

Ppty No :



Wishaw and District Housing Association Limited ALTERATIONS & IMPROVEMENTS APPLICATION

Please complete all sections of the form that apply

SECTION 1 : APPLICANT'S DETAILS

Name(s):

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

Post Code:

Tel. No:

Mobile No:

E-mail

SECTION 2 : DETAILS OF PROPOSED ALTERATION / IMPROVEMENT

(please provide full details including plans, specifications, estimates etc)

Drawing / Sketch (if applicable)



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 of the affected owners must be given below:-

NEIGHBOURING TENANT / OWNER OCCUPIER :

I

(print name/s)

of

(address)

do hereby declare that I have no objection to the alteration works described in Section 2.

Signature:

Date:

NEIGHBOURING JOINT TENANT / JOINT OWNER OCCUPIER :

I

(print name/s)

of

(address)

do hereby declare that I have no objection to the alteration works described in Section 2.

Signature:

Date:

SECTION 4 : PLANNING PERMISSION / 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 reinstate the property to its original condition and will be responsible for making good any damage that occurs to the property in doing so.

Tenant's Signature: Date:

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 Gas Safe registered contractor who must provide a Gas Safety Certificate for the work carried out. If you do not provide this Certificate the Association will carry out the test and will recharge the cost to you.

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 must supply an Electrical Safety Test Certificate for the work carried out. If you do not provide this Certificate the Association will carry out the test and will recharge the cost to you.

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

Tenant's Signature: Date:

NOTE : ALTERATION WORK MUST NOT BE STARTED UNTIL PERMISSION IS GRANTED BY THE ASSOCIATION

CONDITIONS OF APPROVAL

Alteration work must not 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.

Please return your completed form to: **Wishaw and District Housing Association**
55 Kirk Road
Wishaw ML2 7BL
Tel : 01698-377200 / Fax : 01698-358712
Text Messaging Service : 07529-777345
E-Mail : assoc@wishawdha.org.uk

WDHA 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:

Wishaw and District Housing Association Limited

RESIDENTS' IMPROVEMENTS ALTERATIONS & POLICY APPLICATION PROCEDURES

- Stage 1** Any tenant or sharing owner 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 3 working days.
- Stage 4** The Association undertakes to respond to any such requests within 15 working 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 Association will consider the application and, where necessary, arrange for 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 / sharing owners 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.