

## GUIDANCE NOTE

### ALTERATIONS AND IMPROVEMENT APPLICATION FORM

The following notes are intended to help you complete the Alterations and Improvement form by indicating the information which the Association requires to process your application.

However, if you are unclear, or require assistance, or clarification with any point on the form please do not hesitate to contact either Calum Carberry (Technical Services Assistant) or Iain Stirling (Technical Services Officer) by phoning the Association's Office 01786 446066

#### **Front Cover (Page One)**

Name: Please enter the name of the Tenant/s of the property

Address: Please enter the address of the property that the proposed work is to take place

Telephone Number: Please provide a telephone number on which you (the Tenant/s) can be contacted.

#### **Page Two**

Location: This will normally be the room in which you wish to undertake the proposed alteration/improvement.

For example. **Bathroom** if you wish to install a shower. **Kitchen** if you wish to install additional storage space. **Living room** if you wish to replace the pass door.

Description of Works: This space should be used to give a brief description of the proposed works.

For example. **Install an electric shower. Change the internal doors of the property. Renew the bathroom suite/sanitary appliances.**

Materials to be used: This space should be used to give a brief description/list of materials to be used on the proposed alteration/improvement. It is not necessary to detail every nut and bolt which is to be used. However the amount of detail will largely depend on the nature of the work you hope to carry out.

For example if you are wishing to install a shower it would be appropriate to detail the make, model and watt. For example **Mira Advanced 8.5 Kw**

If you wish to replace internal doors to your home it would be appropriate to detail the door manufacturer and a description of the proposed door and ironmongery. For example **Wickes. Beech Effect Interior Doors.** (1981mm x 762mm) and the door ironmongery to be used. **Re-use existing door ironmongery or 76mm Butt Hinges, polished brass Lever Handles and Tube latch**

Details of who will undertake the work

The Association will expect the proposed works to be carried out by a competent person. If you are paying someone to carry out the work on your behalf this information must be entered in this space. Should there be any problems with the completed work the Association will then have contact details of the person who carried out the works. The Association is, however, aware that many jobs around the home are done as 'homers' by trades people to keep the cost down.

**You should be aware that if any alteration/improvement is carried out to the Association's property which does not comply with what was proposed or is not to an acceptable standard it is you, as the Tenant, that will held liable to reinstate or make good the alteration/improvement. If the Association is required to carry out works to any alteration/improvement which has been carried out, any costs incurred, will be recharged to the Tenant/s of the property.**

**Please Turn Over**

## Page Three

You will not normally require to complete this section when the proposed alteration or improvement is of a minor nature. For example ***installing a shower, changing the doors to your home***,

### **BUT**

If you wish, for example, to ***alter the lay out of your kitchen*** the Association would require a record of the 'before' and 'after'. In this case, a sketched plan of the kitchen, giving the general lay out of the existing units, should be drawn in the upper page. A sketched plan of the proposed alteration to the kitchen should be drawn in the bottom of the page.

Similarly, if you wished to **lower a ceiling** in your home you would be required to provide a sketch, in the bottom of the page, of how you proposed to construct the lowered ceiling.

## Back Page (Page Four)

You are not required to enter any information on this page.

The information on this page is entered by, and for the use of, the Association

## Procedure

Once the Association receives your application we aim to process this **within 28 days**. This will be checked to see that all the necessary information has been included. It may be necessary for the Association to contact you to get further information or clarify some point on your form.

Your application will be assessed and you will be advised in writing of the Association's decision. You may be either

- given permission to carry out the alteration\improvement as detailed on your application, or,
- given permission to carry out your proposals but with certain conditions attached, or,
- informed that the Association does not grant your request.

If you are given permission to complete alterations\improvements to your home a follow up inspection will be arranged by the Technical Services Assistant to check that the works have been carried out as per your application and that any conditions which apply have been adhered to.

If any further work is noted during this inspection you will be advised of what the Association expects to be carried out and a completion date for this work. Should you fail to complete this work it may result in the Association carrying out the required work and recharging you any costs which it incurs.

Please be aware that if you carry out any alteration\improvements to your home with out the Association's permission you will not be entitled to any Compensation for this work.

The Association has a separate ALTERATIONS & IMPROVEMENTS POLICY & PROCEDURES which you may request by contacting this Office.