



# Request for permission to carry out alterations



Name:

Address:

Email:

Telephone:

**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 and relevant planning and building regulation approvals.)

**Do you plan to carry out the work yourself?**

*(please tick)*

Yes

No

**If no**, please provide the registration details of the contractor.  
*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 4–6 weeks for a response.  
You must not start work until you have received  
written permission.**

## Guidance notes

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.

Please ensure that the contractor's registration details are provided as we cannot grant permission without these details.

### Examples of alterations you need to seek permission for

- ◆ Building an extension to your property including adding a conservatory or porch
- ◆ Erecting a shed or green house
- ◆ 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 worktops to make room for a fridge or cooker
- ◆ Installing a new driveway or dropped kerb
- ◆ Changing internal doors

#### **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.
- ◆ You must make sure that the work is done properly and safely, using a competent 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

If you are requesting gas works then it must be carried out by a Gas Safe Registered installer and you will need to provide details of their qualifications and relevant certification of the works once completed.

### What's happens next

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

**Please allow 4-6 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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