



Property Compliance Team
Application for landlord's consent for alterations
DOCUMENTS CHECKLIST

Date of the application _____

Reference number

LL _____

Leaseholder/s: _____

Full property address (including flat number and floor level): _____

Brief description of the alterations: _____

Please tick the box © Current application (Proposed alterations) ® Retrospective application (Works started) → Works start date _____ Completion date _____

No.	Mandatory for		Types of Documents	Description	Provided	Notes
	©	®				
1	Yes	Yes	Application form	Our template. Completed fully (full description of the work is mandatory), dated and signed by all the leaseholders	<input type="checkbox"/>	
2	Yes	Yes	Copy of the lease	Legal document (also can be found in Land Registry website) 2nd schedule (demised premises) and 5th schedule (lessee's covenants) to be carefully read	<input type="checkbox"/>	
3	Yes	Yes	Coloured copy of attached plans to the lease	Plans (drawings) attached to the original lease	<input type="checkbox"/>	
4	Yes	Yes	Copy of any supplemental lease, deed of variation and any previous licence for alterations	For works on additional premises or for the release of restrictive covenants on the original lease (including any plans attached to them). Referral to Home Buy team may be needed	<input type="checkbox"/>	
5	Yes	Yes	Notice of Transfer	Confirmation that the lease has been transferred to the current lessee (also can be found in Land Registry website)	<input type="checkbox"/>	
6	Yes	Yes	Full description of the work	A statement describing what and how the works will be carried out (Please refer to Section 1 above)	<input type="checkbox"/>	
7	Yes	Yes	Existing and proposed plans Or for retrospective, as-built drawings (current layout of the property)	Plans must include details of all passive and active fire prevention measures, including fire door, fire compartmentation walls, fire/smoke alarms, and sprinklers/watermist systems	<input type="checkbox"/>	
8	Yes	Yes	Photographic survey of your property	Clearly marked and labelled photographs of the property including interior, exterior elevations of the building, communal areas and front door	<input type="checkbox"/>	
9	Yes	Yes	Planning permission (and related drawings) if not submitted, please provide written confirmation that planning permission is not required	Planning Permission including all preliminary documents and conditions required before commencement of the works. <i>Certificate of lawfulness in case of retrospective applications</i>	<input type="checkbox"/>	
10	Yes	Yes	Building Control Full Plans approval (and related drawings) if not submitted, please provide written confirmation that building regulations do not apply for these alterations	Building Notice is not sufficient. Regularisation Certificate in case of retrospective applications	<input type="checkbox"/>	

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11	Yes	Yes	Structural drawings and calculations	To be provided by a professional structural engineer and approved by the Building Control or approved inspector	<input type="checkbox"/>	
12	No	Yes	Building Regulations certificates of compliance under the self-certification schemes for electrical, gas, plumbing works, ventilation, new doors and windows	For example, 3rd-party certification schemes NICEIC, NAPIT, FENSA, etc. (Building Regulations 2010 - Schedule 3)	<input type="checkbox"/>	
13	Yes	Yes	Asbestos - Refurbishment & Demolition Survey (carried out by an UKAS accredited company), Appointment of licenced contractor for removal works, plan of work & RAMS	Statement in the case of retrospective applications (please refer to the application form). For completed asbestos removal works, copy of air clearance certificates and waste consignment note	<input type="checkbox"/>	
14	Yes	Yes	Copy of written appointment of the Principal Designer and Principal Contractor. Copy of Construction Phase Plan and Health & Safety File with more than one contractor	CDM regulations, who will be coordinating matters relating to H&S. Appointments in writing to be signed and accepted by all parties. H&S file also required for retrospective licences.	<input type="checkbox"/>	
15	Yes	No	Copy of the F10 notification to the Health & Safety Executive (HSE). Otherwise, written confirmation of the reasons why the notification is not required.	If a F10 is not submitted, written confirmation of the reasons why the notification is not required. A Gantt chart showing the calculation of the person days is mandatory.	<input type="checkbox"/>	
16	Yes	No	Appointment of the Temporary Works Coordinator (TWC) under BS5975 Code of Practice or other competent person (e.g. members of INSTRUCTE, ICE, RIBA, RICS, etc.)	Only for major structural works. TWC to resolve and coordinate design, selection of equipment, appointment of contractors, supervision of work, checking completion.	<input type="checkbox"/>	
17	Yes	No	Insurance documents	Please refer to page 6 of the application form: public, employer and all risks.	<input type="checkbox"/>	
18	Yes	Yes	Structural warranty or latent defects liability insurance	Only for major structural works. Policy periods 10 years from the date of practical completion to be sought prior to construction start	<input type="checkbox"/>	
19	Yes	Yes	Warranties for roofs, new doors and windows, tanking, damp treatment	10 years for pitched roofs, 20 years for flat roofs. 20 years for timber doors and windows. Manufacturer's warranty for other types of openings or works.	<input type="checkbox"/>	
20	Yes	Yes	Fire Safety details (plans, electrical calculations, hydraulic calculations)	Fire details of the separations between flats, internal fire doors, flat entrance door, fire and smoke alarms, full details of fire suppression systems if agreed with the PCT team	<input type="checkbox"/>	
21	Yes	Yes	Flood Risk Assessment	For excavations of basements. Please confirm compliance with any conditions, such as installation of non-return valves.	<input type="checkbox"/>	
22	Yes	No	Discussion of plans with neighbours (ask for a template if needed)	Acknowledgment letter to resident in regards to the proposed works to be carried out. Template completed fully, dated and signed by the neighbours.	<input type="checkbox"/>	
23	Yes	Yes	Party Wall Notices, agreements and/or awards (if applicable)	With the Council and all the affected adjoining/neighbouring owners. For retrospective, also party wall surveyors final inspection to sign off the schedules of condition	<input type="checkbox"/>	
24	Yes	Yes	Housing Officer's consultation	For works affecting the communal areas of the building, e.g. skip, scaffolding, suspended parking, relocation of bin area, crane oversailing, etc.	<input type="checkbox"/>	
			N.B. - Depending on the complexity of the work, further documetnation may be required		<input type="checkbox"/>	