



## 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.



## Application for Alterations & Improvements

Name

Address

Post Code

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).*