



APPLICATION FOR ALTERATIONS & IMPROVEMENTS

Please refer to the Information for Tenants on Alterations & Improvements prior to completion of this form and contact our Maintenance Section if you require any further advice

PART A - APPLICATION

1. Your Full Name:

2. Address of property where alteration/improvement is to be carried out:

3. Daytime Tel. No:

4. Please provide full details of the works you wish to seek permission for:

(Please continue on a separate sheet of paper if required)

5. Please include **plans and specifications** (where appropriate)

Are plans or specifications attached?

YES

NO

6. Is planning permission (including additional constraints in Conservation Areas) or building warrant required for the proposed work?

YES

NO

7. If the answer to 6. above is yes, please state what approval(s) is/are required:

8. Have you applied for and received the consent(s) detailed in 7. above?

YES NO

IF YES, TICK IF ENCLOSED

9. Please state the name and address of the company/companies who will carry out the works:

(Note that all gas works must be carried out by Gas Safe registered contractors and electrical works by NICEIC registered contractors, with original safety certificates provided to the Association's satisfaction on completion)

PART B - CONSULTATION WITH NEIGHBOURS

10. Where the proposed works affect your neighbour(s) (eg you are applying to erect a dividing fence) you must obtain agreement from the tenant/joint tenant/owner affected. Confirmation of consent from the affected party must be given below:

PLEASE PRINT

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined in Section 4 and 5.

Print Name _____

Signature _____

Date _____

PLEASE PRINT

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined in Section 4 and 5.

Print Name _____

Signature _____

Date _____

PLEASE PRINT

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined in Section 4 and 5.

Print Name _____

Signature _____

Date _____

PART C : REMOVAL OF ALTERATION ON TERMINATION OF TENANCY

11. Do you intend to remove the alteration or improvement on the termination of your tenancy?

YES

NO

If you have answered 'Yes', please complete and sign the following statement.

I confirm that when I terminate my tenancy I will reinstate the property to its original condition. This will be done to the satisfaction of the Association and I will be responsible for making good any damage that occurs to the property in doing so.

Signature _____ Date _____

Signature _____ Date _____ (where joint tenancy)

If you answered 'NO' see section 12. below

PART D : RIGHT TO COMPENSATION FOR IMPROVEMENTS

12. If you receive permission for improvement works and you intend to leave this, you may be eligible for compensation when your tenancy comes to an end.

To qualify, you will require to provide the following information:

◆ What date was the work completed? _____

◆ What was the cost of works? _____

Please provide the relevant invoices TICK IF ATTACHED

(You must claim this compensation between 28 days before and 21 days after your tenancy comes to an end.)

PART E - DECLARATION

13. I confirm the following:

- I have read and will comply with the terms outlined in the **Information for Tenants on Alterations & Improvements leaflet** and will not start any works until I have received written consent from the Association
- All work will be carried out by a competent contractor and any gas or electrical works will be carried out by registered contractors with safety certificates provided on completion, to the Association's satisfaction.

Please tick to confirm

I declare that the information given on this form is correct.

Signature _____ Date _____

Signature _____ Date _____ (where joint tenancy)

Please return your completed form to:
Lanarkshire Housing Association 191 Brandon Street, Motherwell ML1 1RS
 Email address enquiries@lanarkshireha.com ☎ 01698 269119

OFFICIAL USE ONLY

Date application received:	
Date acknowledgement sent (to be within 5 working days):	
Date of pre-alteration inspection or state if not required:	
Is any statutory consent required and state which:	
If so, has evidence been provided that the required statutory consent was granted:	
Is LHA consenting to the proposed work:	YES/NO Delete as appropriate
Date approval letter issued to tenant:	
Are there any conditions attached to LHA's consent and if so state which:	
Date of post inspection or state if not required:	
Were works completed within 3 months:	YES/NO Delete as appropriate

<p>If no works carried out within 3 months consent lapses, unless an extension has been granted. Is any action required?</p>	<p>YES/NO Delete as appropriate</p> <p>If yes state what actions are required</p> <p>_____</p> <p>_____</p>
<p>If statutory consents were obtained, was a completion certificate provided by the council and presented to the Association:</p>	
<p>Were all LHA's consent conditions met satisfactorily:</p>	
<p>If gas or electric works were carried out, were satisfactory safety certificates provided:</p>	<p>YES/NO Delete as appropriate</p>
<p>Date case closed following work confirmed as satisfactory and all conditions met:</p>	
<p>Date of rejection letter (to advise of options outlined in policy):</p>	
<p>Is this alteration eligible for compensation: YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>If yes, has evidence of costs been provided: YES <input type="checkbox"/> NO <input type="checkbox"/></p>	
<p>Cost of Improvement works: _____</p> <p>(Note the actual reimbursement due will depend on the length of time since installation, in accordance with statutory guidance)</p>	
<p>Form completed by Senior Manager: _____</p> <p>Position: _____</p> <p>Signature _____ Date _____</p>	

NOTES

Lanarkshire Housing Association Limited processes personal data to assist in its legitimate aims and those of certain third parties. The Association's principal aims are to provide, manage and maintain social housing and low cost home ownership. Secondary aims will include property management services for owner occupiers and commercial leaseholders, and associated functions will include administering enquiries and complaints, the prevention and detection of fraud or other criminal acts and the recovery of debts.

This information may be disclosed to other bodies in certain circumstances. For example, there may be disclosures to contractors (to attend a property), to the police (to assist in their investigations), to the Local Authority (to assist them in the administration of housing benefit/council tax) or to the Scottish Housing Regulator (for purposes of inspection and regulation).

Further details can be found by consulting the Scottish Information Commissioner's website (www.itspublicknowledge.info).

By providing us with this information you automatically give your consent for the purposes specified.



INFORMATION FOR TENANTS ON ALTERATIONS & IMPROVEMENTS

We understand that you will wish to make the house your home and we are happy to allow various alterations and improvements, providing they are carried out safely and with no adverse effect. The following information will hopefully answer any questions you may have.

WHAT DO YOU MEAN BY AN ALTERATION OR IMPROVEMENT?

This is any work you wish to undertake in the house, other than simple internal decoration using wallpaper and paint. Examples might include:

Internal

- Installation of an over bath shower
- Replacement of fixtures or fittings such as kitchen units or internal doors
- Tiling floors or walls
- Fitting laminate flooring

External

- Fitting of a security alarm/CCTV/external tap
- Laying garden slabs

If you are unsure about any work and it is not on this list, please contact our Maintenance Section for advice.

WHAT DO I HAVE TO DO BEFORE STARTING WORK?

It is a condition of your tenancy that you must apply for and receive our written consent **before** starting any work, by completing our specific application form and forwarding it to our Maintenance Section.

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY APPLICATION?

This will depend on what you are planning to do, but generally we need full details of the work. For significant work we may also need a technical specification, scale plans, statutory consents and details of who will be carrying it out.

DO I NEED TO CONTACT ANYONE ELSE?

This will again depend on the type of work and you may need to apply for statutory consents such as Planning Consent or Building Warrant before starting. You are responsible for checking if these permissions are required and if they are, you must apply to the Council and pay any associated fees.

When you apply for **our** permission, you will have to tell us if any statutory consents are required and if so, whether you have already applied for and received them. We will then need to see the consent before we agree to the work starting.

WHAT HAPPENS AFTER I SEND IN MY APPLICATION FORM?

We will consider your proposal and if needed, contact you to obtain additional information or clarify any issues. Where you have applied to us using the specific application form, we will acknowledge receipt within 5 working days and if the proposed work is acceptable, will normally grant permission within 28 days. If the proposal is complex or you have not provided sufficient information, we may take longer but will keep you advised.

WILL YOU ATTACH ANY CONDITIONS TO THE APPROVAL?

For some types of work we will need to set conditions. For example, works require to be undertaken by qualified or registered trades. You must use a Gas Safe registered contractor if you

wish to install gas appliances and any electrical work needs to be carried out by qualified electricians. Once finished, these contractors must give you signed safety certificates covering the work they have done and you will need to let us see these.

A further condition is that you will be responsible for any damage caused as a result of the work and you will need to properly maintain the alteration or improvement for the duration of your tenancy, as it must not result in us incurring any unreasonable additional maintenance cost.

It should also be noted that in the event of us requiring to carry out an essential repair, it may not be possible to match up finishes in laminate flooring or tiling where the product can no longer be obtained.

Following issue of your approval, we will confirm any specific conditions in writing, however, works must be completed within 3 months from the date of the approval or it will be cancelled and a new application required. You should therefore let us know if you are experiencing difficulties and we will consider extending the timescale.

WHAT HAPPENS ONCE THE WORK IS COMPLETED?

You need to tell us when works are completed, so that we can carry out an inspection. Although we do not accept any liability for the works: if we find it to be unsatisfactory, we will provide you with written details of what requires to be done, within a specified timescale.

Where any statutory consent is required, you must also provide us with the original copy of the Completion Certificates **after** the work has been inspected and approved by the Local Authority.

COMPENSATION FOR IMPROVEMENTS

You may be entitled to compensation for improvements after your tenancy has ended, where our consent was previously obtained and it has been agreed that the improvement may be left. The level of compensation will be calculated in accordance with statutory provisions as outlined in our Compensation Policy.

REFUSING CONSENT

Where permission is refused, we will advise you in writing of the reason and let you know if there is any scope for submitting revised proposals for our consideration.

If you are unhappy with a refusal decision or any conditions attached to the consent, you have the right to challenge it by referring the matter to our Complaints Handling Procedure. If our decision is still upheld, you have a further right to raise proceedings in the Sheriff Court.

Examples of works where we will normally **refuse** consent include:

- Erection of a satellite dish where a communal dish already exists
- Removal of level access or wet floor shower in bathrooms
- Relocation of radiators
- Alterations to partition walls or loft spaces

WHAT IF I DID NOT ASK FOR YOUR PERMISSION BEFORE CARRYING OUT WORK?

It is important that you request our permission first, as otherwise we may need to ask you to undo the work and reinstate the property to its original condition or we may do this ourselves and charge you for the cost. In certain circumstances we may allow you to make a retrospective application, but you will require to meet any conditions we set and consent could still be refused. To avoid any potential problem, it is much easier to seek our consent in advance.

We hope you have found this information helpful, however, if you need any further advice, please contact our Maintenance Section.