

WISHAW AND DISTRICT HOUSING ASSOCIATION LIMITED
ALTERATIONS & IMPROVEMENTS APPLICATION

Please Complete the Sections of the Form that are Applicable

SECTION 1 – Applicant's Details

**Tenants
Name:**

Forename:

Address:

(address of property where alteration/improvement is to be carried out)

Post Code:

Tel. No:

Mobile No:

E-Mail

SECTION 3 – Neighbours

Where the alteration affects your neighbour/s (eg you are erecting a dividing fence) it is necessary for you to obtain agreement from THE TENANT/OWNER OCCUPIER or JOINT TENANTS/OWNERS affected.

Confirmation of the agreement should be detailed as follows:-

The signature/s of the foregoing TENANT/OWNER OCCUPIER:

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(name/s) of

(address) do hereby declare that I have no objections to the above mentioned alteration/s.

Signature:

Date:

JOINT TENANT/JOINT OWNER OCCUPIER:

|

(name/s) of

(address) do hereby declare that I have no objections to the above mentioned alteration/s.

Signature:

Date:

SECTION 4 – Building Warrant

Is planning permission or a building warrant required for the work?

Yes

No

If so, please provide copies of the approval.

SECTION 5 – Removal of Appliance on Termination of Tenancy

Please confirm whether you wish to remove any appliance that you are installing when you terminate your tenancy.

Tick as applicable.

I shall wish

I shall not wish

to remove any appliance I am installing.

If answered "I shall wish", please complete and sign the following statement:

" I understand that upon termination of my tenancy, when I remove the _____

I will be liable for making good any damage that occurs to the property in doing so".

Tenants Signature:

SECTION 6 – Installation of Gas Fire/Central Heating

This section refers to the installation of gas fires and gas central heating systems only.

If you are installing (or removing) a gas fire or gas central heating the work must be carried out by a CORGI registered contractor who must provide a Gas Safety Certificate for the work carried out. If this Certificate is not provided the Association will carry out the test and you will be charged the cost.

SECTION 7 – Installation of Electrical Components

This section refers to the installation of electrical components.

If you are installing (or removing) any electrical appliances – including light fittings and showers – the work must be carried out by a qualified electrician who should supply an Electrical Safety Test Certificate for the work carried out. If this Certificate is not provided the Association will carry out the test and you will be charged the cost.

The Association will not be held responsible for any damage caused by a contractor to any part of the property when carrying out this alteration.

NOTE – NO WORK SHOULD BE STARTED UNTIL PERMISSION IS GRANTED

Tenant Signature:

Date:

CONDITIONS OF APPROVAL

No work is to be carried out prior to permission being granted.

All work must be carried out by a competent contractor and conform to all regulations and conditions. Gas and/or electrical safety certificates must be provided where the proposed alteration involves work to gas or electrical appliances or services.

The Association will not be held responsible for any damage caused by a contractor during the alteration/improvement work.

OFFICE USE ONLY

Is Pre-Alteration Inspection Necessary

YES

NO

Pre-Alteration Inspection Details

Comments from Visiting Officer

Can Work Proceed

YES

NO

Any relevant conditions:

Standard Letter Reference:

Signature:

Date:

TENANTS' IMPROVEMENTS POLICY REQUEST PROCEDURE

- Stage 1** Any tenant wishing to carry out an alteration/improvement to their house must first seek the written consent of the Association before carrying out any work.
- Stage 2** A standard application form will be sent out and this must be completed, signed and returned to the Association.
- Stage 3** Receipt of the completed application form will be acknowledged in writing within 5 working days.
- Stage 4** The Association undertakes to respond to any such requests within 28 days, with notification of approval/rejection and any conditions that will apply.
- If an urgent response is required, this should be noted on the request form and Technical Services staff will endeavour to meet the revised timescales, where possible.
- Stage 5** On receipt of the form the Maintenance Officer will consider the application and, where necessary, arrange a Pre-Alteration inspection to be carried out.
- Stage 6** Applications will be assessed and categorised by the Maintenance Officer as to the scale of the work, ie whether it is a minor or major alteration.
- Minor Alterations –
Authorisation can be given by the Maintenance Officer
- Major Alterations –
Applications will be referred to the Board of Directors, along with a recommendation for approval/refusal by the Technical Services Manager.
- Stage 7** On completion of an alteration, the tenant/sharing owner must complete the Notification of Completion of Works form and return it to the Association, to allow a Post Installation inspection to be carried out.
- Stage 8** Improvements/alterations must be completed within 3 months of the date of receipt of permission. If no work is carried out within this period then the application will automatically be cancelled and a fresh application will be required.
- This 3 month period may be extended in certain cases where tenants' are experiencing difficulties in completing the work.
- Stage 9** Where an application to carry out an alteration/improvement is refused, the reason for refusal shall be made in writing to the tenant/sharing owner who will also be advised of their right of appeal to the Board of Directors



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