

Date of application: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Ref. no. \_\_\_\_\_

## **APPLICATION FOR LANDLORD'S CONSENT TO ALTERATIONS**

Please read the important notes at the end of this form (go to page 7).

This form must be completed and returned to the address above, together with all relevant documentation as referred to. Please also download and complete the checklist of documentation.

**Under the terms of your lease you must obtain your landlord's consent for alterations before commencement of any works. Not doing so will mean you are in breach of your lease, which can have serious consequences.**

### **APPLICANTS AND PROPERTY DETAILS**

<b>NAME OF ALL LEASEHOLDERS</b>	1)	
	2)	
	3)	
	4)	

<b>FULL ADDRESS OF THE PROPERTY WHERE THE LANDLORD'S CONSENT IS REQUIRED</b> (please specify the floor level and any other detail for easy identification)	Postcode
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<b>NAME AND ADDRESS OF THE LEASEHOLDERS' MAIN POINT OF CONTACT</b> (where all legal documents should be sent)	Postcode
<b>DAYTIME TELEPHONE NUMBER</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

### **ALTERATIONS**

**Full description of the work** (*Please continue on separate sheet if necessary*)

*You must include a description of all the works you want considered in this licence application.*

*N.B. - Any work not included in the description will not be covered in the licence documents.*

**Please provide the following documents where applicable:**

*You should refer to the documents checklist to help you to collate all the requisite documents in support of your application*

- Colour copy of your lease and enclosed lease plans
- Copy of the acknowledgement letter sent to residents and neighbours notifying of proposed alterations

- Existing and proposed plans to show your property before and after the work
- Clearly marked and labelled photographs of the property including interior, exterior elevations of the building, communal areas and front door
- Planning permission including all preliminary documents and conditions required before commencement of the works
- Building Regulation Full Plans approval (please note building notice is not sufficient) including all preliminary documents and conditions required before commencement of the works
- Fire Safety details (e.g. marked up floor plans, showing all active and passive fire prevention measures, including fire doors, fire walls, fire and small alarms, etc.)
- Copy of all Party Wall notices, awards and schedule of conditions with adjoining owners
- For electrical, plumbing and gas works, written confirmation that the works will be carried out by a competent person; please refer to the schedule 3 of the Building Regulations 2010 as amended (Self-certification schemes)
- Copy of the asbestos Refurbishment & Demolition survey
- Copy of written appointment of the Principal Designer under the CDM Regulations 2015 and copy of the F10 notification to the Health & Safety Executive (HSE).  
Otherwise, written confirmation of the reasons why the notification is not required.
- Insurance documents (*see **Insurance** section on page 6*)

Please note, depending on the nature of the work, more documents may be requested.

**1. HAVE THE WORKS STARTED?**

YES  NO

If your answer is "NO" then go to page 4.

If your answer is "YES" then

**PLEASE GIVE THE START DATE OF THE WORKS**

\_\_\_\_\_

**2. HAVE THE WORKS BEEN COMPLETED?**

YES  NO

If your answer is "YES" then

**PLEASE GIVE THE COMPLETION DATE OF THE WORKS**

\_\_\_\_\_

and provide the following additional documents where applicable:

- Building Control Completion Certificate
- Party Wall final survey to check off the schedules of condition in connection with the

agreements or awards

- Electrical, plumbing and gas safety self-certifications (Building Regulations certificates of compliance from 3<sup>rd</sup>-party certification schemes)
- As-built plans, showing details of all passive and active fire prevention measures, including fire door, fire compartmentation walls, fire/smoke alarms, and sprinklers/watermist systems. Otherwise, certification in writing of the designer/project manager that “... *building works have been carried out in strict accordance with the proposed drawings provided to the Council. These coincide exactly with the final revisions of the as-built drawings*”.
- In case of asbestos removal works, a copy of the air clearance certificate(s) and of the waste consignment note. Otherwise, a statement from you stipulating that you and your contractors did not interfere with any fixture or fitting to the fabric of the building which could contain asbestos. If you suspect a material in your home or building contains asbestos, you must inform the Council at once.
- The Health and Safety File under the CDM Regulations 2015

Please note, depending on the nature of the work, more documents may be requested.

**3. DOES THE WORK INCLUDE EXTENSION OVER THE GARDEN OR EXTERNAL AREA?** YES  NO

(Note: If “yes” please read your lease, 5<sup>th</sup> schedule part II, note that most gardens are covered by a restrictive covenant restricting its use as a garden only; contact Home Buy team)

**4. DO THE PROPOSALS AFFECT ANY AREA OUTSIDE YOUR PROPERTY?** YES  NO

(Note: please read your lease, 2<sup>nd</sup> schedule, *demised premises*)

**5. DO THE PROPOSALS AFFECT ANY COMMUNAL AREAS OR OTHER RESIDENTS’ FACILITIES?** YES  NO

(Note: please contact the relevant *Area Housing Office* and provide their formal authorisation, e.g. for temporary relocation of the bin area or use of common areas of the building for skip)

**6. IS PLANNING PERMISSION REQUIRED? YOU CAN CONTACT PLANNING DUTY LINE ON 020 8753 1081 OR PLANNING@LBHF.GOV.UK** YES  NO

(if ‘no’, please provide written confirmation that planning permission is not required)

**7. IF YES, HAVE YOU APPLIED FOR A PLANNING PERMISSION?**

YES  NO

If “yes”, please give planning reference number: \_\_\_\_\_

If “no”, please apply without delay

**8. IS BUILDING REGULATION APPROVAL REQUIRED? YOU CAN CONTACT BUILDING CONTROL ON 020 8753 4865, 3447 OR 3137.**

YES  NO

(If ‘no’, please provide written confirmation that Building Regulation approval is not required)

**If you need to apply for building regulation approval for a higher-risk building you must submit an application to the Building Safety Regulator (not Building Control or an Approved Inspector). A higher risk building is at least 7 storeys high or at least 18 metres in height. Please read point 5.2 in the IMPORTANT NOTES section at the end of this application form for more information about this.**

**9. IF YES, HAVE YOU APPLIED FOR A BUILDING REGULATION FULL PLANS APPROVAL?**

YES  NO

If “yes”, then please give Building Regulation reference number: \_\_\_\_\_

If “no”, please apply without delay

**10. DO THE WORKS REQUIRE THE SERVING OF PARTY WALL NOTICES UNDER THE 1996 ACT?**

YES  NO

(Note: if “yes” then please provide copies of notice, awards and schedule of condition)

**11. DO THE WORKS REQUIRE ASBESTOS REMOVAL WORKS?**

YES  NO

(Note: Any building erected before 2000 may contain asbestos. You must provide copies of the R&D Asbestos Survey. If removal is needed then full details of the competent person who will carry out the works with relevant action plan and risk assessment

**12. HAVE YOU DISCUSSED YOUR PLANS WITH OTHER OCCUPANTS OF THE BUILDING?**

YES  NO

(Note: if “no”, you are advised to do so – ask for a template if needed)

**13. IF YOUR ANSWER IS “YES” TO THE ABOVE, THEN WERE ANY OBJECTIONS RAISED?**

YES  NO

(Note: If “yes”, please give details. Other resident will be contacted by the Area Housing Office. If No, please provide a

copy of their written feedback - ask for a template if needed)

**14. DO THE WORKS REQUIRE THE INSTALLATION OF ANY SCAFFOLDING?**

YES  NO

(Note: If “yes”, please provide detailed description of the scaffolding and a copy of letters of approval from each resident of the building – Please refer to par 3.4 page 8 of 10 of this form – ask for an application form for scaffolding licence)

**15. ARE YOU PLANNING TO CARRY OUT THE PROPOSED WORKS YOURSELF?**

YES  NO

(Note: DIY will not be accepted. You must always employ a competent tradesman/contractor. Please give details of the contractor you are going to use and complete the form overleaf)

### PRINCIPAL CONTRACTOR DETAILS

<b>NAME OF PRINCIPAL CONTRACTOR</b>	
<b>ADDRESS</b>	
	Postcode _____
<b>DAYTIME TELEPHONE NUMBER</b>	
<b>EMERGENCY TELEPHONE NUMBER</b>	
<b>MOBILE TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	

### INSURANCE

Please note that your appointed contractor must provide copies of the following insurance certificates:

1. Public Liability Insurance (min £5 million of cover)
2. Employee Liability Insurance (min £5 million cover)
3. All risks insurance - Works Liability Cover (min 1.5 times the value of the building)
4. 10-year structural warranty - latent defects liability (only for major structural works)

Full Name of the applicant	Signature	Date

Return the completed form to:

**Hammersmith and Fulham Council**  
**The Economy Department**  
**Property Compliance Team**  
**Town Hall Extension - 3<sup>rd</sup> floor**  
**King Street**  
**London W6 9JU**  
**Email: [housing.propertycompliance@lbhf.gov.uk](mailto:housing.propertycompliance@lbhf.gov.uk)**

**London Borough of Hammersmith & Fulham**  
The Economy Department - Property Compliance Team  
1st Floor, 3 Shortlands, Hammersmith, W6 8BT.  
020 8753 4005

[housing.propertycompliance@lbhf.gov.uk](mailto:housing.propertycompliance@lbhf.gov.uk)

[www.lbhf.gov.uk/housing/council-leaseholders/alterations-council-properties](http://www.lbhf.gov.uk/housing/council-leaseholders/alterations-council-properties)





## **IMPORTANT NOTES**

**Under the terms of your lease you must obtain your landlord's consent for alterations before commencement of any works. Not doing so will mean you are in breach of your lease, which can have serious consequences.**

### **1. INTRODUCTION.**

- 1.1 As a leaseholder, if you want to carry out alterations to your property you need to have the consent of the Economy Department – Property Compliance Team (PCT) of the council which is your landlord. This consent is not the same as planning permission or building regulations full plans approval, although you may require one or both of these consents as well. Planning permission considers the external appearance of the property and additions to it, such as extensions and loft conversions. Separately, Building Control deals with building regulations. Please note, planning permission and building control full plans approval do not constitute landlord's consent.
- 1.2 If you make alterations to your property without the consent of your landlord you will encounter problems when you decide to sell the property. If the changes you have made are significant, this could delay completion of the sale and possibly result in the purchaser pulling out.
- 1.3 The council cannot unreasonably withhold consent for alterations to your property, provided all the necessary approvals, agreements and regulations have been complied with. If the landlord's consent is not given, we will tell you why and, if possible, make alternative suggestions that may help you carry out other acceptable alterations.
- 1.4 The consent will be in the form of a licence, which will set out in detail exactly what we are giving you permission to do. The licence may contain some conditions, for example, to minimise the inconvenience caused to your neighbours and the public by your work.
- 1.5 Please note, your application will be withdrawn if you do not provide documents or payments within 28 calendar days of a request being made.

### **2. ALTERATIONS REQUIRING A LICENCE**

- 2.1 You will need a licence if the works you are planning to undertake alter the internal layout of the property or affect the electrics, gas or plumbing systems. For example, internal alterations might include, taking down an internal wall to join two rooms, combining bathrooms and WC, etc. Although these types of alterations do not generally require planning permission, clearance by Building Control must be obtained, particularly if the work affects the kitchen, bathroom and the means of escape from the property. This is because of the risk of fire and the need for the council to ensure other residents are not put at unnecessary risk.

- 2.2 You will also need your landlord's consent if you are planning to extend your property. If you are planning to build an extension, convert a loft or open up the basement, you must first check that you actually own the area in question (please refer to the second schedule of your lease). You will also need planning permission, building regulations full plans approval and a supplemental lease for the additional premises and/or a deed of variation for lifting of any restrictive covenant within your lease. Please contact the council's Home Buy team for further information.
- 2.3 You also require consent to renew central heating or an electrical consumer unit or any electrical works within kitchen or bathroom. Such works must be carried out by competent contractors (please refer to the government competent person schemes).
- 2.4 Please note, we do not normally give consent to the replacement of windows and front entrance doors that belong to the council (please read your lease, 2<sup>nd</sup> schedule, demised premises). This is because the council has a rolling programme for the replacement of windows and doors across the borough. It is important that the design and safety aspects of windows and doors replacement meets the council's requirements. If you replace those windows or doors that belong to the council without the landlord's consent, the council may remove them and replace them at the time we carry out the renewal for the whole block. You will be charged your share of the cost regardless of whether or not your windows are replaced.
- 2.5 Please note, under the general terms of our leases, chimney breasts and chimney stacks are not within your demise. They belong to the council and are part of the structures of the building which are not for sale. Please refer to the second schedule of your lease and attached plans.
- 2.6 Please note, generally fire suppression watermist systems are not accepted as a compensatory feature for demolition of the passive fire compartmentation structures.

### **3. OBTAINING A LICENCE**

- 3.1 Obtaining a licence can take some time to complete. In general, you should allow at least eight weeks from the date you submit the form with all necessary supporting documents. This is because we have to assess your proposed plans, carry out joint inspection with you, if needed, and be satisfied that they will not have any adverse effect on the building or other occupants. The length of time taken to obtain the licence can be longer if you fail to provide all the necessary information requested.
- 3.2 You should complete the form as fully as possible, giving as much detail as you can in the description of the work. If you have not yet decided which company you are going to employ to carry out the alterations, you must state this in the appropriate section on the form. However, you must provide these details and the insurance details as soon as you appoint a builder. The licence cannot be issued until this information has been provided.
- 3.3 Once your application is received, the drawings will be referred to a council's property compliance surveyor for inspection and they will then consider giving their approval

to the alterations design. Once the technical report is complete, and providing all other necessary consents have been given, legal services will then be instructed by the licensing officer to draw up the licence, which will be sent to you or your solicitor in draft form. You must then read and agree the licence and return it to legal services. Providing that all the necessary information has been provided the licence will be completed and signed off by the council. You should allow two more weeks from the date you return the licence in draft. You must keep the licence with your lease for future reference.

- 3.4 Should you require to erect scaffolding on or over council land, you must apply for a scaffold licence. This is different from a scaffold licence on a public highway. You need to pay a licence fee for use of council land (such fee reflecting the amount of affected land and/ or scaffold oversail and the duration of the licence period). You need to complete an application form and provide all the necessary supporting documents, specifying where you want to install the scaffolding and for what duration and estimated commencement date. Drawings of scaffolding (including plans, elevations and sections) along with photos of the area/land affected by that scaffolding are mandatory to help us to grant consent. In order to expedite the process, it is recommended that you get the written consent of any lessees and/or tenants within the building who would be affected by the proposed installation of the scaffolding, say, because it affects their access way, bin area and/or garden use, etc. The Housing Officer may be consulting any affected parties to approve the request anyway. Access is subject to completion of a licence giving consent.

Please note, some conditions of the scaffold licence will be:

- The Temporary Works Coordinator (TWC) will be responsible for the design and management of the scaffold. A design drawing, approved by the TWC, must be provided to the Property Compliance Team (PCT).
- The scaffold should meet the council's standards: fans must be provided above all entrance doors, the top and bottom lift should be double boarded with suitable sheeting between, debris netting installed to the perimeter, base poles should be fitted with protective sleeves to protect the ground floor residents, appropriate protection installed to prevent unauthorised access and ladders removed and the scaffold left secure at the end of every day.
- You must also provide a copy of the Risk Assessment and Method Statement (RAMS) for the council Health and Safety team to approve.
- The principal contractor's Construction Management Plan must be also submitted to the PCT. The plan shall include safe access details, safe working areas, material delivery and waste removal procedures and locations, dust monitoring and control and provisions to ensure that egress and ingress to all communal areas is maintained during the work. All works shall be carried out in accordance with the approved plan.
- A copy of the handover certificate must be passed to the council Property Compliance Team along with details of the scaffold contractor, for use in the event of an emergency.
- **The applicant's designer/contractor must provide details of how all brick anchors will be removed / made good on completion of the work.**
- It is recommended that all residents of the building should be given two weeks' notice prior to the erection of the scaffold which should include advice that it may be necessary to notify their home insurance company as the erection of

scaffold may increase the risk of burglary and require notification under the conditions of their insurance policy.

- All building materials to be stored safely and not to obstruct communal or public areas and stairways.
- **A condition of the licence is that all windows and cills are cleaned immediately prior to striking the scaffold.**
- You are also responsible for repositioning any satellite dishes fixed to the building serving other dwellings within the property, to ensure continuity of service.

#### **4. HOW MUCH DOES A LICENCE COST**

4.1 You will be responsible for paying the council's cost to process the licence. This is made up of legal fees, professional fees (Property Compliance Surveyors and specialist surveyors) and an administration charge. However, the level of charge will depend on the nature of the project.

4.2 For small projects, which do not require any input from the planning and building control department, the property compliance team will charge you approximately £500. For major works such as extensions, loft conversions, removal of load bearing walls etc. the costs will be between £1,000 - £1,500.

**Please note, these figures are approximate and for guidance purposes only; they do not include fees and charges of other council departments. You will be asked to pay the exact fees when the draft licence is sent to you.**

4.3 For some alterations, such as building an extension, the building's insurance premium will be updated to reflect the increase in the property size. The council will also amend the service charge percentages for all the properties in the building to ensure that service charges are apportioned fairly. Please speak to your service charges officer. As part of the application process, land surveyors may survey all the flats in the building and draft new floor plans. The percentage of service charges to be contributed by each flat will then be re-assessed. The cost of the survey, plans and possible lease variations will be the responsibility of the leaseholder applying for the alteration. You will also be responsible for the costs of legal advice and/or representation of affected residents.

#### **5. FURTHER INFORMATION**

5.1 If you need any assistance in completing the form or require further information, please contact the Property Compliance Team. Pre-application advice service can be provided for a fee.

- 5.2 If you need to apply for Building Regulation approval for a higher-risk building you must submit an application to the Building Safety Regulator (not Building Control or an Approved Inspector).

A higher-risk building has at least 7 storeys or is at least 18 metres in height.

You're responsible for making a Building Regulation application to the Building Safety Regulator (BSR) for any works requiring Building Regulation approval (including Regularisation) for a higher-risk building. The necessary link is attached below which also contains information should you need help using their service.

<https://www.gov.uk/guidance/manage-a-building-control-application-for-a-higher-risk-building>

A guide about building regulation applications for higher risk buildings can be found by using this link.

<https://www.gov.uk/guidance/managing-building-control-approval-applications-for-higher-risk-buildings>