

## PROPERTY ALTERATION REQUEST

Guidance Notes - please keep these for your reference

**NOTE FOR FLEXIBLE TENANCIES-** If you are a tenant who has a flexible tenancy you do not have the statutory right to carry out improvements or to claim compensation for improvements.

We welcome tenants making home improvements, but you must get our written permission first. We will only say no if there is a good reason, such as if the work affects your neighbours or is a health and safety risk.

### **YOU MUST NOT CARRY OUT ANY ALTERATIONS OR IMPROVEMENTS WITHOUT OUR PERMISSION.**

Some examples of work that permission is required for includes:

- Changing a light fitting
- Fitting a water meter
- Fitting a sky dish or Aerial-if your property is in a block of flats with a communal aerial-permission will not be granted
- Fitting laminate flooring
- Replacing a kitchen or bathroom
- Replacing a sink/bath/toilet/shower
- Changing internal or external doors
- Installing CCTV

## PROPERTY ALTERATION REQUEST

Name of applicant			
Are you? (delete as appropriate)	Tenant	Leaseholder	Shared Owner
Address			
Postcode			
Telephone Number			
Email address			

Where is the improvement you want to make?		
Outside	Inside	Both

If it's inside the property which room is it in?	
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Brief description of the work you want to do?

Who will be carrying out the work?  If it's a contractor please give their full company name and address	
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Will the work affect the electric sockets, wiring or the fuse board/consumer unit?  If yes please give details?	
Will the work affect any gas appliances or pipework or Flues?  If yes please give details?	
Have you checked whether you require building or planning permission?	
If permission is granted when will you start the works?	
When do you expect the work to be completed?	
How much do you expect the alterations to cost?	

Please include pictures or drawings of layouts and any survey reports and relevant permission's with this form.

Signed	
Print Name	
Date	

Please return this completed form to your local housing office:

<p><b>Oswestry Area (North)</b></p> <p>Shropshire Towns &amp; Rural Housing, Castle View, Oswestry, Shropshire SY11 1JR</p>	<p><b>Bridgnorth Area (South)</b></p> <p>Shropshire Towns &amp; Rural Housing, Canern Brook, Bridgnorth Shropshire WV16 4SF</p>
<p><b>Telephone 0333 32 12 200</b></p>	

Information about you and your tenancy is recorded on our internal system. Only Shropshire Towns and Rural Housing staff can access this and will only access information about you and your tenancy for relevant purposes. In order to provide you with the best possible service we may at times be required to share your information with the both internal and external departments, partners and organisations, and you can find further details in our full Privacy Notice at <http://www.starhousing.org.uk/about-us/accessing-information/>

Office copy – please return with the form

FOR OFFICE USE ONLY		
Date Received		
Inspector checked		
If Shared Owner has permission been checked with New Build Department?		
Pre Inspection booked		
Post inspection booked		
Conditions of permission	1)	
	2)	
	3)	
Date Asbestos Survey sent to tenant		
IBS property status updated		
Component updated		
Application scanned and added as a location image		
Passed to Housing management		
Rent account balance		
Tenancy condition checked		
Response letter sent		
<p><b>PLEASE NOTE:</b> <b>The Asbestos survey for the property should be sent with all tenancy alteration requests that are approved.</b></p>		

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