

## Application for landlord's consent for alterations Tenant works

If you're a council tenant, you must obtain your landlord's (the council's) consent for alterations to your home. You must do this before starting the works. Not doing so will mean you are in breach of your contract, which can have serious consequences.

Some things are not allowed at all:

- If you are an introductory tenant (a tenant in the first year of your tenancy), we can't agree any alterations
- You can't alter communal areas of the building
- You can't use any communal areas of the building to carry out your works (e.g. your contractor can't use the communal areas to saw timber)
- DIY works are not permitted - you must employ competent professionals. Please refer to the website <https://www.competentperson.co.uk/> for more information and advice

More information: [www.lbhf.gov.uk/alterationscouncilproperties](http://www.lbhf.gov.uk/alterationscouncilproperties)

### Applicant and property details

|  |          |          |
|--|----------|----------|
| <b>NAME OF TENANT(S)</b>                                   | 1)<br>2) |          |
| <b>ADDRESS</b>   |          |          |
| <b>FLOOR LEVEL</b>   |          | Postcode |
| <b>LANDLINE TELEPHONE NUMBER</b>                           |          |          |
| <b>MOBILE TELEPHONE NUMBER</b>                             |          |          |
| <b>EMAIL ADDRESS</b>                                       |          |          |
| <b>WHO SHOULD WE CONTACT TO DISCUSS THE PROPOSED WORK?</b> |          |          |
| <b>WHAT IS THEIR RELATIONSHIP TO THE TENANT?</b>           |          |          |

## Alterations

### Full description of works

Please continue on a separate sheet if you need to.  
Make sure you tell us in as much detail as possible:

- What work are you planning to do?
- Which rooms will be affected?
- How long do you expect the work to take?
- What impact do you think the work may have on your neighbours?

**1. Have the works started?** YES  NO

If your answer is 'no', go to question 3.

If your answer is 'yes', please give the start date of the works

**2. Have the works been completed?** YES  NO

If your answer is 'yes', please give the completion date of the works

**3. Will the work affect any area outside your property?** YES  NO

**4. Will the work affect any communal areas or other residents' facilities?** YES  NO

**5. Have you discussed your plans with other occupants of the building?** YES  NO

If your answer is 'no', you are advised to do so.

If 'yes', please provide a copy of their written feedback.

We can help you with a template if you need it. Email us at

[Housing.Propertycompliance@lbhf.gov.uk](mailto:Housing.Propertycompliance@lbhf.gov.uk)

Other residents may be contacted by the housing officer.

**You only need to answer questions 6 to 10 if you are making major alterations**

- 6. Is planning permission required?**  
 You must contact the planning department on 020 8753 1081 or [planning@lbhf.gov.uk](mailto:planning@lbhf.gov.uk) to check. If your answer is 'no', please provide written confirmation from the planning department that planning permission is not required. YES  NO
- 7. If yes, have you applied for planning permission?**  
 Please give planning reference number. If your answer is 'no', please apply and get planning permission before submitting this application form. YES  NO
- 8. Is Building Regulation approval required?**  
 You must contact building control on 020 8753 4865 or [buildingcontrol@lbhf.gov.uk](mailto:buildingcontrol@lbhf.gov.uk) to check. If your answer is 'no', please provide written confirmation from the building control department that approval of plans is not required. YES  NO

**Works to Higher Risk Buildings include any works that require Building Regulation approval (including Regularisation) in buildings that have at least 7 storeys or 18 metres in height.**

**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). Please read IMPORTANT NOTES section at the end of this application form for more information about this.**

- 9. If yes, have you applied for Building Regulation full plans approval?**  
 If 'yes', please give the building control reference number. If your answer is 'no', please apply and get the full plans approval before submitting this application form. YES  NO
- 10. Do the works require asbestos removal works?**  
 You may need to provide copies of the R&D Asbestos Survey. If removal works are needed, you must provide full details of the competent person who will carry out the works and an action plan. YES  NO

**Who will be making your alterations?**

|  |  |
|--|--|
| <b>NAME OF MAIN CONTRACTOR MAKING YOUR ALTERATIONS</b> |  |
|--|--|

|                                   |          |
|-----------------------------------|----------|
| <b>ADDRESS</b>                    | Postcode |
| <b>DAYTIME TELEPHONE NUMBER</b>   |          |
| <b>EMERGENCY TELEPHONE NUMBER</b> |          |
| <b>MOBILE TELEPHONE NUMBER</b>    |          |
| <b>EMAIL ADDRESS</b>              |          |

Please return this form to your housing officer, along with the required documentation below.

## Required documentation

### Insurance

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. Works liability cover (All risks, min 1.5 times the value of the building).

**The following documents can help support your application. Please tick those that you are providing:**

- Plans showing the work needing approval, existing and proposed layout of the room
- Photographs of the area being altered
- Feedback from other residents in the block about the work
- Insurance documents for your contractor
- Confirmation that the works are being carried out by a competent person who is properly qualified. (Must be provided for any gas, plumbing or electrical work)
- R&D asbestos survey (must be provided if you ticked 'yes' to Q.10)

**The following documents only need to be included if you are carrying out major alterations. Please tick those that you are providing:**

- Planning permission including all preliminary documents and conditions required before the works begin (must be provided if you ticked 'yes' to Q.6)
- Building regulation full plans approval including all preliminary documents and conditions required before works begin (must be provided if you ticked 'yes' to Q.8)
- Party wall notice, awards and schedule of conditions (You need this where your work will affect any shared walls and/or structure (e.g. floor and ceiling).

We may ask for more documents to help assess your application, depending on the nature of the work.

| Full Name of the applicant | Signature | Date |
|----------------------------|-----------|------|
|                            |           |      |

## **IMPORTANT INFORMATION**

### **Higher Risk Buildings: Building Safety Act 2022**

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 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>

For internal use only - for referral to the property compliance team

### **FOR LBHF HOUSING OFFICER**

- 1. Have you completed the initial test?** YES  NO   
If 'no', please do.
- 2. Do you have any objections to the work?** YES  NO   
If 'yes', please send your report to the property compliance team.
- 3. Do you confirm you see no reasons why the alterations should not be approved in principle?** YES  NO