

## Conditions when applying for Permission to carry out Alterations/Additions to Caldmore Housing property.

1. The entire expense of the Alterations/Addition shall be borne by the resident, Caldmore Housing accepting no financial liability during or after the period of occupation by the resident.
2. The work shall be carried out by a competent tradesperson and to the entire satisfaction of the Building Surveyor or Head of Asset Management and where plans are submitted or are required, in accordance with the plans approved by the Local Authority.
3. Where Landlords fixtures are removed and replaced by approved alternative fixtures, the fixture removed shall be returned to Caldmore Housing, being the property of Caldmore Housing and the fixtures installed shall become the property of the Association.
4. Where applicable, in the event of Caldmore Housing subsequently deciding to carry out a scheme of replacement of the fixtures concerned, the resident shall have no claim for reimbursement of the whole or part of the cost of the Alterations/Additions.
5. On vacation of the property, should Caldmore Housing decide to require the reinstatement of removed fixtures or other alterations, in the interests of future residents, the outgoing resident shall bear the entire cost of such reinstatement. **This reinstatement shall not be enforced unreasonably**
6. On leaving the property, the outgoing resident shall have no claim for compensation by the incoming resident for improvements carried out.
7. The fixture installed or alteration carried out, shall be maintained at the expense of the resident during his/her tenancy and shall be in good order when the property is vacated.
8. All external additions such as verandas on covered ways shall have all woodwork painted by the resident on every occasion when external painting is carried out by Caldmore Housing and in matching colours.
9. You must ensure that any essential ventilation for gas appliances is maintained.
10. We specify that all gas and electrical appliances and supplies must be reconnected/installed by an appropriately qualified person.
11. Should the alteration be of a certain nature you may be eligible to claim for compensation should you leave, though this must be applied for before any work begins.
12. If the alterations change to number of rooms or change in use of a room e.g. garage to bedroom./ The rentable value will need to be reassessed and council tax informed of the changes.

## Making Alterations to Your Home

**As a tenant of Caldmore Housing you have the right to carry out improvements to your home provided you obtain written permission from us before you start the work.**

### Home improvement check list

#### You must get our written permission before:

- Making additions, alterations, replacements or improvements to your home or the fixtures or services in your home.
- Decorating the exterior of your home.
- Making any substantial alterations to fencing around your home.
- Fitting any type of aerial or satellite dish.
- Cutting down any substantial tree, hedge or shrub.

#### And remember ...

- Any additions, alterations, replacement or improvements involving a gas appliance or gas supply pipes or fittings must be carried out by a competent and CORGI registered person and must comply with current Gas (Installations and Use) regulations.
- Any additions, replacement or improvement to the electrical systems must be carried out by a competent and qualified person, and in accordance with the Institute of Electrical Engineers.

- You will be responsible for the maintenance and repair of any addition or alteration to your home and making good any damage.
- Any alteration you carry out without written consent may be removed by the Association to restore the property to its original design, and you would have to pay for the cost of this extra work.

### Being Safe

To reduce the number of deaths, injuries and fires caused by faulty electrical installations and to make it harder for 'cowboy builders' to leave electrical installations in an unsafe condition, new building regulation rules were introduced on 1st January 2005. These regulations are for your safety and you must comply with them. For further information please visit the following website:

[www.rbkc.gov.uk/planning/buildingcontrol/bc\\_factsheet\\_electrical.pdf](http://www.rbkc.gov.uk/planning/buildingcontrol/bc_factsheet_electrical.pdf)

If you have any queries about electrical work to your property, contact a local NIC inspector, details of which can be obtained from the Yellow Pages.

### Granting Permission

Each request is considered separately, and all alterations will need to be carried out safely, use the appropriate materials and comply with any relevant planning and building control requirements.

So before making alterations you must:

- Request an application form from the "Asset Management Team" at our central office.
- The surveyor will then either write back to you, granting you permission or visit you to carry out an inspection.
- If permission is granted you must provide us with details of your chosen contractors.
- If the alteration requires work to gas pipes, etc, you must supply us with a copy of the CORGI certificate.
- If the alteration requires any electrical work, you must comply with the regulations as mentioned above.

If we refuse permission, we will give you a written statement of our reasons why.

### Moving out

When you tell us that you are moving out, we will visit you and agree if the alterations to your home have to be removed or if repairs need to be done to your alterations. We will ask you to either do the work before you move out or you can pay for us to carry out the work.

### Appeals and Complaints

If you want to appeal against a decision to refuse permission to improve your home, we will ask an Officer from Asset Management to investigate. They will let you know their decision within 10 working days. If you are still not satisfied with the response, please ask for a copy of our complaints policy.

## Application for Permission to make Alterations or Additions to your home

Name: .....

Address: .....

### Improvements Planned (To be completed by the Tenant)

Please describe the works required: .....

.....

.....

.....

.....

I have read and agreed the conditions listed overleaf. I understand that if permission is granted, it will be conditional on the necessary approval being obtained under the Building Control and Planning regulation where required. Caldmore Housing approval does not imply that proposals comply with statutory requirements.

I acknowledge that I will be responsible for the payment of any fees involved.

Signed: ..... Date: .....

### Opening Hours/Contact Details

The reception is open from 9am - 1pm, 2pm - 5pm Monday to Friday (except Bank Holidays), where customer services staff are on hand to deal with a wide range of enquiries, including reporting a repair, and offer advice and assistance.

**Telephone:** 01922 614505

**Fax:** 01922 630389

**Email:** info@caldmorehousing.co.uk

**Address:** 18 Caldmore Green

Walsall

West Midlands

WS1 3RL

To be completed by Caldmore Housing

Permission for: .....

.....

Is hereby granted subject to the conditions listed overleaf/refused on the grounds stated below: .....

.....

Signed: (Surveyor)..... Date: .....