

Can I make alterations & Improvements to my home?

The 1985 Housing Act allows tenants to make various alterations or improvements to their home. You will need to be granted permission from Trent & Dove Housing and have obtained relevant planning or building regulations consent.

Examples of alterations or improvements that need to be applied for are;

- a new bathroom suite or shower
- a new kitchen
- fireplaces
- internal partitions
- new internal doors
- replacing light fittings
- externally constructing a hard standing
- erection of a garage or shed
- garden ponds
- satellite dish
- radio / CB / TV aerial
- removal of any fixtures or fittings
- artexing of walls / ceilings

Is there a procedure I should follow?

Yes - just follow the three steps below;

- 1 Complete the attached application form detailing the works you would like to undertake, and explain whether you have checked if the works require Planning or Building Regulations consent.
- 2 Send the application form to your Maintenance Surveyor / Housing Officer and you will then receive an acknowledgement that your application has been registered.
- 3 The Maintenance Surveyor will assess your application and you will then be notified of whether you have been granted permission to undertake this work. However, we may need to contact you for further information regarding the works you wish to undertake.





How will I know if I require other consents for works to be carried out?

If you are carrying out any structural alterations or extending your property you will need to contact the local Planning and Building Regulations Department at East Staffordshire Borough Council **01283 508000**, for further advice and guidance.

We would advise you to get permission from Trent & Dove Housing before you apply for Planning or Building Regulations, as you will require our approval before any other permissions are granted.

What happens if I carry out the work without getting consent from my landlord?

If we discover that work has been carried out without appropriate consent being granted we may ask you to reinstate the works, or we may recharge you for restoring the property to its original condition.

If consent is granted to carry out alterations to your home you must ensure that you comply with the works that have been agreed.

If you have carried out any additional alterations or works not to the agreed description specification as stated on your application form, we may ask you to reinstate the work or recharge you for works to restore the property to its original condition.

Right to compensation for Improvements

When you leave the property you may be entitled to compensation for improvements which you have carried out. Please ask for details of this from your local office.



Application for Alterations & Improvements

Name

Address

Postcode

Tel No.

Mobile No.

Description of works / alterations / improvements

I would like to make the following alterations to my property:

(Please give as much detail as possible, if the work involves structural alterations - please attach relevant working drawings with details of lintels, walls removed etc).

Application for Alterations & Improvements *continued...*

I have contacted East Staffordshire Borough Council to check if I require the following consent;
(Please delete as necessary)

1. Planning permission - Yes I require / No I do not require permission

Planning application No. Date permission was granted

2. Building Regulations - Yes I require / No I do not require permission

Building Regulations Application No. Date Permission was granted

I agree to carry out the above repairs / alterations to my home. If the improvements are altered from the above description in this application form the consent given will not be valid.

Signature Date

Office Use Only

Office Comments / Checks

Date received

Maintenance Surveyor

Acknowledgement letter sent

Do we require further information from the tenant about the works? Yes / No

Letter sent requesting additional information (date)

Has planning / building regulations been approved? Yes / No

Date checked with ESBC

Work to be approved / refused

Decision date

Letter sent with decision (date)

If you would like information in another language or format, please ask us

यदि आपको सूचना किसी अन्य भाषा या अन्य रूप में चाहिये तो कृपया हमसे कहे - *Hindi*

اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید - *Farsi*

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو براے مہربانی ہم سے پوچھئے۔ - *Urdu*

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, - *Polish*
prosimy dać nam znać.

ئەگەر زانیاریت بە زمانیکی کە یا بە فۆرمیکی کە دەوی تکایە داوامان لێ بکە - *Kurdish*

OTHER LEAFLETS AVAILABLE

How to Apply for a Garage

How to Deal with Anti-social behaviour or Nuisance

How to Terminate your Tenancy

A Guide to Annual Safety Checks & Service Programme

A Guide to Keeping Pets in your Home

A Guide to Aids and Adaptations in Your Home

How to Pay your Rent

A Guide to Making Compliments Comments & Complaints

A Guide to Reporting a Repair

A Guide to Becoming Involved

A Guide to Customer Standards

Welcome to Trent & Dove Housing

A Guide to Finding a Home

For more information on any aspect of our service,
please contact Trent & Dove Housing at:

Trinity Square, Horninglow Street,
Burton upon Trent,
Staffordshire, DE14 1BL.
Tel: 01283 528528

11 Bradley Street, Uttoxeter,
Staffordshire, ST14 7QA.
Tel: 01889 561870

Or by email: enquiries@trentanddove.org

