

Application for the alteration to council property

NOTE: **No work** to be undertaken before inspection and written approval is granted

Name

Address

Telephone No.

Details of proposed works to be carried out: (drawings, Building Regulations and Planning Approvals, name/address of contractor etc must be attached – see guidance notes)

Expected date of work to commence

Expected date of completion

I confirm I have read, understood and accepted all the terms and conditions in respect of this application. (All tenants to sign application)

Signed

Date

Signed

Date



Application for the alteration to council property

For Office Use Only – Application Record

Application received (date)

Checked by Community Housing Manager

Objections

Comments (e.g. conditions)

Date referred to Repairs Coordinator

Initials

Application approved

Date

Date permission expires

Approved by

Officer Delegation Scheme March 2009 paragraph NTH 3 d and g

Tenant advised in writing (date)

Date works completed

Inspection Details

Checked by Repairs Coordinator

Objections

Date

Initials

Comments (e.g. conditions)

Asbestos check

Asbestos Identified

Inspector comments on completion of work

Date

Initials

Application for the alteration to council property - Guidance Notes

Any permission given as a result of this application is given by the council solely as landlord and owner of the dwelling and not in any other capacity of the council.

It is the Tenant's responsibility to seek and obtain all necessary planning, building and any other consents required for the proposed works in addition to this permission

a. This form must be completed and permission granted in writing by the council before you make

any alterations to your home. Examples include:

- changing or installing a central heating system
- replacing windows
- removal any load bearing walls, stud walls
- building porch or other extension
- alterations to our fixtures and fittings such as kitchen units, fireplaces or sinks
- removing fences, or putting up any structure such as shed, green house garage, or outbuilding of

any type putting up an outside aerial or satellite dish, or having cable supply connected to the property.

- Putting up shelving or installing fitted wardrobes.

This is not a comprehensive list and if you are unsure whether or not your proposed alterations require permission, you should complete the form anyway. If our permission is not required we will let you know as soon as possible.

b. On the application form you should give brief details of the work you propose to do. You should include details of how you propose to do it (e.g. what materials will be used, who will carry out the work). Please provide specifications and drawings.

General Terms and Conditions

a. You must not start any work until you have received written permission from the Council. This will not be unreasonably held. If permission is not granted you will be notified of the reasons why in writing.

b. Any work to gas heating installations or gas service pipe work must be carried out by a Gas Safety Registered Engineer. You must provide safety certificates following the completion of any works carried out. We will advise you separately of our specific conditions if required.

c. Any work to electrical installation or wiring must be carried out by a registered NICEIC electrician and in accordance with the 17th Edition of IEE Regulations. You must provide all certificates



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following the completion of any works carried out. We will advise you separately of our specific conditions if required.

d. You are responsible for obtaining any relevant planning permission or building regulation approval prior to any work starting and for any costs incurred. Should you carry out works which require planning permission you must contact planning on 0191 643 2310.

e. If you intend to carry out work that requires building regulations approval or if you are unsure if this is required, please contact 0191 643 2200 for advice, alternatively you can contact building control via e-mail at building.control@northtyneside.gov.uk or for further information you can log onto website at www.northtyneside.gov.uk/building.

f. The Council is aware that some of our properties may contain asbestos related products. Before the council can consider any application for works any asbestos identified must be removed. For further advice regarding asbestos and if identified within your property please contact please contact the Asbestos Coordinator on 0191 643 7818.

g. If and when permission is granted, you must ensure that the work is carried out by a competent tradesman, and to a satisfactory standard. When the work is completed you must advise your local housing office so that a Repairs Inspector can inspect the completed works.

Please note any unsatisfactory workmanship must be put right at your expense. If they are not, we may carry out the remedial works to the required standard and you will be charged for this.

h. If and when permission is given, the work must be carried out within 12 months from the date of permission letter. If not, a further application must be submitted and approved.

i. Work carried out with the permission of the Council becomes the property of the Council. Any fittings etc, installed at the property as a result of the works must therefore be left in the property if you terminate your tenancy. In some circumstances you may be entitled to compensation if you leave within a given period. Further details are available from your local Housing Office.

j. You are responsible for the maintenance of new fixtures and fittings, e.g. bathroom suite, kitchen or gas fire, for the first 12 months. If improvements are carried out by a private contractor they will be covered by a guarantee or manufacturers warranty for a period of time. If you have received our permission and work has been done properly we will maintain any new fixtures and fittings after the first 12 months.

k. Please return your completed form to your local housing office with the addresses of the four customer service centres:

White Swan Centre Citadel East, Killingworth, NE12 6SS

North Shields Customer First Centre Northumberland Square, North Shields, NE30 1QU

Wallsend Customer First Centre The Forum Shopping Centre, Wallsend, NE28 8JN

Whitley Bay Customer First Centre York Road, Whitley Bay, NE26 1AB

Application for the alteration to council property - General Points

Fencing / Walls / Gates

- You will be required to apply for planning permission if you wish to apply to erect, add or alter a fence, wall or gate if:
 - The proposed fence, gate or wall would be over 1 metre high and next to a highway
 - Used by vehicles (or the footpath of such a highway).
 - Or the new fence, gate or wall is over 2 metres high elsewhere:
- Fences, walls and gates do not require building regulation approval, however the structures must be structurally sound and maintained.
- Your tenancy agreement requires you to obtain council permission to alter, remove or change such fences. Such cases are dealt with on a case-by-case basis and permission will depend on the individual circumstances and location of the fences.
- If you require further advice contact your local housing office.
- If the fence/wall is classed as a 'party fence wall' then it is advisable that you speak with the adjoining owner/tenant to advise of any works you intend to carry out. You will need to seek permission of adjoining owners in some cases.

Garage and Hardstanding Area

You will be required to seek permission to apply to erect a garage / hardstanding area subject to all costs being met by the tenant and the conditions outlined below.

1. Hardstanding area minimum size 4.8m x 2.1m consisting of 150mm concrete base on 150mm hardcore.
2. Garage to be erected is to be brick or pre-cast concrete construction and limited to a minimum internal size of 4.8m X 2.44m or external maximum size of 6.1m X 3.05m. Planning permission would normally be required. Please contact our Development Function for further details on telephone number 0191 643 2310
3. Garage base (for concrete garage) to be 300mm additional width, breadth of external sizes of the concrete garage and to consist of 150mm concrete base on 100mm hardcore.

And Compulsory

4. The provision of a footway cross over is to be carried out at the tenants expense by the Council and / or approved qualified contractor and an estimate for the cost of this work can be obtained by contacting the Council's Highway Section on telephone number 0191 643 6130 before returning this form.

Conditions

- a. If your land does not directly join a road or footpath and the Council owns the land, consents may be required to cross the land. You may have to enter into a licence agreement. If a licence agreement is granted it is for you as the current occupant of the property and is not transferable to any future owners or tenants.
- b. Before permission is given for a vehicle access crossing over a footpath or grassed verge you must contact the utility companies to check if they have any apparatus within the section of land to be crossed. You must supply North Tyneside Homes with confirmation from the utility companies that they consent to the proposed vehicle access crossing and of any terms and conditions to be fulfilled before the land can be crossed.

- c. If the land is not owned by the Council the applicant must obtain the landowners consent to the vehicle access crossing.
- d. Approval for hard standings which require the need for a vehicle access crossing will only be given subject to the relevant permissions from the Strategic Property Team, the Highways Section and the landowner.
- e. Where the hard standing is required by tenants who live in flats, planning permission must be obtained. For further information please contact Highways Section on telephone number 0191 643 6130
- f. Where the construction of a footway cross over involved the re-siting of street furniture (ie lamp standards) then the cost to this work is to be borne by the tenant.
- g. Where alterations to existing manholes, drains, boundary and divisional fencing is to be carried out then the works are to be carried out by the tenant to the satisfaction of the Housing Services Manager.
- h. In default the tenant must agree that the necessary works may be under taken by the Local Authority at the tenants expense.
- i. If the construction involves the provision of a common access with an adjoining dwelling, the applicant providing the garage, should receive the consent of the tenant of the adjoining dwelling in writing, and continue the allowance of a right of way of pedestrians and vehicles along this common access.

Sheds

- If you wish to erect a garden shed/building in your garden, contact your local housing office who will advise

Satellite Dishes / Aerials / Antenna

- Normal domestic TV and radio aerials do not require specific planning permission. However in some areas permission may be required e.g. sheltered accommodation. For further advice contact your local housing office.

Boilers / Heating

- Building regulations will apply if you want to:
- Install or replace a hot water cylinder
- Install, replace or alter the position of any types of gas solid fuel and oil appliances (including boilers)
- Install a fixed flue less, gas appliance

See section c of the Guidance Notes regarding any works carried out involving gas or electrical work.

Circuit / Electrics

- If you intend to carry out electrical work to your property you must use an installer who is registered with a competent person scheme or from a Building Control Body
- See section d of the Guidance Notes regarding any works involving electrical work.
- We as your Landlord and local council cannot give you legal advice. These guidance notes are intended to assist you in complying with requirements under your tenancy agreement. We recommend, if you intend to carry out substantial work to your property, that you consider taking independent legal advice.