**Request for permission to alter my home**

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| **Your details** |  |
| Your name: | Address of property |
|  |  |
| Telephone: |
|  |
| Email: |
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| **Tell us what your plans are** |
| Please give as much details as possible about your plans for your home or garden |
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| **Who will be doing the work for you?** |
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| --- | --- | --- | --- | --- | --- |
| **Permissions** | | | | |  |
| Do you need to get planning permission, a building warrant or listed building consent for the work (see the guidance notes at the end of the form) | | | | | Yes No |
| If yes, we need to see copies before we can give you permission | | | | | |
| **Declaration** | | | | | |
| I confirm I am the tenant of the property and a seeking permission on behalf of the household. I confirm I will comply with the conditions of this application | | | | | |
|  | |  |  | | |
| Signed |  |  | Date |  | |

See our guidance notes on the next page for help on completing this form

**Standard conditions for all alterations:**

When we give you permission to alter your home, this is on condition that you:

* Get the work done by a competent person or qualified tradesperson and that it meets health, safety and quality standards
* Take responsibility for loss or damage caused by the work
* Tell neighbours about the work you are planning, prevent unnecessary noise or nuisance, carry out the work at reasonable times of the day and keep shared areas clean and tidy
* Tell us when work starts and finishes
* Allow us access to inspect the completed work
* Improve any work we find to be substandard
* Repair / maintain any fittings and fixtures that you install
* Do not remove or make changes until you’ve received permission
* Understand that certain alterations become our property when you end your tenancy and that you may be asked to remove others, making good any damage, or we will recharge you
* Will be responsible for lifting laminate or wooden flooring if access is required to underfloor pipes or cables to carry out maintenance. You will be responsible for reinstating flooring

Send completed form to:

**Langstane Housing Association, 680 King Street, Aberdeen, AB24 1SL**

Or email to **info@langstane-ha.co.uk**

**Compensation**

You may qualify for compensation if you have carried out certain eligible improvements (with our permission) and end your tenancy. Eligible improvements include:

* Plumbing installations – bath, shower, toilet, wash hand basin, kitchen sink
* Electrical installations – rewiring, provision of power and lighting or other fixtures including smoke detection, mechanical extraction
* Internal fittings – worktops, storage cupboards
* Insulation measures – cavity wall, loft, sound, pipes, cylinder, water tank, draughtproofing
* Windows – double glazing, secondary glazing
* Heating measures – space heating, solar or water heating, TRVs
* Additional security measures other than burglar alarm

**Keep receipts to help with any future compensation claim**

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**Guidance notes**

**Alterations that may be refused permission**

We will not unreasonably withhold permission but there are alterations that we will usually refuse permission for:

* Alterations to a new build property in it’s first year as this may invalidate warranties
* Applications to fence off areas of communal ground for personal use
* Applications to install a satellite dish on a property with a communal satellite system
* Alterations that would breach existing Deed of Conditions or planning conditions
* Alterations that will interfere with the structural integrity or health and safety of the property
* Laminate flooring above ground floor level

**Alterations that need our permission**

Any work to alter the property will usually need our permission including:

* Changing kitchen or bathroom fittings
* Changing windows or doors
* Internal physical alterations to walls or roof space
* Installing an overbath shower
* Fitting medical equipment such as hoist or stair lift
* Electrical changes including adding or moving sockets or changing pendant lights to spotlights
* Changes to the heating system
* Exterior redecoration
* Laying laminate or engineered wood flooring
* Installing a satellite dish
* Any communal area alterations
* Fences, sheds and greenhouses
* Insulation work
* Interior decoration that involves artex coatings, timber paneling or other fixed decorative finishes
* Any changes to locks on front / rear doors or fitting of secondary locks

Other works not listed may also require permission – please get in touch to discuss your planned work if you’re not sure whether permission will be required

**Does the work involve gas or electricity?**

You will need to have the work carried out by a qualified tradesperson and provide us with copies of gas and/or electrical safety certificates for all completed work

If we do not receive certificates we will carry out our own checks of the work and you will be asked to cover the cost

**Do you live in a listed building?**

Some of our properties are listed which restricts the work that can be carried out to them, and means that work that alters the appearance or character of the property will require Listed Building Consent. You probably won’t need Listed Building Consent if you just want to replace old fittings with new ‘like for like’ fittings.

There is no fee for Listed Building Consent.

If you want to check whether your home is in a conservation area, contact our Customer Service team or you can speak to your local Planning office.

**Will you need a Building Warrant?**

Any type of building work that changes the floor space, structure or roof of the property will probably require a Building Warrant.

Minor works such as replacing your bathroom fittings or heating system will not require Building Warrant but must be carried out to current Building Standards.

Your local Building Control department can give advice on whether you will need a Building Warrant. You will need to pay a fee for the Warrant and provide us with a copy before work can proceed.

**Do you have medical needs?**

If you are applying for permission to alter your home for medical reasons you may be eligible for funding. We receive annual funding from Scottish Government to help us provide medical adaptations.

To be eligible for funding you will need an Occupational Therapist assessment.

We can provide some smaller adaptations such as grab rails and lever taps based on a self-referral from you. See our website for more information or call our Customer Service team on 01224 42300.

**www.langstane-ha.co.uk**

**Do you want to put up shed or greenhouse?**

You will usually not need planning permission if:

* It is at the back of the property
* It is not higher then 4m at any point and the eaves are no higher than 3m (2.5m close to boundaries)
* Has a footprint less then 4sqm

We will not give permission for sheds or greenhouses on communal ground

**Is your property in a conservation area?**

Some of our properties sit in conservation areas. This restricts the work that can be carried out without a planning permission. In conservation areas most work to the outside of a building will need planning permission including:

* Satellite dishes
* Forming a parking space
* Replacement windows and doors
* Forming a parking space
* Gates, fences and sheds

There is a fee for applying for Planning Permission.

If you want to check whether your home is in a conservation area, contact our Customer Service team or you can speak to your local Planning office.

**Are you installing a shower tray or overbath shower?**

* Get a qualified electrician to install an individual power supply, earthing and extractor fan
* Get a qualified plumber to install all supply pipework
* Make sure there is a starter screen and curtain rail (for bath) or screen / cubicle (for tray)
* You will need to tile or put wetwall up to protect the walls
* You will be responsible for maintain the shower
* The shower may qualify for compensation if you end your tenancy in the future

**Asbestos**

* We will check our Asbestos Register to ensure there is no confirmed or suspected asbestos in your property
* We may need to carry out an asbestos survey in your property before we can give permission for the work to progress
* You will be asked to cover the cost of the survey

**Fire safety**

* Any work to front doors needs our consent as these are likely to be fire doors
* Consider fire safety when planning work. Walls between flats or houses will usually be fire separating walls and should not be damaged.
* Ensure you use a qualified electrician to carry out electrical work
* Do not leave materials / debris from the work lying in common areas – this can block fire escapes and be an arson risk