



Tenant's Improvements or alterations

It is a condition of your tenancy that you must get permission to carry out alterations to your property. This is to ensure that the quality of the work can be monitored to avoid structural alterations being made which may be dangerous and to make sure that the improvement work doesn't annoy people living nearby.

Permission will not normally be refused unless the alteration is dangerous; likely to harm the property or be a nuisance to other people.

Surname:	First name:
House/Flat number:	Road/Court:
Area:	Post code:
Daytime Phone number (if none, put 'none'):	
E-mail address:	

Work to be carried out Please provide a brief description of the work:
Is work internal, external or both?
What rooms will be affected?
What materials will be used?
Has planning permission/building regulations approval been agreed?
Please attach a plan together with any survey reports which you have obtained.
If permission is granted: Expected start date: / /
Expected end date: / /
Estimated cost: £

Declaration If you carry out the improvements to your home you must sign the following declaration. I agree that I will reimburse Northwards Housing if it becomes necessary for them to rectify any faults caused during or after the work above has been carried out. <ul style="list-style-type: none">• All work is to be completed to a satisfactory standard by a competent contractor.• You obtain planning permission if required prior to starting any work, if you are unsure whether you require permission then please contact the city councils planning department directly.• All works comply with relevant current legislation.
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- If the alteration / improvement involves work to gas appliances or the gas supply then all work must be undertaken by a Gas Safe Registered engineer.
- If the alteration / improvement involves work to the electrical installation of the property, it must comply with B.S. 7671.
- You accept responsibility for all future maintenance of the alteration / improvement.
- Any damage to your home in connection with the work is made good at your own expense.
- If you remove any fittings used to carry out the alteration / improvement when you leave your home, you must make good any damage, and reinstate any original fittings.

Signed: Date: / /

FOR OFFICIAL USE ONLY: Checked works completed: OK? yes no

Actual cost: Receipts received:

MCC to maintain: yes no Rent increase: yes no Rent file updated: yes no

Signed: Date: / /