«AddressBlock»   
  
  
  
  
  
<<Insert Date>>

Dear <<Recipient Name>>

**ALTERATIONS TO YOUR COUNCIL DWELLING**

### Housing act 1985

Under the terms of the Housing Act, Section 97(1), it is necessary for you to obtain the written consent of the Council before carrying out ANY alterations to the property you occupy.

### How to apply

In order to be able to consider your request, details of your proposal are required. You should complete and return the attached form, enclosing all relevant plans. (these don’t necessarily need to be drawn to scale provided that adequate information about the dimensions and position in relation to existing walls, doors, windows, down-pipes and neighbouring properties etc. are included). You should specify what materials you intend to use bearing in mind that the Council do not permit the use of any asbestos products. If you do not supply sufficient information there will be a delay in dealing with your request. If you wish to discuss what information is required please contact us.

### Refusal

If permission is not granted you will be given reason for it.

### Conditions

If permission is granted it will be subject to various conditions such as work will be carried out by a competent tradesman to the satisfaction of the Council and that you will be responsible for any maintenance of the alteration. We will require copies of all alteration details, plans, test off certificates, etc. If you do not comply with the conditions you may be breaking your tenancy agreement. In most instances the alteration will have to be left in the dwelling if you leave, in which case it should be in good condition. If anything is removed you will be responsible for carrying out necessary reinstatement (i.e. if a gas fire is removed the coal fire would have to be left in good working order). The Council reserves the right to charge you for any work needed to ensure satisfactory standard.

### Removal of walls

If your alteration involves the removal of internal walls, please check and state if these walls are load bearing i.e. supporting another wall upstairs, supporting floor or roof joists.

### Building regulations

You may require Building Regulations approval depending on the nature and extent of the proposed work in which case you will need to complete the relevant application form obtainable from the Planning Office, Town Hall, telephone number 01720 424000 and the Housing Departments permission will be conditional upon obtaining this before carrying out any work. If Building Regulations approval is necessary, scale drawings will be required. Some common alterations requiring Building Regulations approval are: removal of load bearing walls, erection of an extension, a porch or conservatory exceeding 30m² or a garage attached to the dwelling and any replacement of windows. A fee will be payable for this. For further information on works which are exempt from the building regulations please contact the Planning Office.

### Planning permission

You require Planning Permission for the erection of a garage or extension and a C.B. aerial and in some cases a satellite dish. Application forms can be obtained from the Planning Office at the Town Hall, or by calling 01720 424000.

### Right to buy

Any alterations that you carry out to the property do not affect the valuation if you decide to apply to purchase the dwelling.

### Compensation

You may be able to get compensation from the Council for certain improvements you have made to your home. You can apply for compensation when your tenancy ends.

Please contact Housing for further information.

Yours sincerely

Housing Department

APPLICATION FOR HOUSING DEPARTMENTS PERMISSION TO CARRYOUT AN ALTERATION TO **COUNCIL** DWELLING

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DESCRIPTION OF ALTERATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME AND ADDRESS OF PROPOSED TRADESMAN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the alteration involves any electrical or gas work proof of a registered tradesman must be supplied with your application.

SIGNED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please note that this application is for Housing Department approval only and does not cover either approval for Planning purposes or Building Regulations purposes. Where necessary separate applications will need to be sought for Planning Permission and Building Regulation compliance.**

Please answer the following questions where they apply

Have you applied for Planning approval? Yes/No

Have you applied for Building Regulation approval? Yes/No

Does the proposed alteration involve any gas/chimney/

Electrical work? Yes/No

Does the proposed alteration involve any plumbing? Yes/No