



Alterations & Improvements to Council Property
Request for Landlords Permission

Tenant(s) Address

Tenant(s)

Contact Telephone No.s Home

Mobile

Do you have a Lifetime or Flexible tenancy? Please tick as appropriate

Details of the proposed work to be carried out:

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Drawings, Building Regulations and Planning Approvals etc must be attached. If the building has a listed status you may also need Listed Building Consent

Name of proposed Contractor

FENSA registration number
for window and door installations

Gas Safe registration number

Signature of Tenant (s)

.....

Date

Guidance Notes

1. This form must be completed before you make any major improvements to your home. Such as:
 - Replacement of windows/doors.
 - Alterations to fixtures and fittings of your home including: plumbing, heating and kitchen units.
 - Erection of aerials and satellite dishes.
 - Alterations to the layout of your property i.e. taking down an internal wall inside your property.
 - Erection of sheds, garages.
 - Installation of vehicle hardstanding and crossovers.

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).
3. Your contractor should be able to give you a specification (the detailed estimate will often be enough) and drawings where appropriate.
4. All plans would show distances of proposed extensions from boundaries and heights of fences/walls.
5. If you are not sure what detailed information we will need, please contact your Housing Management Office on (01482) 396301 who will assist you.
6. All completed applications must be forwarded to your local area housing office with the necessary information.
7. On receipt of this form we will consider whether or not to grant permission. If we are willing to grant permission we will send you two copies of the specific terms for carrying out the particular work that you wish to do. You must sign and return one copy of the terms **before** the work starts. If we are unable to grant permission we will let you know as soon as possible.

Please note: If you have a secure lifetime tenancy you have the right to improve your council home, but it is a condition of your tenancy that you obtain written permission from us before you start work. If you end your tenancy you may be able to claim some compensation for works that you have done. If you have a secure flexible tenancy you do not have the right to carry out improvements to your home (but we will consider your application to do so) and you cannot claim any compensation when your tenancy ends.

Please return this form to your Area Housing Office:

Housing Services
North Area Office
ERYC
Town Hall
BRIDLINGTON
YO16 4LP

Housing Services
East Area Office
ERYC
County Hall
BEVERLEY
HU17 9BA

Housing Services
West Area Office
ERYC
Church Street
GOOLE
DN14 5BG

Terms and Conditions

1. You are responsible for obtaining any relevant planning permission or building regulation approval prior to any work starting.
2. If the East Riding of Yorkshire Council incurs any professional costs in relation to Structural Engineer reports, then these costs will be re-charged to you. Please note charges may be payable even if consent is refused.
3. Any work to gas heating installations or gas service pipework must be carried out by a Gas Safe Registered Engineer.
4. Any replacement windows and doors must be installed by a FENSA registered company.
5. You must **not** start any work until you have received written approval from the Council. This will not be unreasonably withheld.
6. If and when approval is given, you must ensure that the work is carried out by a competent tradesperson and to a satisfactory standard.
7. If and when approval is given, you must ensure the work is carried out within 6 months. If that is not the case, a further application must be submitted.
8. Work carried out without the approval is a breach of the terms within your tenancy, and we may take action to rectify that breach.
9. If you carry out works without obtaining the East Riding of Yorkshire Council's permission or if you carry out the works if permission is refused, the Council has a legal right to reinstate the property and recharge you.
10. Whilst carrying out any improvement works please be considerate of your neighbours.