



**APPLICATION FOR ALTERATIONS TO COUNCIL PROPERTY
AT THE TENANT'S OWN EXPENSE**

Please read the guidance notes and conditions detailed overleaf before completing this form.

Name(s): _____

Address: _____

Details of the work to be carried out (drawings, Building Regulations and Planning Approvals etc. must be attached - see guidance notes overleaf).

I confirm that I have read, understood and accept all the terms and conditions overleaf in respect of this application.

Signed: _____

Date: _____

Signed: _____

Date: _____

For Office Use Only			
Application received (date): _____	Checked by EO: Objections Y/N _____	Date: _____	Initials: _____
Comments (e.g. extra conditions) _____			
Checked by MI: Objections Y/N _____	Date: _____	Initials: _____	
Comments (e.g. extra conditions) _____			
Application approved Y/N _____	Date: _____	Date permission expires: _____	Initials: _____
Tenant advised in writing: _____	Date: _____	Initials: _____	
MI inspection on completion of work: Comments _____			
Date: _____	Initials: _____		

GUIDANCE NOTES FOR COMPLETION OF FORM

- 1 This form must be completed before you make any major or structural alterations to your home.

Examples of such alterations include

- changing or installing a central heating system
- replacing windows
- repositioning any plumbing fixtures (e.g. sink, bath)
- building a porch or other extension

If you are not sure whether or not your proposed alterations require permission, you should complete the form anyway. If our permission is not needed we will let you know as soon as possible.

- 2 On the application form you should give brief details of the work you propose to do. You should also include details of how you propose to do it (i.e. what materials will be used etc.). Your builder should be able to give you a specification (the detailed estimate will often be enough) and drawings where appropriate. If you are not sure what detailed information we will need, please ask to speak to a Maintenance Inspector who will be able to advise you.

Terms and Conditions

- 1 You are responsible for obtaining any relevant planning permission or building regulation approval prior to any work starting.
- 2 Any work to gas heating installations or gas service pipework must be carried out by a Corgi Approved Contractor.
- 3 You must not start any work until you have received written approval from the Council. This will not be unreasonably withheld.
- 4 If and when approval is given, you must ensure that the work is carried out by a competent tradesman, and to a satisfactory standard. When work is complete, you must advise your Community Housing Office so that the Maintenance Inspector can inspect it. Any unsatisfactory workmanship must be put right at your expense.
- 5 If and when approval is given, the work must be carried out within 12 months. If that is not the case, a further application must be submitted.
- 6 Work carried out with the approval of the Council becomes the property of the Council. Any fittings etc, must therefore be left in the property if you terminate your tenancy. In some circumstances you may be entitled to compensation if you leave within a given period. Further details are available from your Community Housing Office.
- 7 The Council will normally maintain fittings etc. installed with its approval. However,
 - a) if there is a guarantee, you must invoke this and not report defects to the Council;
 - b) if an alteration is found to be structurally unsound, notwithstanding the fact that approval was given by the Council, any necessary repairs or reinstatement will be at your expense.