# **Property Alteration Form**

Please contact all relevant external service providers and Medway Council department(s). i.e. Housing Repairs, Highway’s, Parking Services: Building Control/or Planning for their consent and advice.

It is recommended an asbestos survey is completed depending on works required – see page 3. All supporting information, documents or consents from each relevant service provider or department(s) MUST be provided when submitting this form.

Please completed all pages of this form.

You should not start any alterations until you receive written permission from Medway Council.

## **Section 6.16 of a secure tenancy agreement states:**

If you do carry out an alteration or improvements to the property, “before doing so you must have the written permission of the council and have obtained all statutory consents”.

If any alterations are made to the property without prior permission from Medway Council then this is potentially in breach of your tenancy agreement which could result in Medway Council asking you to return the property to its original condition, or entering the property to carry out the necessary work which will result in a recharge.

## **Please complete and then return to:**

**HRA Housing, Medway Council, Gun Wharf Level 3,**

**Dock Road, Chatham, ME4 4TR**

Email:[housingrepairs@medway.gov.uk](mailto:housingrepairs@medway.gov.uk)

If you are a leaseholder please return to [leaseholders@medway.gov.uk](mailto:leaseholders@medway.gov.uk)

# **Your details**

* Address:
* Are you a tenant or leaseholder?
* Tenants name:
* Contact telephone number:
* Email:

# **Permission for proposed works**

* Have you applied for planning and or building control consent? (if required):

If yes, please attach a copy of your consent letter

Provide any additional information and date to confirm when you will be submitting a delayed application and to whom:

* Have you applied for permission from other departments if needed, including:
  + Highways
  + Right to buy
  + Planning
  + Building Control
  + Other.

If yes, please attach a copy of your consent letter/email.

Provide any additional information and date to confirm when you will be submitting a delayed application and to whom:

The correct documentation MUST be provided with this application.

# **Specification and cost of the work**

* What work do you wish to carry out and where?
* Who will be carrying out the work? (**Please confirm if currently registered and certificated with the relevant professional body.)**
  + Name
  + Address
  + Insurance details
* Provide the following:
  + Copy of the detailed works
  + Specification
  + Quotation
  + Letter showing parts and materials from the installer
* What is the total overall cost of the works? Include labour, materials, skips/rubbish clearance (minor works, installation, gas, electrical, smoke detector certification) and any other relevant costs.
* Please confirm you have verified the type of certification required and confirm you will provide a copy (within the next 14 days)

# **Installation dates**

You should provide all dates if multiple works are being carried out at different times.

* Date work starts
* Date work finishes
* What materials do you plan to use?

# **Asbestos**

* Are you aware of any asbestos materials in the property? If so, list the locations

Please provide details if an asbestos survey has been carried out previously? Or contact the repairs team on 01634 333601.

# **Plans**

Please draw a sketch of the works and/or attach any formal plans and work specifications (use additional pages if needed).

# **Acceptance of terms and conditions**

I have read and understand that should Medway Council confirm provisional approval in writing for the alterations listed above that I have accepted the following terms and conditions:

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* **I confirm that I will abide by Medway Councils/surveyors recommendations:**
* **I accept responsibility that should I fail in my repair obligations under this agreement: To maintain, replace, remove or rectify any property alteration(s) I have carried out at the above address, having received written instructions from Medway Council, that I could incur rechargeable costs + 15% admin fee + VAT also)**

Signature of tenant 1 (sole tenancy):

Signature of tenant 2 (joint tenancy):

Date:

# **Guidance sheet**

## **Completing the Property Alteration Form**

**Please confirm if planning consent is required, and if applied for formal planning consent.**

To find out if you need planning or building control consent you can ether check online at [www.planningportal.gov.uk/permission/house](http://www.planningportal.gov.uk/permission/house) or ring Medway Council on 01634 333333.

1. **If you answered no please provide the date that you intend to submit an application to planning and any other relevant departments consent may be required from.**
2. **You need to ensure you list all the work you are planning and where you are doing this work. Please advise if you need to remove and or relocate any part of the structure including fixtures and fittings.**
3. **If you have elected to hire a contractor to carry out the work, please confirm that you have checked the level of experience (qualifications and that they hold a current registration card for their professional body) or provide a copy of your qualifications if you are carrying out the works and list any relevant experience and skills. If a self-employed builder, please confirm the level and cover and policy details for the liability insurance cover they have.**
4. **Please inform us of the estimated costs involved for these alterations.**
5. **Provide a provisional estimated start date for the alterations works. Please do not start work until permission has been granted from all departments concerned.**
6. **Give the expected completion date.**
7. **Please tell us the types of materials you intend to use (i.e. type of glazing: double, triple, type of spacing, studwork, as all work/alterations must conform to building regulation/fire rating requirements).**
8. **Please provide details of any prior asbestos surveys? Or contact the housing repairs team on (01634 333601).**
9. **Please include a detailed plan or drawing of the work(s) with clear labelling, and/or measurements of the relevant services showing (gas, drainage, water, tanks, heating and duct pipe) runs.**
10. **/11. These boxes must be ticked in order for provisional permission to be granted. By ticking these boxes you accept all future maintenance and repairs for the alterations carried out. If you still require help completing the form or would like to speak to an advisor, please phone your Housing Repairs on 01634 333601.**