|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Request** | **Conditions of approval: installation requirements** | **Conditions of approval: Responsibility for maintenance** | **Reference to external guidance** | **Once you have completed the work** |
| **Loft Conversions** | A loft conversion may need involvement of either or both Planning and Building Control. In the first instance, we ask all applicants wishing to seek landlord permission to convert a loft to have the necessary paperwork in place from these departments. When applying for landlord permission from the Fixtures and Fittings team, we require that all necessary drawings, documents, and permissions are submitted as part of the application, along with builder’s details, insurance policy, warranty details and any other necessary documents such as party wall agreements.When finished, we will need to inspect the completed works (you may also receive necessary visits from Building Control throughout the construction phase). We will need to have copies of all completion notices, such as gas and electrical safety certificates.Please note the following:* Permission issued from NTC for proposed building works is in principal and subject to strict adherence to building regulations, Building Control, and where necessary, Planning Permission approval.
* All proposals, drawings, and plans must be submitted as part of the application for approval.
* Where a Party Wall Agreement is required, this must be in place before the commencement of work.
* Works affecting other residents, e.g. noise, dust, traffic, fumes, fire risk, etc. must be correctly managed in accordance with industry expectations for safe and considerate working practices.
* **The asbestos register must be consulted before work commences. Asbestos Coordinator 0191 643 7808**

Please contact the Fixtures and Fittings team if you require any further advice. | **TENANT** – for the first 12 months (unless warranty extends beyond 12 months).After that time, subject to any guarantees, **North Tyneside Council** will maintain and repair, if you had gained our permission for the work in the first place and, when inspected after completion, they were passed fit (see Tenancy Agreement, Section 9.3.4). Factors involving cost, availability and suitability will be considered by North Tyneside Council in instances of part replacement; where it is not practicable to install an identical part, a like-for-like replacement will be selected.A loft conversion does not qualify under the Compensation for Improvements Regulations. | [North Tyneside Building Control](https://my.northtyneside.gov.uk/category/906/building-control)[North Tyneside Planning](https://my.northtyneside.gov.uk/category/915/planning)[Loft conversion advice](https://www.planningportal.co.uk/permission/home-improvement/project-advice/project-advice-loft-conversion/planning-a-loft-conversion) | Please email us with the completion details, any necessary certificates and warranty details. We may contact you to carry out a post-inspection. |