



TENANTS REQUEST FOR IMPROVEMENTS / ALTERATIONS

NOTES FOR COMPLETION OF TENANTS REQUEST FOR IMPROVEMENTS OR ALTERATIONS FORM

This form is for use by residents who are seeking the Council's consent as your landlord for alterations and / or improvements to your dwelling.

The type of work for which you require consent would typically include such installations as electric showers, replacement kitchens and bathrooms, removal of larders etc. (this list is not exhaustive)

Leaseholders should be aware that they require the Council's consent for any structural alterations or alterations to the appearance of their property, such as replacement windows, front doors etc.

Generally, the Council will agree to alterations being carried out to its dwellings, subject to the proposed alteration being technically sound, properly executed and not likely to reduce the amenity value of the property.

However, if your rent account is in arrears you will need to pay these first before the Council will consider your request for improvements/alterations.

Please note that permission is no longer given to erect a conservatory due to ongoing maintenance issues.

If the Council decline permission, you will be advised of the reason. Please try to complete as many of the fields on the form as possible as this will help us to make our decision.

This form is intended to register your intention to carry out work. Submission and acceptance of the form does not imply that the Council have agreed to the works proceeding and you should not commence works until formal agreement has been received in writing.

The form will be referred to your Housing Officer and Housing Building Surveyor for consideration.

For more complex proposals you may be contacted and requested to submit further information.

You may also have to apply for Building Regulations and Planning consent depending on what alterations you intend to carry out. Authorisation from these departments does not mean that you have permission from the Housing department so you will still need to complete this form.

All applicants will receive a written response to their applications within 10 working days.

This form should also be used by tenants or leaseholders applying for retrospective consent for works they have already carried out.

PRIVACY NOTICE

HOUSING MANAGEMENT

The Council will use the information you submit, or have submitted, in all correspondence to the Council to enable the Council to provide you with the services required to manage your tenancy.

Further information about your Data Protection rights in line with the provisions of the General Data Protection Regulations and Data Protection Act 2018, for example how to contact the Data Protection Officer, how long your information is held or how we process your personal information can be found on the Uttlesford District Council website. Printed copies of the Council's Privacy Notices can be provided on request.

The Council will:

- Use the information you provide for the purpose of performing any of its statutory duties.
- Make any disclosures required by law and may also share this information, both across council departments and with other local authorities and government organisations.
- Check information you have provided, or information about you that someone else has provided, with other information it holds.

The Council will not give information about you to anyone else, or use information about you for other purposes, unless the law allows this.



UTTLESFORD DISTRICT COUNCIL

Tenants request for improvements / alterations

Applicant Name: _____ Tel number: _____

Email: _____

Address: _____

TYPE OF PROPERTY			
<i>Please mark with 'x'</i>	House/maisonette	Bungalow	Flat
Proposed Alteration/Improvement: (Please provide brief description of work, including diagrams)			
DESCRIPTION OF WORKS			
Is the work on or directly adjacent to the boundary?	Yes/ No		
Are you applying for a Party Wall Notice (Party Wall etc Act 1996)	Yes/No		
Contractor who will be carrying out proposed works	Contractor Name: Tel number: Email: Address:		
Proposed start date			
Duration of Works			

Have you consulted other Council Departments (e.g. for planning consent)	
Planning	Yes/No If 'yes' please give the planning reference number
Building Control	Yes/No If 'yes' please give the building control reference number
Highways	Yes/No If 'yes' please give the highways reference number
Other	Yes/No If 'yes' please specify

Tenant/applicant signature

_____ Date _____

Joint tenant signature
(if applicable)

_____ Date _____

Please return this form via email to housingadmin@uttlesford.gov.uk or hardcopy to Housing Admin, Council Offices, London Road, Saffron Walden, CB11 4ER.

For office use only

IN-HOUSE CHECKS BY VOID AND REPAIRS SURVEYOR	
Are departments are happy to proceed?	
Housing Officer (Rent/ASB)	Yes/ No If 'no' why?
Housing Surveyor	Yes/ No If 'no' why?

OUTCOME TO TENANT/S		
1a) Permission refused Confirmation letter sent to tenant/s	Date	By
	Date	By
1b) Permission granted Confirmation letter sent to tenant/s	Date	By
	Date	By
2) Post inspection of works completed	Date	By
Outcome		

Completed forms to be scanned to house file.