

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
- You can't alter or work on any party walls or party structures (e.g. the walls or floors which separate your home from your neighbours)

More information: www.lbhf.gov.uk/alterationscouncilproperties

Applicant and property details

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

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 and explain why because it is in breach of your tenancy agreement

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

If your answer is 'yes', please explain why because it isn't allowed (see top of page 1)

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

Other residents may be contacted by the housing officer.

You only need to answer questions 6 to 10 if they are applicable

6. Is planning permission required?

You must contact the planning department on 020 8753 1081 or 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.
Please be aware that obtaining planning permission does not mean that you will necessarily receive landlords consent. We recommend that you contact the property compliance team first to discuss.

YES NO

8. Is buildings control approval required?

You must contact building control on 020 8753 4865 or 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.
Please note that approved inspectors approval is not accepted

YES NO

9. If yes, have you applied for building control 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?

NAME OF MAIN CONTRACTOR MAKING YOUR ALTERATIONS	
ADDRESS	Postcode
DAYTIME TELEPHONE NUMBER	

EMERGENCY TELEPHONE NUMBER	
MOBILE TELEPHONE NUMBER	
EMAIL ADDRESS	

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 works which would require planning &/or building regulations approval 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 control full plans approval including all preliminary documents and conditions required before works begin (must be provided if you ticked 'yes' to Q.8)

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

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