

In case of enquiry contact Alan Norton
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Estates & Facilities

Dear Leaseholder

ALTERATIONS TO YOUR **SHARED OWNERSHIP** DWELLING

HOUSING ACT 1985

Under the terms of your Lease at Section 3 (6) and (3) and the 1985 Housing Act, it is necessary for you to obtain the written consent of the Council before carrying out **ANY** alterations to the property you occupy.

HOW TO APPLY

In order to be able to consider your request, details of your proposals are required. You should complete and return the attached form, enclosing all relevant plans. (These need to be drawn to scale provided that adequate information about the dimensions and position in relation to existing walls, doors, windows, down-pipes and neighbouring properties etc. are included). You should specify what materials you intend to use bearing in mind that the Council do not permit the use of any asbestos products. If you do not supply sufficient information there will be a delay in dealing with your request. If you wish to discuss what information is required please contact us.

REFUSAL

If permission is not granted you will be given a reason for it.

CONDITIONS

If permission is granted it will be subject to various conditions such as the work will be carried out by a competent tradesman to the satisfaction of the Council and that you will be responsible for any maintenance of the alteration. If you do not comply with the conditions you may be breaking your tenancy agreement. In most instances the alteration will have to be left in the dwelling if you leave, in which case it should be left in good condition. If anything is removed you will be responsible for carrying out necessary reinstatement (i.e. if a gas fire is removed the coal fire would have to be left in good working order). The Council reserves the right to charge you for any work needed to ensure a satisfactory standard.

REMOVAL OF WALLS

If your alteration involves the removal of internal walls, please check and state if these walls are load bearing i.e. supporting another wall upstairs, supporting floor or roof joists.

BUILDING REGULATIONS

You may require Building Regulations approval depending on the nature and extent of the proposed work in which case you will need to complete the relevant application form obtainable from the Building Control Office, Guildhall, telephone number 01223 457000 and the Housing Departments permission will be conditional upon you obtaining this before carrying out any work. If Building Regulations approval is necessary, scale drawings will be required. Some common alterations requiring Building Regulations approval are: installation of gas central heating by anyone other than a Gas Safe approved installer, removal of load bearing walls, erection of an extension, a porch or conservatory exceeding 30m² or a garage attached to the dwelling and any replacement of doors and windows. A fee will be payable for this. For further information on works which are exempt from the building regulations, a guidance note is available from the Building Control Office or by visiting the website at <http://www.cambridge.gov.uk/services/building-control>.

PLANNING PERMISSION

You require Planning Permission for the erection of a garage or extension and a C.B. aerial and in some cases a satellite dish. Application forms can be obtained from the Planning Office at the Guildhall, or by calling 01223 457000.

RIGHT TO BUY

Any alterations that you carry out to the property do not affect the valuation if you decide to apply to purchase the dwellings.

Yours sincerely

Estates & Facilities

Repairs and Maintenance
Cambridge City Council
PO Box 700
CB1 OJH

Please send in your application to the address above.

APPLICATION FOR LANDLORD'S PERMISSION TO CARRYOUT AN ALTERATION TO A SHARED OWNERSHIP DWELLING

NAME _____

ALTERATION ADDRESS _____

CONTACT ADDRESS _____

TELEPHONE NUMBER _____

DESCRIPTION OF ALTERATION _____

NAME AND ADDRESS OF PROPOSED TRADESMAN _____

If the alteration involves any **gas** or **electrical work** proof of a registered tradesman must be supplied with your application.

SIGNED _____ Date _____

Please note that this application is for Landlord's approval only and does not cover either approval for Town and County Planning purposes or Building Regulations purposes. Where necessary separate applications will need to be sought for Planning Permission and Building Regulation compliance.

Please answer the following questions where they apply (see notes)

- | | |
|--|--------|
| 1. Have you applied for Planning Approval? | Yes/No |
| 2. Have you applied for Building Regulation Approval? | Yes/No |
| 3. Does the proposed alteration involve any gas/electrical work? | Yes/No |
| 4. Does the proposed alteration involve any plumbing? | Yes/No |

Where your application is not accompanied by drawings please draw below (to scale if possible) a plan of your application.