

## **GUIDANCE AND DECLARATION FOR TENANTS CARRYING OUT PROPERTY ALTERATIONS**

You need to contact us to request our permission if you wish to carry out any improvements or alterations to your home.

### **This includes improvements/alterations such as:**

- Replacement kitchens or bathrooms
- Central heating
- Electrical alterations/installations
- Installation of over bath showers (electric and thermostatic)
- Removing or erecting partition/dividing walls
- Front & rear doors
- Windows
- Laminate flooring
- Garden sheds
- Extensions
- Installation of a conservatory
- Vehicle access and driveways
- Porches
- Installation of Solar and Photo voltaic panels
- Cavity wall and loft insulation

### **Asbestos?**

You also need to contact us if you plan to carry out any works which may disturb asbestos (i.e. removing artex, vinyl floor tiles etc). For further information on asbestos within your home please see our website [www.svhs.org.uk](http://www.svhs.org.uk).

Depending on the nature of your request, we will need to check the asbestos register. If the report identifies asbestos in the area where you wish to carry out the works, or we do not have sufficient data, a survey will be carried out by an independent asbestos surveyor.

The results of the survey will determine whether permission can be granted at this stage.

Please note that no alteration should be carried out without prior permission. If works are done without permission, we may require that you put the property back to its original condition or recharge you for any further works. If in doubt – PLEASE ASK.

### **We will NOT give permission for:**

- Installation of a wood burner
- Loft conversion

### **Tenants Responsibility**

The entire expense of the improvements/alterations shall be met by you and the work shall be carried out by a competent tradesperson and to the entire satisfaction of Bromford, as stated in your Tenancy Agreement. Any on-going maintenance of the improvement/alterations will be deemed your responsibility.

Please take note of the details below:

### **Gas Safety**

Should any of the improvements/alterations involve gas appliances, please ensure that a Gas Safety registered gas installer is employed and that you receive a safety certificate for the works.

### **Electrical Safety**

Should any of the improvements/alterations involve electrical works, there may be a requirement for an Electrical certificate. Please contact your electrician for further advice or visit [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### **Fensa Certificate**

Should any of the improvements/alterations involve window replacements, please ensure that a Fensa registered company is employed and that you receive a Fensa certificate on completion.

### **What happens next?**

Please complete this form and return it to us. Email us at [enquiries@bromford.org.uk](mailto:enquiries@bromford.org.uk) or post the form to the following address:

Bromford  
Shannon Way  
Tewkesbury  
Gloucestershire  
GL20 8ND

If you need to contact us please call 01684 272727. We are open from 8.30am to 5.00pm on Mondays, Tuesdays and Thursdays. On Wednesdays we are open from 11.00am to 5.00pm. On Fridays we are open from 8.30am to 4.30pm.

On receipt of the form, we will arrange for your Housing Officer to contact you to discuss your request.

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### **Visit by a Surveyor?**

If need be, your Housing Officer will forward your request to the Asset & Compliance Team for a Surveyor to contact you, as it may be necessary for us to carry out a pre-inspection of your property.

If a pre-inspection is required, we will send you the form 'Tenants Application for Alterations'. You will need to complete the form and provide copies of the following documents, if relevant to the work that you wish to carry out, before we visit you.

- Scale drawings and plans where appropriate
- Specifications for the works
- Details of the contractor carrying out the works. We will undertake a check to ensure any contractor used is registered with the relevant regulatory authority e.g. Fensa, Gas Safe and NICEIC
- Structural engineers report
- You may require planning permission and / or building regulations approval or permission from Gloucestershire County Highways. Please contact your local council to check, and if planning permission or building regulations approval is required, forward a copy of these with this application. Please note that we are unable to provide consent to any alterations without the required building regulations or planning permission

## Surveyors Fee

The initial pre-inspection visit will incur a charge of £40.00 plus vat (there is no charge if permission is denied). The post-inspection visit is included in this cost.

Once the pre-inspection has taken place, we will write to you to grant permission and you will receive an invoice for the Surveyors visit. You will not receive an invoice if we decline permission.

Any additional technical visits will cost £35.00 plus vat per visit.

## Completion of work

Once the work has been completed you will need to contact the Surveyor on 01684 272703 to arrange a post inspection of the work.

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## Declaration to be signed by the customer:

I agree that I will not start any work until I have received written permission from Bromford.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

Email: \_\_\_\_\_ Home Tel: \_\_\_\_\_

Mobile: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

Please provide details of the work that you wish to carry out:

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Please keep a copy of this information for your records.