



Request for permission to carry out alterations



Name:

Email:

Telephone:

Address:

Please tell us what alterations you would like to carry out in your home.

(Please make sure you enclose any relevant information with your application form, including drawings, plans, measurements, copies of quotations, specifications for any installations and relevant planning and building regulation approvals. If insufficient details are provided, the request for permission to carry out alterations will be declined.)

Some alterations will require a qualified contractor to carry out the work, including but not limited to all electrical and plumbing works and installing a new kitchen or bathroom.

Do you plan to carry out the work yourself?

(please tick)

Yes

No

If no, please provide the contractor's company name, registered address, point of contact (to include name, contact number and email address) and a copy of the company's public liability insurance.

Please note that permission will not be granted without these details.

I rent my home

I own my home

Declaration

I would like to request permission to undertake the above alteration. I confirm that I have read, understand and agree the conditions outlined in the Property Improvement Policy.

Signed:

Full name:

Date:

**Please allow up to eight weeks for a response.
You must not start work until you have received
written permission.**

Guidance notes

In line with the probationary tenancy agreement we will not grant any permissions for alterations during a probationary tenancy.

In line with our standard condition of alterations, any alterations that are deemed structural, for example building an extension or porch, removing a wall, conservatory or lean-to, will not be granted permission. If alterations need to be undertaken due to a medical need please, speak to our customer services team about our aids and adaptations process.

Please ensure that you provide your contractors details, as indicated on page two of the permission form, as we cannot grant permission without these details.

All permissions are granted subject to our Property Improvement Policy – a copy of which can be viewed on our website.

We recommend that you include as much information as possible with your request. Doing so will help us make a decision as quickly as possible.

Examples of alterations you need to seek permission for

- ♦ Erecting a shed or green house – temporary structure only
- ♦ Installing a new bathroom or kitchen
- ♦ Removing or installing an electric, gas or open fire
- ♦ Installing a Sky dish, TV aerial, CCTV or burglar alarm
- ♦ Changing internal or external light fittings
- ♦ Installing a large stove style cooker which means a kitchen cupboard may need to be removed.
- ♦ Removing kitchen worktop
- ♦ Changing internal doors
- ♦ Installing an outside tap
- ♦ Erecting, removing or moving walls
- ♦ Erecting fence panels

- ♦ Installing a new driveway or dropped kerb – subject to local authority highways application process

Please remember:

- ♦ You are responsible for any repairs to the improvements you make.
- ♦ If you move out you must either leave any improvements or put your home back to its original condition – failure to do so may result in you being charged.
- ♦ You must make sure the work is done properly and safely, using an agreed/ registered contractor
- ♦ Should you carry out alterations without our written permission you will be in breach of your tenancy agreement.

Electrical works

If you are requesting electrical work then it must be carried out by a minimum Part P approved contractor, registered with NICEIC / ELECSA. A certificate of install, issued on completion of the works plus a Building Regulations Compliance Certificate must be sent to us within 28 days of completion.

All works must be carried out in accordance with BS7671 IET Wiring Regulations.

Gas works

We do not allow any alterations relating to gas works.

What's happens next

Once you have completed and returned the form to your local office, we will consider your request.

Please allow eight weeks for a response.

For certain requests we will make an instant decision, for others we may need to undertake an inspection. We may not unreasonably refuse permission, however this depends on the terms of your tenancy. Certain works or alterations may be refused if they could affect the long term letting viability of the property.

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Property Plus

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