreement, to cover the reasonable removal, storage and disposal costs incurred by the College;
   e. where you have failed to comply with Paragraph 30 of this agreement, to pay the reasonable cleaning costs incurred by the College to remedy that failure;
   f. where you have failed to comply with the obligation in Paragraph 20d, to recover any reconnection charge paid by the College;
   g. where you have made any addition or alteration to the Property or have redecorated the Property without the College’s prior written consent (see Paragraph 21b), to cover the reasonable costs incurred by the College in removing or reversing any such addition or alteration or in reinstating the former decorative scheme.

Your obligations as Tenant

18. You must pay the rent in accordance with Paragraph 12 above;

Payment of Council Tax, utilities and other charges

19. You must pay:
   a. all council tax due to the relevant local authority in respect of the Dwelling during the Tenancy, except where this is included in the rent or the service charge contribution (see Paragraph 11 and the Particulars);
   b. all charges due to the relevant suppliers in respect of any electricity, gas or water (including sewerage) services used at or supplied to the Dwelling during the Tenancy and pay all charges to the provider for the use of any telephone, satellite, cable or broadband services at the Dwelling during the Tenancy, except to the extent these are included in the Rent or the Service Charge contribution (see Paragraph 11 and the Particulars);
   c. any television licence fee payable in respect of the Dwelling during the Tenancy, except where this is included in the Rent or the Service Charge contribution (see Paragraph 11 and the Particulars); and
   d. any reconnection charge where any service mentioned in Paragraph 19b has been disconnected as a result of your failure to comply with your obligation to pay for the service.

Use of the Dwelling, pets and prohibited conduct

20. You must:
   a. occupy the Dwelling as your only or principal home;
   b. not use the Property for the purposes of a business, trade or profession except with the prior written consent of the College which must not be unreasonably withheld or delayed. In particular, it will not be unreasonable for the College to withhold consent if there is a reasonable likelihood that the use proposed would:
      (1) give rise to a tenancy to which Part II of the Landlord and Tenant Act 1954 (business tenancies) applies; or
      (2) cause a nuisance to the occupiers of neighbouring Dwellings or significantly increase wear and tear to the Dwelling or Property;
   c. not use the Property for any illegal, immoral, disorderly or anti-social purposes;
   d. not do anything to or in the Property which may reasonably be considered a nuisance or annoyance to the occupiers of neighbouring properties; and
   e. you must not keep any pets or other animals at the Property without the prior written consent of the College which must not be unreasonably withheld or delayed. If permission is given, it may be given on the condition that you pay an additional reasonable amount towards the Deposit.

Care, maintenance and redecoration of the Dwelling

21. You:
   a. must take reasonable care of the Property and any items listed in the inventory. This includes (but is not limited to):
      (1) taking reasonable steps to keep the Dwelling adequately ventilated and heated so as to prevent damage from condensation;
      (2) taking reasonable steps to prevent frost damage occurring to any pipes or other installations in the Dwelling, provided the pipes and other installations were adequately insulated at the start of the Tenancy; and
      (3) disposing of all rubbish in an appropriate manner and at the appropriate time;
b. must not make any addition or alteration to the Property or redecorate the Property (or any part of it) without the College’s prior written consent which must not be unreasonably withheld or delayed;

c. must notify the College as soon as reasonably possible about any repairs that are needed to the Property or to any items listed on the inventory for which the College is responsible (see Paragraphs 35 to 37);

d. will be liable for the reasonable cost of repairs where the need for them is attributable to your failure to comply with the obligations set out above in Paragraphs 21a and 21b or where the need for repair is attributable to the fault or negligence of yours, any member of your household or any of your visitors; and

e. shall promptly replace and pay for any broken glass in windows at the Property where you, any member of your household or any of your visitors cause the breakage.

Security of the Dwelling and periods of absence of more than 28 days

22. You must:

a. not leave the Dwelling unoccupied for more than 28 consecutive days without giving notice in writing to the College; and

b. take reasonable steps to ensure that the Property is secure whenever the Dwelling is unoccupied.

Access to the Dwelling by the College

Routine access

23. Provided the College has given you at least 24 hours’ prior notice in writing, you must give the College (or any person acting on behalf of the College) access to the Dwelling at reasonable times of day for the following purposes:

a. to inspect its condition and state of repair;

b. to carry out the College’s repairing obligations and other obligations under this agreement; and

c. to carry out any inspections required by law including (but not limited to) gas safety inspections, fire safety inspections and inspections of any smoke or carbon monoxide alarms installed in the Property and to carry out any works, repairs, maintenance or installations (including the installation of any smoke or carbon monoxide alarm) required by law.

Access for the purposes of selling or re-letting the Property

24. Provided the College has given you at least 24 hours’ prior notice in writing, you must give the College (or its agents) access to the Dwelling at reasonable times of day to show prospective tenants or purchasers, letting agents or estate agents around the Property, but only during the last 3 months of the Tenancy.

Access during periods of more than 28 days

25. You agree that if the Dwelling is to be unoccupied for a period of more than 28 consecutive days, the College may have access during that period for the purposes of keeping the Property insured and taking such steps as may reasonably be necessary to mitigate the risk of damage to the Property during that period. Such access will not be subject to any notice requirements.

Emergency Access

26. You must give the College (or persons acting on the College’s behalf) immediate access to the Dwelling in the event of an emergency on the Property;

Assignment and sub-letting

Assignment

27. You must not assign (i.e. transfer to another person) the tenancy, either in whole or in part without the consent of the College in writing. Such consent will not be unreasonably withheld.

Subletting of whole Dwelling

28. You must not sublet the whole of the Dwelling, whether for the entire duration of the Tenancy or for any period which is less than the entire duration of the Tenancy, without the consent of the College in writing. Such consent will not be unreasonably withheld.

Subletting of part of the Dwelling

29. You must not sublet any part of the Dwelling for either the whole or part of the duration of the Tenancy.

Moving out at the end of the tenancy

30. Except for fair wear and tear, you must return the Dwelling and any items listed on the inventory to the College in the same condition and state of cleanliness as they were at the start of the Tenancy.

31. You must remove all possessions (including any furniture) belonging to you, any member of your household or any visitors and all rubbish from the Property at the end of the Tenancy. If any such possessions are left at the Property after the Tenancy has ended, you will be responsible for meeting all reasonable removal and storage charges. The College will remove and store the possessions for one month (other than any perishable items which will be disposed of immediately) and will take reasonable steps to notify you. If the items are not collected within one month, the College may dispose of the items and you will be liable for the reasonable costs of disposal. The costs of removal, storage and disposal may be deducted from any sale proceeds.

32. You must give vacant possession and return all keys to the College at the end of the Tenancy.
33. You must provide the College with a forwarding address at the end of the Tenancy.

The College’s obligations

34. The College, whose obligations in this Paragraph and Paragraphs 35 to 39 below may be discharged directly or indirectly via a trust or management company to whom the College pays a service charge as a consequence of the College owning the beneficial leasehold interest in the Dwelling:

a. must give you possession of the Dwelling at the start of the Tenancy;
b. must not interrupt or interfere with your right to quiet enjoyment of the Dwelling;

Repair and maintenance of the Property and items listed on the inventory

35. In accordance with section 11 of the Landlord and Tenant Act 1985 (repairing obligations in short leases) the College shall:

a. keep in repair the structure and exterior of the Property (including drains, external pipes, gutters and external windows);
b. keep in repair and proper working order the installations in the Property for the supply of water, gas and electricity and for sanitation (including basins, sinks, baths and sanitary conveniences, but not other fixtures, fittings and appliances for making use of the supply of water, gas or electricity); and
c. keep in repair and proper working order the installations in the Property for space heating and heating water.

36. In accordance with section 11 of the Landlord and Tenant Act 1985, the College is not required:

a. to repair anything which you are liable to repair by virtue of your duty to take reasonable care of the Dwelling (see Paragraph 21);
b. to rebuild or reinstate the Property in the case of destruction or damage by fire, storm or flood; or
c. to keep in repair or maintain anything which you are entitled to remove from the Property.

37. The College must keep in repair and proper working order any furniture, fixtures, fittings and appliances which are listed in the inventory, except where the damage or need for repair is a result of your failure to comply with the obligations in Paragraph 21.

Insurance and rent suspension

38. The College must insure the Property against fire, flooding and other risks usually covered by a comprehensive insurance policy and must use all reasonable efforts to arrange for any damage caused by an insured risk to be remedied as soon as possible. You are responsible for arranging insurance of your own belongings;

39. Where the Property is uninhabitable because of damage caused to the Property by an insured risk then, unless the damage was caused by your negligence or failure to comply with your obligations under this agreement, you shall not be required to pay rent until the Property is fit for occupation and use;

College’s grounds for possession during the fixed term

40. If any of the grounds specified in Paragraph 42 apply, the College may seek to repossess the Dwelling (sometimes referred to as forfeiture and re-entry) during the fixed term by giving you notice to quit in accordance with the Protection from Eviction Act 1977 and further informing you of its intention to apply to court for possession and, subsequently, applying to the court for a possession order.

41. In the event you have not quit the Dwelling the College may apply to the court for an order for possession of the Dwelling. In the event such an order is granted the College may ask the court further to order you pay the College loss of income and its reasonable legal costs and expenses incurred in the contemplation, preparation, prosecution and enforcement of those legal proceedings with interest.

42. The grounds referred to in Paragraph 40 are:

a. a mortgagee is entitled to possession;
b. at least 8 weeks’ or two months’ rent are in arrears;
c. suitable alternative accommodation is available for you or will be available for you when the order for possession takes effect;
d. some rent is overdue;
e. you are persistently late in paying rent;
f. you are in breach of any term(s) of this agreement;
g. the condition of the Dwelling, the Property, or Common Parts has deteriorated due to acts or omissions by you or any other occupant;
h. you or another person residing in or visiting the Property is guilty of nuisance or annoyance in the locality or is convicted of a criminal offence in relation to the Property or committed in the locality;
i. the condition of furniture provided under the tenancy agreement has deteriorated due to ill-treatment by tenant or other occupant;
j. you cease to undertake an approved and formally recognised course of study or research in the University of Cambridge and/or another organisation approved by the College; and
k. the College was induced to grant the tenancy by a false statement made knowingly or recklessly by you or a person acting on your behalf.

Additional terms between College and you

43. You must comply with those additional terms, obligations or requirements (if any) specific to the Dwelling and Property that are contained or referred to in the Particulars.

The College’s contact details & service of notices on the College

Service of written notices, requests and other documents by post or delivery by hand

44. The College agrees that any notices given, requests made or other documents to be served under or in connection with this agreement which are required to be given in writing may be served on the College either by being left at the address given below or by being sent to that address by first class post. Notices, requests and other documents shall be taken to be received the day after being left at the Property or the day after being sent. The address for service of written notices and other documents on the College is: The Bursar, Darwin College, Silver Street, CAMBRIDGE CB3 9EU

Service of written notices by email

45. The College agrees that any notices given under or in connection with this agreement which are required to be given in writing may, alternatively, be sent by email. Notices sent by email shall be taken to be received the day after being sent. The College’s email address for these purposes is bursar@darwin.cam.ac.uk

College’s Emergency contact details

46. The College’s telephone number is the Porters’ Lodge on 01223 335660.

Your contact details and service of notices on you

Service of written notices by post or delivery by hand

47. You agree that any notices given under or in connection with this agreement which are required to be given in writing may be served on you during the Tenancy either by being left at the Property or by being sent to you at the Property by first class post. Notices shall be taken to be received the day after being left at the Property or the day after posting.

Service of written notices by email

48. You agree that any notices given under or in connection with this agreement which are required to be given in writing may, alternatively, be sent by email (except as set out in Paragraph 49 below). Notices sent by email shall be taken to be received the day after being sent. Your email address for these purposes is the email address set out in the Particulars.

49. Any notice given in accordance with Paragraphs 40 and 41 above must always be given to you in hard copy.

Tenant’s Emergency contact details

50. Your telephone number for use in emergencies is the phone number set out in the Particulars.

Darwin College conditions relating to specific properties

Where the Dwelling comprises one of the College’s Eltisley Avenue flats:

The Dwelling: includes the garden but no identifiable parking place or garage;
The Common Parts: comprise the shared access to and within the Property;
The Service Charge: is levied for water and sewerage charges and window cleaning; and
Additional terms: You are not permitted to use a shower attachment in the bathrooms, unless this has been supplied and fitted by the College.

Where the Dwelling comprises one of the College’s King’s Road flats:

The Dwelling: does not include any garden, or any identifiable parking or garage;
The Common Parts: comprise the shared access to and within the Property and the cycle shelter;
The Service Charge: is levied for water and sewerage charges and window cleaning; and
Additional terms: None

Where the Dwelling comprises the Croft Lodge flat:

The Landlord: Mr C Johnston, for whom the College acts as agent;
The Dwelling: does not include any garden, or any identifiable parking or garage;
The Common Parts: comprise the shared parking, the shared access to and within the Property and the garden;
The Service Charge: is levied for water and sewerage charges and window cleaning; and
Additional terms: None

Where the Dwelling comprises the Ashworth Park flat:

The Dwelling: does not include any garden, or any identifiable parking or garage;
The Common Parts: comprise the shared parking, the shared access to and within the Property and the garden;
The Service Charge: is levied for water and sewerage charges and window cleaning; and
Additional terms: Below (a) to (n) and other such regulations as informed from time to time

(a) Not to use the Flat and the Parking Space/s (if any) nor permit the same to be used other than as a private flat in the occupation of one family and the Parking Space (if any) for the parking of a private motor vehicle/s or commercial vehicle/s not exceeding 25 cwt unladen weight respectively nor for any purpose from which nuisance annoyance or damage can arise to the owners lessees or occupiers of the other flats in the two Ashworth Park buildings ("the Buildings") nor for any illegal or immoral purposes and not to permit any auction to be held on any part of the Dwelling;

(b) Not to do or permit to be done any act or thing which may render void or voidable any policy of insurance of any part of the Ashworth Park Estate ("the Estate") including the Buildings or may cause an increased premium to be payable nor to keep or permit any inflammable substances in or about the Flat and to repay to the College or Ashworth Park Management Company Limited ("the Company") all sums paid by way of increased premium and all expenses incurred in or about the renewal of such policy or policies rendered necessary by a breach of this regulation;

(c) Not to throw dirt rubbish rags or other refuse or permit the same to be thrown into the sinks baths lavatories cisterns or waste or soil pipes in the Flat but to dispose of all refuse from the Flat and the Parking Space/s in any receptacles provided for this purpose in the Bin Store;

(d) No musical instrument television radio loudspeaker or other noise-making instrument so as to be audible to occupiers of other flats in the Buildings shall be played or used nor shall there be any singing in the Flat between the hours of midnight and 8a.m. and not at any other time so as to cause any nuisance or annoyance to any of the other occupiers of the flats in the Buildings and for the purposes hereof the decision of the Company as to what constitutes a nuisance or annoyance shall be final and binding on the parties (but without obligation on the Company to render such decision);

(e) No name writing drawing signboard plate or placard of any kind shall be put on or in any window or on the exterior of the Flat so as to be visible from the outside other than your name and the postal number of the Flat;

(f) No clothes or washing of any description or other article shall be hung or exposed in or upon any part of the Flat so as to be visible from the outside and (without the previous consent of the Company) no flower box or other like object shall be placed outside the Flat and no mats brooms or other articles shall be shaken inside the common parts of the Buildings or out of the windows thereof or of the Flat;

(g) No bird dog or other animal shall be kept in the Flat without the prior written consent of the Company such consent to be at its sole discretion and to be revocable at any time on complaint of any nuisance or annoyance being caused to any lessee or occupier of any other flat in the Buildings;

(h) Not to erect any external radio or television aerials or aerial dishes;

(i) Not to cause any obstruction howsoever in the Common Parts or the Bin Store by leaving parking or permitting to be left or parked any motor cycle bicycle perambulator or other vehicle or thing belonging to or used by the Lessee or occupier of the Dwelling or by any of his or her friends servants or visitors and to observe all regulations made by the Company from time to time relating to the parking of such vehicles;

(j) Not to permit or suffer the Lessee's children or those of friends servants or visitors of the Lessee to play upon any halls passageways or staircases in the Buildings or in the Bin Store;

(k) Not to park or keep on any part of the Estate any caravan boat or trailer and not to use or permit to be used any vehicle on any part of the Estate which has not been constructed for such use and not to park or keep on the Estate any commercial vehicle save as aforesaid;

(l) Not to do or permit the licensees of the Lessee to do any damage to the Buildings or the fixtures fittings and chattels therein contained and the Common Parts adjoining such buildings and forthwith on demand by the Company to pay to the Company the costs of making good any such damage;

(m) Regularly during the term to cause all windows of the Flat to be cleaned internally and externally and to keep those windows at all times curtained in a style appropriate to a private residence;

(n) Not at any time to interfere with the external decorations or painting of the Flat or Flat or any part of the Building.
Below is a list of current rent bands, the number of rooms in that band, and with the associated weekly cost.

Additional service charges are added to this rent to calculate the total weekly cost of your accommodation; these vary depending on the type of facilities available but are on average £20-£30 per week. Exact figures calculated for your room will be given before signing any contract.

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