
The application form must be returned to your Tenancy Management Officer/ Housing Manager together with a signed copy of the Standard Conditions for Residents' Improvements (see below).

Standard conditions for resident alterations

We will allow residents to undertake improvements to their property, provided the guidelines and conditions outlined below are strictly adhered to. Before completing an application form you must read our Policy on resident alterations very carefully and agree to be bound by it.

General conditions and guidelines

1. Before we can grant permission for works you propose to carry out, an application form must be completed and forwarded together with any plans, drawings, schedules of work and a signed copy of these conditions. You must obtain written approval from us prior to commencing any improvement works and keep all guarantees/warranties, and forward these or copies to us on completion of works.
2. Unless otherwise agreed, in writing by us, the total cost of the work and related expenses are to be met by you as the tenant of the property.
3. You must advise your Tenancy Management Officer when works are due to commence and when works are completed in order that we may inspect the works. You **MUST** provide access for us to inspect the works within 21 calendar days of completion of the works or when otherwise requested by us.
4. Any Contractors you employ must be suitably qualified and members of their respective trade organisation and hold a current Public Liability insurance policy. The manufacturer or contractor should provide a guarantee for some improvements.
5. You must ensure that the appropriate statutory authorities are involved where necessary:
 - Where planning permission or building regulation approval is required before undertaking some works, the approval/certificate must be sent to us before we can give our written permission for the work to be carried out.
 - Notices may need to be served on the gas, electricity and water and sewerage companies. If required, we will need to see proof of these notices before giving consent for works to go ahead. Any conditions required by these statutory or responsible authorities **MUST** be met.

(page 3 of 4)