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| Reference Number; |
| HAS/ |
| Office use only. REV: 01/19 |

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**SECTION 1.**

**APPLICATION FOR MAJOR AND MINOR PROPERTY ALTERATIONS OR IMPROVEMENTS (RETURNED TO THE COUNCIL).**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Important: Please read the Terms and Conditions and the Notes Contained in Section 3 before completing this Application.** | | | | | |
| Occupiers full name: | | | | | |
| Address: | | | | | |
|  | | | | | |
| Postcode: | | | Type of property: Flat Maisonette Bungalow  House | | |
|  | | | Date of application: | | |
| Contact telephone numbers: | | | | | |
|  | | | | | |
| Email address: | | | | | |
| **Please tick boxes below as appropriate** | | | | | |
| \*\* Council tenant of the property: | |  | | Leaseholder of the property: |  |
| Freeholder of the property: | |  | | Applying on behalf of the occupier: |  |
| If you are applying on behalf of the occupier please complete the following: | | | | | |
| I am acting as an agent: | |  | | I am acting for a family member: |  |
| Full name: | | | | | |
| Address: | | | | | |
|  | | | | | |
|  | | | | | |
| Postcode: | Occupiers authorisation signature  for the appointment of an agent: | | | | |
| Contact telephone number: | | | | | |
| Email address: | | | | | |

Please complete Sections 1 and 2, any uncompleted forms will be returned to the applicant which will delay your application.

**SECTION 1 CONTINUED;**

**ALTERATION AND IMPROVEMENT DETAILS**

**(RETURNED TO THE COUNCIL):**

Please give a brief description and the location of each improvement you want to undertake for example; **1.** New shed in garden, rear garden. **2.** New conservatory, rear elevation of the property. **3.** New shower, in bathroom.

|  |
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| **Improvement Description Table:** |
| Improvement 1: |
| Improvement 2: |
| Improvement 3: |

Please provide the following information on the improvement requests you have listed above:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planning and Building Control Approval Table:** | | | | | |
| Have some or all of these works already been started or been completed? | | | | | |
| **Yes:** |  | *Please read condition 9; in Section 3 of this application* **No:** | | |  |
| *If you have ticked yes above please provide additional details on works that have been carried out.* | | | | | |
| **\*This highlighted section must be completed by all applicants\***  ***\*Please read* item ‘10’ section 3 Terms and conditions for guidance on this question\***  Have Planning and/or Building Control Approval been obtained for the improvement request? | | | | | |
| **Yes:** |  | **No:** |  | **You have confirmed that Planning and/or Building Control Approvals are not required:** |  |
| If yes and Planning and/or Building Control Approval have already been obtained, you must include a full copy of the details with this application. | | | | | |

**Note:**

If Planning and/or Building Control Approvals are required, please complete this application before applying for them. This is to prevent unnecessary costs in obtaining any Planning or Building Control Approval if your application for an alteration or improvement is refused.

If Planning and/or Building Control Approvals are required, Housing Assets will only be able to advise you if this application for alterations or improvements would be approved **in principle** and the approval would be subject to obtaining the necessary Planning and/or Building Control Approval.

Please provide a plan of the alteration or improvement requested in the space below. Plans should include 3-dimensional measurements in millimetres/metres. The plan should also include the specification, type and manufacturer of the materials. For larger or more complicated projects, please use a larger sheet of paper. *(If you include additional information or drawings on separate sheets of paper please reference all sheets submitted in the Additional Information and Drawing Reference Table on the following page).*

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| **Additional Information and Drawing Reference Table:** | | | |
| **Have you provided any additional written information or layout drawings with this application? Yes:** |  | **No**: |  |
| If yes, please list the quantity and the details of any additional information you have provided: | | | |
| Materials, specifications, product and manufacturer details ……………….**Total pages** | | |  |
|  | | | |
| Additional plan and layout drawings: **Total pages** | | |  |
| Drawing titles: | | | |

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| **Certification of Work Table:** | | | | |
| Does the work involve altering, drilling or scraping the fabric of the building, gardens, attachments and outbuildings? | **Yes:** |  | **No:** |  |
| If yes, I will be responsible for following the advice given in section 5 of this application along with any other asbestos related literature provided to me. | | | | |
| Does the alteration request involve electrical work? | **Yes:** |  | **No:** |  |
| If yes, on completion of the work, I will provide the Council with an electrical compliance certificate completed by a qualified and competent electrician.  PLEASE NOTE THE COUNCIL DO NOT ALLOW RECESSED LIGHT FITTINGS  Ref: 12.6 of your *tenancy agreement* | | | | |
| Does the alteration request involve any gas or boiler work? | **Yes:** |  | **No:** |  |
| If yes, on completion of the work, I will provide the Council with a Gas Safe compliance certificate completed by a qualified and competent gas engineer. | | | | |
| Does the alteration request involve solid fuel heating work? | **Yes:** |  | **No:** |  |
| If yes, on completion of the work, I will fit a carbon monoxide alarm and provide the Council with a HETAS compliance certificate completed by a qualified and competent engineer. | | | | |
| Does the alteration request involve work on a wet heating system? | **Yes:** |  | **No:** |  |
| If yes, on completion of the work, I will provide the Council with a signed compliance certificate completed by a qualified and competent engineer, which also indicates the level of added heating inhibitor (chemical system protection). | | | | |
| Does the alteration request involve installing or altering windows or external doors? | **Yes**: |  | **No:** |  |
| If yes, on completion of the work, I will provide the Council with a FENSA compliance certificate. | | | | |
| All major works require liability and indemnity insurance for the term of the work. I will obtain this insurance for the duration of? | **Yes:** | 🗸 | **Days** |  |
| Please refer to the terms and conditions section 3 item 12. | | | | |
| Does the alteration request involve work on or near the Party Wall? | **Yes:** |  | **No:** |  |
| If yes, before I commence the work, I will provide the Council and adjoining owners with a suitable Party Wall Agreement. | | | | |

**SECTION 2**

**AGREEMENT (RETURNED TO THE COUNCIL):**

Epping Forest District Council is willing to consider granting permission for your alteration or improvement provided that you read and agree to the Terms and Conditions contained in Section 3. By signing the Agreement Table in this application you are confirming that you have considered, agree and accept the Terms and Conditions contained in Section 3 which should be kept by you for future reference.

|  |  |  |  |  |  |  |  |  |  |  |
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| **Agreement Table:** | | | | | | | | | | |
| Occupiers full name: | | | | | | | | | | |
| Address: | | | | | | | | | | |
|  | | | | | | | | | | |
| Postcode: | | | | | | | | | | |
| **\*This highlighted section must be completed by all applicants\*** | | | | | | | | | | |
| **I agree to the Terms and Conditions contained in Section 3.** | | | | | | | | | | |
| Signed: | | | | | Print Name: | | | | | |
| Please tick as appropriate; | | | | | | | | | | |
| \*\* Council tenant of the property: | | | |  | | Leaseholder of the property: | | | |  |
| Freeholder of the property: | | | |  | |  | | | | |
| Please return completed Sections 1 and 2 to: **Housing Assets,**  **Civic Offices,**  **High Street, Epping, Essex**  **CM16 4BZ** | | | | | | | | | | |
| The boxes below will be completed by the Council and returned with an accompanying decision letter. | | | | | | | | | | |
| **Permission has been granted and signed for the following tenant alteration or improvement.** | | | | | | **Permission has been refused for the following tenant alteration or improvement;** | | | | |
| Signed; | Improvement number; | | |  | | Signed; | | | Improvement number; |  |
| Signed; | Improvement number; | | |  | | Signed; | | | Improvement number; |  |
| Signed; | Improvement number; | | |  | | Signed; | | | Improvement number; |  |
| \*\* The following improvement numbers are / are not eligible for compensation under the Councils Compensation for Tenants Improvement Scheme. | | | | | | | | | |  |
| Asbestos Report available | |  | Asbestos in the home Booklet | | | |  |  | |  |

**SECTION 3**

**TERMS AND CONDITIONS (TO BE RETAINED BY THE OCCUPIER)**

To be read and agreed by all applicants prior to signing and returning

Sections 1 and 2 of the Agreement

1. A pre-works inspection by an Epping Forest District Council Housing Assets Officer may be required before your works begin. Our reply to your application will advise you if this is required and how to arrange an appointment. Once the inspection has taken place, if required, the Council will advise you in writing regarding the decision on your application.
2. You must not start your works until a full agreement from Epping Forest District Council has been obtained. You must also advise the Council once your works are completed and arrange the post-inspection, if requested. The Council gives a generous amount of time to complete the application process and for you to complete your works. You must comply with the Council’s timeframes that are given to you during your application and for you to complete the works; otherwise your application will be withdrawn and condition 9 detailed below will come into effect.
3. An inspection by Housing Assets might be required after your works have been completed. Housing Assets reply to your application will advise you if this is required and how to arrange an appointment. Once the inspection is completed, if required, the Council will advise you in writing regarding the final outcome of your completed works.
4. If any compliance certificates are required, you must provide copies of these during the post-inspection. If a post-inspection is not requested by Housing Assets, you should post the certificates to: Housing Assets, Civic Offices, High Street Epping, Essex, CM16 4BZ. If you do not provide an electrical compliance certificate within the stated timescale, the Council will raise a works order to have your electrical work checked. If your work does not comply with the electrical regulations or current codes of practice, it will be disconnected from the electrical system. You will be charged for this service including the testing and any disconnection work at the current contractor tendered item rates.
5. You must check with the Council’s Planning and Building Control Department that permission for the alteration or improvement is not required from them and inform Housing Assets of the outcome.
6. All work is to be undertaken in a professional and workmanlike manner using good quality materials and is to be completed by construction professionals where possible. Consideration must be given to carrying out these works to ensure they cause the least amount of disturbance to your neighbours and other residents.
7. You must keep the levels of noise and local pollution through dust and debris to a minimum during the works. This is particularly the case if any work is undertaken outside the normal hours of a working day i.e. between 8.00 am. To 5.00 pm.
8. Please be aware that as part of these conditions, any completed works that qualify for a post-inspection must be inspected within the stated timeframe given in your permission letter. If any requested post-inspection has not been completed, the works will be deemed as incomplete and, if applicable, will not qualify for the compensation under the Tenants Improvement Scheme. The Council might also enforce condition 9 below which will come into effect if the inspection is not completed.
9. By ticking yes in question 1 in the Planning and Building Control Approval Table, and you have completed your work, you are then applying for retrospective permission for your works. Depending on the type of work you have completed, the Council might enforce the following:

The Council reserves the right to request that the property is returned to its former condition at your own cost if these conditions are not met.

If you cannot complete any reinstatement to the property’s former condition, the Council will arrange for the works and recharge you, including any administration and legal costs incurred.

An inspection will occur if you vacate the property and, if there has been a breach of these conditions, you will be recharged the cost of any repairs that may be necessary as a result of failing to complete the work correctly in accordance with your written permission and these conditions.

The Council also reserves the right to order you to reverse any works that are carried out without meeting these conditions or, which are carried out in a way that would be detrimental to your home or adjacent properties. The Council would not unduly refuse any works without good reason.

1. Many types of work do not require Planning or Building Control Approvals but some do. It is most important that if your works involve **demolition, construction or building and/or land alterations,** you check with the Council’s Planning or Building Control departments that permission is not required from them before completing this application. The Council will not carry out this investigation for you. You will be held liable for any breach of Planning or Building Control Regulations. If you answer **Building Control Approval is not required**, but your application involves major works, you must demonstrate it is not required by providing a letter from building control giving details. If you are sure your works are minor in nature you can select ‘No’ and the Council will evaluate your work and advise you if further details are required. Please also see section 4 for further guidance.
2. Please appreciate that no cost whatsoever will fall on the Council in respect of these works. This will include making good any damage associated with these alterations or improvements.
3. All major works require liability and indemnity insurance for the term of the work. You must indicate in section 1 (page 4) how many days you will obtain cover for this insurance, usually for the duration of the work. You could be held liable for costs associated to any liability or indemnity claim associated with your alteration.
4. Any future maintenance or repairs to these alterations or improvements must be organised by you at your own expense while you remain a tenant at this property. Should any items being installed as part of this project fail in the future, the Council will only consider replacing them with a Council standard item and you will be recharged the cost of that work if it is considered that the life of the item was less than a standard Council item.
5. You must also be aware that if your projects restrict the Council in any future maintenance to its building, for example access to gutters, windows, under flooring etc. you will be responsible for the extra cost involved in gaining access. To save any future costs to you, consideration for this condition should be made in your designs for access to roofs, windows and under flooring etc. If you are considering a building extension, such as a conservatory, porch or lean-to, then these extensions might have a shallow pitched roof. This would prevent general scaffolding being used in the future for external works and it would mean that you would be asked to pay for specialist scaffolding to be erected in order to complete the works.

**Laminate/wooden or tiled flooring**

1. If you are installing laminate/wooden or tiled flooring, you must take into consideration the terms and conditions of your tenancy which state; “*you must take all steps to minimise the transmission of noise arising in the premises to other parts of the building”*. If excessive noise is caused as a result of your work, the Council is likely to ask you to alter the flooring to increase its soundproof qualities to the maximum possible. If the Council (or its contractors) require access beneath these types of flooring, we will not be responsible for any damage relating to its partial or full removal. In most cases, tenants choose to remove the flooring themselves when maintenance is required beneath it.

**Boxing or concealment**

1. \*\* If you are installing boxing or concealing any services within the property, including boarding within loft spaces, you must take into consideration the maintenance of such services. These services might include pipes, isolation valves, cables, heating, radiators, water tanks, electric meters, fuse boards, gas meters, boilers and ventilation. If the Council (or its contractors) require access to these types of concealed services, we will not be responsible for any damage relating to its partial or full removal. You must also be aware that if your projects restrict the Council in any future maintenance to its building you will be responsible for the extra cost involved in gaining access.
2. \*\* If you are considering building an extension such as a conservatory, porch or lean-to and you are not aware of any maximum measurements for the size of the addition being in place, again the Council would ask that you check with Planning and Building Control departments before commencing any works.
3. If applicable, you must provide copies of any Gas certificate (Gas Safe), Electrical certificate (NICEIC), windows and doors energy certificate (FENSA), Renewable Heat certificate (MCS), solid fuel heating certificate (HETAS), and Party Wall agreements.
4. Other details might include proposed start dates, completion dates, warranty dates and any other information that you feel is relevant. Please note that applications can take some time to process and you should allow for this within your projects.
5. Certification works, please complete the Certification of Work Table on page 4 of the Application.
   1. Construction work close to a neighbouring property might need a Party Wall agreement under the “Party Wall Act”.
      1. By agreeing to the conditions, the Council will assume you have considered the “Party Wall Act” and provided, where applicable, a Party Wall agreement with the neighbouring residents and owners.
   2. A qualified electrician can complete minor works such as replacing socket fronts and lights without the need for certification. Alterations to circuits or additional electrical work will require certification.
   3. Any work on a gas pipe, fitting or appliance requires a qualified Gas Safe engineer who will complete any appropriate certificate or registration of boilers.
   4. Wet (water within pipes) or solid fuel (wood, coal open fire) heating works require an appropriate qualified tradesperson to complete the works and appropriate certification.
6. If your works involve building over drains, you must seek Thames Water and Building Control approval.
7. If your works involve a dropped kerb, you must seek Essex Highways’ approval.
8. When the provision of regulatory certificates or permission is requested by Epping Forest District Council, you must provide these within the stated timescale given in this letter. Failure to do so will invoke condition **9.**
9. In order for the Council to progress this application, you must have a clear rent account or, in the case of Leaseholders, an up to date service charge account.
10. \*\* Some alterations or improvements fall under the Council’s Compensation for Tenant Improvements Scheme. Where a tenant requests an alteration or improvement on a property element which has recently been improved by the Council that alteration or improvement will not fall under the Council’s Compensation for Tenant Improvements Scheme and I would refer you to section 22.1 of your Tenancy Agreement.
11. You must complete and return Sections 1 and 2 within this application in respect of your planned major or minor works. Failure to do so correctly will result in this application being returned to you as incomplete.
    1. The Council will advise you on any sections that are incomplete.
    2. You might be asked to provide the Council with more information and/or a pre-inspection may be required in which case your request will be noted as pending.
    3. Once you have returned Sections 1 and 2 and signed agreement with all the information requested and any inspections have been completed, you will receive Sections 1 and 2 with the last boxes completed by the Council with an accompanying decision letter.

1. Section 3 should be retained by the occupier for future reference.
2. You must not start your work until written permission is granted.

**SECTION 4**

**NOTES (TO BE RETAINED BY THE OCCUPIER):**

**Major works examples;**

This form should be used to apply for any alterations or improvements to your home or garden that will involve works that would be considered as Major Works. Major alterations or improvements are works that could include but are not limited to;

* the demolition of any structure or wall on or in the property;
* the demolition of any structure or wall within the garden or curtilage of the property;
* any building works that affect the structure, layout or condition of the property and within the garden or curtilage of the property;
* Major works examples include;
  + installing a replacement kitchen or altering an existing kitchen;
  + installing a replacement bathroom or altering an existing bathroom;
  + installing a replacement heating system or altering an existing heating system;
  + installing replacement windows or doors;
  + installing replacement internal doors;
  + altering the layout of the property;
    - removing or constructing a dividing wall;
    - lowering the ceiling;
    - altering window and door openings;
  + constructing a conservatory or porch;
  + constructing a large shed, greenhouse, log cabin or outhouse within the garden or curtilage of the property in excess of 1900mm x 1300mm;
  + erecting large temporary structures such as gazebos, greenhouses or sheds in excess of 1900mm x 1300mm;
  + garden landscaping including;
    - constructing drives and driveways;
    - installing any form of garden decking;
    - laying patios and block paving.

**Minor works examples;**

This form can also be used for minor alterations or improvements. Minor alterations or improvements could include but are not limited to;

* erecting a TV aerial or satellite dish;
* electrical work such as;
  + installing an extractor fan or ventilation grille;
  + installing an alarm system or CCTV;
  + installing or altering internal or external lighting;
* installing or altering external fencing and gates;
* constructing a small shed, greenhouse, log cabin, gazebo or outhouse within the garden or curtilage of the property under 1900mm x 1300mm;
* installing any loft or cavity wall insulation;
* altering or boarding out of loft spaces;
* installing laminate or wooden flooring;
* installing or altering fire surrounds and hearths;
* installing an electric shower;
* external or communal decorating;
* undertaking minor plumbing work such as:
  + installing an outside garden tap;
  + altering pipework;
  + installing a shower;
  + replacing taps.

**SECTION 5**

**ASBESTOS (TO BE RETAINED BY THE OCCUPIER):**

* If you answered yes to the first question in the certification table page 4, you must make sure you have all the relevant information regarding ‘asbestos containing materials within the area you plan to complete work’.
  + - If an *Asbestos in the Home booklet* has not been provided with your returned approval, you must contact the Council’s repairs section and request that one is sent to you.
    - You must read and follow the advice given in the *Asbestos in the Home* booklet provided to you before you begin your work.
    - If available, the Council will provide you with further asbestos information about your particular property including an asbestos report. If a report is not available, you are advised to seek a registered contractor to complete a survey for you.
    - You should follow the advice provided in any asbestos report that has been completed and provided to you for your property.
    - Further advice from the Health and Safety Executive on dealing with asbestos within the home can be obtained from the internet at: <http://www.hse.gov.uk/asbestos/>
    - If you need to dispose of any hazardous household waste including asbestos, acids, weed killer, etc. call the Essex County Council Recycling and Waste Helpline on 0845 603 7625 and say you have some household hazardous waste for disposal.