

GUIDANCE AND DECLARATION FOR LEASEHOLDERS & SHARED OWNERS -

CARRYING OUT ALTERATIONS TO YOUR PROPERTY

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

If your property is less than 5 years old, you may also need to obtain the original developers permission before carrying out any structural alterations. You will need to provide us with a copy of this before we can give our permission to any structural works being undertaken.

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. We will require a copy of the certificate.

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. If a certificate is provided, please send a copy to us.

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. We will require a copy of the certificate.

Conditions

The entire expense of the improvements/alterations shall be met by you and the work shall be carried out by a competent tradesperson. Any on-going maintenance of the improvement/alterations will be deemed your responsibility.

Shared owners only

If you are a shared owner it is important that you obtain our consent to any improvements/alterations which add value to your property before works are carried out. If you decide to buy more shares in the future, any increase in the value of the property, due to alterations you have carried out, will then be taken into consideration.

What happens next?

Please complete this form and return it to us. Email us at 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. We will check your lease/agreement to ensure permission can be given. Where applicable, we will need to check the land transfer agreement for any restrictive covenants. Your Housing Officer will then write to you to confirm whether permission is given or declined.

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 you wish to carry out:

Please keep a copy of this information for your records.