

# Application for alterations to Council property at the tenant's own expense

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

**Please note that written permission must be received prior to commencing any work. All applications are valid for a period no longer than 3 months from date of submission.**

Name(s):

Address:

Home Tel:

Mobile no.

Details of the proposed work to be carried out (drawings, Building Regulations and Planning Approvals etc must be attached – see guidance notes overleaf). All work on Asbestos containing materials must be carried out by a suitably competent person in accordance with the Control of Asbestos Regulations.

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 Client Admin. Y/N:

Date:  Initials:  Plans submitted Y/N:

Necessary permissions received Y/N:

Survey inspection arranged (1<sup>st</sup>)  Date:  Time am/pm:   
Y/N:

Asbestos check if applicable:

Surveyor's comments:   
Initial:  Date:

---

Approval for non inspection alterations.

Application approved  Reason if declined:   
Y/N:

Date permission expires:  Initials:   
(3 months from Application approval)

Tenant advised in writing:  Date:  Initials:

Survey inspection 2<sup>nd</sup> required  Date:  Time am/pm:   
Y/N:

Surveyor's comments:   
Initials:  Date:

Final Inspection:  Initials:  Date:

Surveyor's Comments:   
Initial:  Date:

Receipts received Y/N:  Date:  Tenant advised in writing:

## Guidance notes for completion of application to alterations form

---

You must complete an application form 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
- Installing a new kitchen or bathroom
- Building a porch or other extension
- Removal of internal walls/building internal walls
- 

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.

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 speak to the Surveyor who will be able to advise you.

### **Terms and Conditions**

1. All electrical work to comply with current IEE wiring regulations and if required, building regulations.
2. You are responsible for obtaining any relevant planning permission or building regulation approval before you start any work to your home.
3. Any work to gas heating installations or gas service paperwork must be carried out by a Gas Safe Approved Contractor.
4. You must not start any work until you have received written approval from South Tyneside Homes. This will not be unreasonably withheld.
5. 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 Local Housing Office so that the Surveyor can inspect it. Any unsatisfactory workmanship must be put right at your expense.
6. If and when we give approval, you must carry out the work within 3 months. If that is not the case, you must submit a further application. Guidance notes for completion of application to alterations form

7. Work carried out with the approval of South Tyneside Homes becomes the property of the Council. Some fixtures and fittings such as internal doors may be removed with approval from the Delivery Officer, and confirmed in writing. But you must return your home to its original state.
8. South Tyneside Homes will normally maintain internal fixtures and fittings installed with its approval after 12 months. 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, even though the council gave approval, you will be responsible for the cost of any necessary repairs.
9. All work on materials containing asbestos must be carried out by a suitably competent person, in accordance with the Control of Asbestos Regulations (CAR) 2006.
10. All windows and doors must be approved by a FENSA approved contractor and have relevant building and planning permissions.

Please complete the form and return this to **South Tyneside Homes, Westoe Rd, South Shields NE33 2RL** or alternatively you can e-mail your completed form to **connect2@southtynesidehomes.org.uk**.

**This information can be made available in a range of languages and alternative formats such as electronic copies (for example e-mail) or in large print, Braille or audiotape. Please contact the Client Team on 0300 123 6633**

### **Arabic**

هذه المعلومات متوفرة بلغات عدة وصيغ مختلفة مثل النسخ الالكترونية (الايمل) والنسخ بأحرف كبيرة ولغة "البريل" للمكفوفين والنسخ السمعية. للحصول عليها يرجى مهاتفة فريق الاتصال على الرقم 0300 123 6633

### **Bengali**

এই তথ্যকে বিভিন্ন ভাষা এবং বিভিন্ন ধরনের ফরম্যাটে দেয়া যেতে পারে যেমন, ইলেকট্রনিক কপি (উদাহরণ, ইমেইল), বড় অক্ষর, ব্রেইল অথবা অডিওটেপ। কমিউনিকেশান টিমের সাথে দয়া করে 0300 123 6633 নম্বরে যোগাযোগ করুন।

### **Farsi**

این اطلاعات به زبان ها و فرمت های دیگر از قبیل نسخه های الکترونیکی (مانند ایمیل)، یا چاپ شده با حروف درشت، به خط بریل یا روی نوار صوتی قابل ارائه می باشد. لطفاً با گروه ارتباطات در شماره تلفن 0300 123 6633 تماس بگیرید.