

FORGEWOOD HOUSING CO-OPERATIVE LTD
49 DINMONT CRESENT
MOTHERWELL
ML1 3TT



APPLICATION FOR ALTERATIONS & IMPROVEMENTS

TENANCY DETAILS

Tenant	
Joint Tenant	
Address of property where alteration/improvement is to be carried out:	

CONTACT DETAILS

Mobile	
Landline	
Email	

DESCRIPTION OF PROPOSED WORK

Please provide full details of the works you wish to seek permission for:

(Please continue on a separate sheet of paper if required)

Please include **plans and specifications** (where appropriate)

Are plans or specifications attached?

☐ Yes

☐ No

Is Planning Consent (including additional constraints in Conservation Areas) or Building Warrant required for the proposed work?

☐ Yes ☐ No

If the answer to the above is yes, please state what approval(s) is/are required:

If applicable have you applied for and received the consent(s)?

☐ Yes ☐ No

Please provide the details of who will carry out the works:

(Note that all gas works must be carried out by Gas Safe registered contractors and electrical works by NICEIC registered contractors, with original safety certificates provided to the Co-operative's satisfaction on completion)

CONSULTATION WITH NEIGHBOURS

Where the proposed works affect your neighbour(s) (e.g. you are applying to erect a dividing fence) you must obtain agreement from the tenant/joint tenant/owner affected. Confirmation of consent from the affected party must be given below.

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined under description of proposed work.

Print Name _____

Signature _____

Date _____

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined under description of proposed work.

Print Name _____

Signature _____

Date _____

Name _____

Address _____

TO BE COMPLETED BY THE AFFECTED PARTY

I confirm that I have no objections to the works outlined under description of proposed work.

Print Name _____

Signature _____

Date _____

REMOVAL OF ALTERATION ON TERMINATION OF TENANCY

Do you intend to remove the alteration or improvement on the termination of your tenancy?

☐ Yes ☐ No

If you have answered 'Yes', please complete and sign the following statement.

I confirm that upon termination of my tenancy I will reinstate the property to its original condition and to the satisfaction of the Co-operative. I will be responsible for making good any damage that occurs to the property in doing so.

Tenant _____ Date _____

Joint Tenant _____ Date _____

If you answered 'NO' see next section below

RIGHT TO COMPENSATION FOR IMPROVEMENTS

If you receive permission for improvement works and you intend to leave this, you may be eligible for compensation when your tenancy comes to an end.

To qualify, you will require to provide the following information:

- What date was the work completed? _____
- What was the cost of works? _____

Please provide the relevant invoices ☐ TICK IF ATTACHED

(You must claim this compensation between 28 days before and 21 days after your tenancy comes to an end.)

DECLARATION

I confirm the following:

- I have read and will comply with the terms outlined in the Information for Tenants on Alterations & Improvements leaflet and will not start any works until I have received written consent from the Co-operative.
- I agree that all work will be carried out by a competent contractor and to the Co-operative's satisfaction. In regards to any gas or electrical works I agree this work will be carried out by registered contractors and will provide the necessary safety certificates upon completion of the work.

Please tick to confirm ☐

I declare the information given on this form is correct.

Tenant _____ Date _____

Joint Tenant _____ Date _____

Please return your completed form to: Forgewood Housing Co-operative
49 Dinmont Crescent, Motherwell, ML1 3TT
Tel No 01698 263311
Email address enquiries@forgewoodcoop.org.uk

OFFICIAL USE ONLY

Date application received:	
Date acknowledgement sent (to be within 3 working days):	
Date of pre-alteration inspection or state if not required:	
If consent required from North Lanarkshire Council state which:	
If so, has evidence been provided that statutory consent was granted:	
Is the Co-operative consenting to the proposed work:	YES/NO Delete as appropriate
Date approval letter issued to tenant:	
Are there any conditions attached to consent granted: (attach letter of permission)	YES/NO Delete as appropriate
Date of post inspection or state if not required:	
Were works completed within 3 months:	YES/NO Delete as appropriate
If no works carried out within 3 months consent lapses, unless an extension has been granted. Is any action required?	YES/NO Delete as appropriate If yes state what actions are required _____ _____
If statutory consents were obtained, was a completion certificate provided by North Lanarkshire Council and presented to the Co-operative:	YES/NO Delete as appropriate
Were all the Co-operative's consent / conditions met satisfactorily:	YES/NO Delete as appropriate
If gas or electric works were carried out, were satisfactory safety certificates provided:	YES/NO Delete as appropriate
Date case closed following work confirmed as satisfactory and all conditions met:	
Date of rejection letter (to advise of options outlined in policy):	
Is this alteration eligible for compensation:	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, has evidence of costs been provided:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Cost of Improvement works: _____ (Note the actual reimbursement due will depend on the length of time since installation, in accordance with statutory guidance)	
Form completed by _____ (Maintenance Officer) Position: _____ Signature _____ Date _____	

NOTES

The personal information which you provide within this form will be stored securely and confidentially and information may be disclosed to other bodies in certain circumstances.

By completing and submitting this form, you are agreeing to your information being processed in line with our Data Protection & Privacy Policy.

By providing us with this information you automatically give your consent for the purposes specified.



INFORMATION FOR TENANTS ON ALTERATIONS & IMPROVEMENTS

We understand that you will wish to make the house your home and we are happy to allow various alterations and improvements, providing they are carried out safely and with no adverse effect. The following information will hopefully answer any questions you may have.

WHAT DO YOU MEAN BY AN ALTERATION OR IMPROVEMENT?

This is any work you wish to undertake in your home, other than simple internal decoration using wallpaper and paint. Examples might include:

Internal

- Installation of an over bath shower
- Replacement of fixtures or fittings such as kitchen units or internal doors
- Tiling floors or walls

External

- Fitting of a security alarm/CCTV/external tap
- Laying garden slabs

If you are unsure about any work and it is not on this list, please contact our Maintenance Section for advice.

WHAT DO I HAVE TO DO BEFORE STARTING WORK?

It is a condition of your tenancy that you must apply for and receive our written consent **before** starting any work, by completing our specific application form and forwarding it to the Co-operative.

WHAT INFORMATION DO I NEED TO PROVIDE WITH MY APPLICATION?

This will depend on what you are planning to do, but generally we need full details of the work. For significant work we may also need a technical specification, scale plans, statutory consents and details of who will be carrying it out.

DO I NEED TO CONTACT ANYONE ELSE?

This will again depend on the type of work and you may need to apply for statutory consents such as Planning Consent or Building Warrant before starting. You are responsible for checking if these permissions are required and if they are, you must apply to North Lanarkshire Council and pay any associated fees.

When you apply for **our** permission, you will have to tell us if any statutory consents are required and if so, whether you have already applied for and received them. We will then need to see the consent before we agree to the work starting.

WHAT HAPPENS AFTER I SEND IN MY APPLICATION FORM?

We will consider your proposal and if needed, contact you to obtain additional information or clarify any issues. Where you have applied to us using the specific application form, we will acknowledge receipt within 3 working days.

If the proposed work is acceptable we will normally grant permission within 28 days. However, should the proposal be complex or you have not provided sufficient information, we may be required to refuse your consent on the condition that you either provide more information or revise your proposals.

WILL YOU ATTACH ANY CONDITIONS TO THE APPROVAL?

For some types of work we will need to set conditions. For example, works require to be undertaken by qualified or registered trades. You must use a Gas Safe registered contractor if you wish to install gas appliances and any electrical work needs to be carried out by qualified electricians. On completion of such works the contractor must provide you with signed safety certificates for the work they have carried out to your home which you will be required to provide to the Co-operative.

You will be liable should any damage be caused as a result of the work and will be responsible to maintain the alteration or improvement for the duration of your tenancy. This alteration must not result in any unreasonable additional maintenance cost to the Co-operative.

It should also be noted that in the event of us requiring to carry out an essential repair, it may not be possible to match up finishes e.g. in the case of laminate flooring or tiling where the product can no longer be obtained.

Following issue of your approval, we will confirm any specific conditions in writing, however, works must be completed within 3 months from the date of the approval or it will be cancelled and a new application required. You should therefore let us know if you are experiencing difficulties and we will consider extending the timescale.

WHAT HAPPENS ONCE THE WORK IS COMPLETED?

You need to advise the Co-operative when works are completed. This will allow an inspection to be carried out. Although we do not accept any liability for the works should the Co-operative find it to be unsatisfactory, you will be required to rectify this and be given a specified timescale to do this.

Where any statutory consent is required, you must also provide us with the original copy of the Completion Certificates after the work has been inspected and approved by North Lanarkshire Council.

COMPENSATION FOR IMPROVEMENTS

You may be entitled to compensation for improvements after your tenancy has ended, where our consent was previously obtained and it has been agreed that the improvement may be left. The level of compensation will be calculated in accordance with statutory provisions as outlined in the Co-operative's Right to Compensation Summary Policy.

REFUSING PERMISSION

Where permission is refused, we will advise you in writing of the reason and let you know if there is any scope for submitting revised proposals for the Co-operative to re-consider.

If you are unhappy with the Co-operative's decision or any conditions attached to the consent, you have the right to appeal this decision through our Complaints Handling Procedure.

WHAT IF I DID NOT ASK FOR YOUR PERMISSION BEFORE CARRYING OUT WORK?

It is important that you request our permission first, as otherwise we may need to ask you to reinstate the property to its original condition or we may do this ourselves and charge you for the cost.

In certain circumstances we may allow you to make a retrospective application, but you will require to meet any conditions we set and consent could still be refused. To avoid any potential problem, it is much easier to seek our consent in advance.