

Application to make home improvements and alterations



If you wish to make improvements or alterations in your home, you must ask our permission by completing the following form.

Approval process

Applications will be considered by the Area Surveyor. We must receive the application with all the supporting information required within one month of the date of issue, otherwise you will be asked to complete the form again.

As part of your application, you will need to provide information which shows how the proposed works affect your property.

For example, plans for internal alterations, such as bathrooms and kitchens, must show the existing and proposed plans and ideally be drawn to a scale of 1:50. Plans for external alterations, such as fencing, again are ideally to be drawn to a scale 1:200 and show the existing and proposed building, garden structures and boundary outline.

However, if this is not possible then we would accept accurate plans that are fully annotated with all relevant dimensions. In addition to the above, please provide photographs which show the whole area and close-ups of where the work is proposed.

We ask that you also include a schedule of work, with details of the exact products and materials you are proposing to use. Your chosen contractor(s) must hold professional indemnity, public liability insurance and be accredited by their governing body, such as FENSA, Gas Safe, or NICEIC.

Please see the table overleaf, which indicates the sort of information you need to send in with your application.

If you have any questions, please contact us on 0303 303 0003 or email enq@broadlandgroup.org. Please return completed applications to TenantAlterationRequests@broadlandgroup.org or post to Broadland Housing Association, Tenant Improvements, NCFC, Carrow Road, Norwich NR1 1HU.

Data Protection

Broadland Housing Association is registered with the Information Commissioner's Office (ICO) as required by the GDPR and Data Protection Act 2018. Information provided by you on this form will be stored and processed in accordance with our Data Protection Policy and Privacy Notice.

Title	Mr Mrs Ms Miss Other	If other, please specify	
First Name		Surname	
Full Address			
		Telephone	
Mobile Telephone		Email address	
What type of property do you live in? (Please tick one) ☐ Bungalow ☐ House ☐ Apartment			
Please list below (and overleaf, if required) the improvements or alterations you wish to make at your home? I would like to ask permission to ... 			
Please provide the name of the contractor and their registration number with your application. Electrical Work Gas work Other If other, please specify			
The contractor undertaking the works is:			
<i>Name:</i>		<i>Registration Number:</i>	
Please provide an estimate on costs to complete works:			
Do you require any of the following? (please tick as appropriate) ☐ Sign language ☐ Large print ☐ Braille ☐ Audio cassette ☐ Translation Language ☐ Induction loop			
Signed:	Dated:		Print Name:

✓ Information required ✗ Information not required *these works unlikely to be approved for communal areas

Type of work:	Plan/sketch showing layout or location	Photo	Detailed description of work	To be carried out by a contractor who is part of an accreditation scheme
Installing a water meter	✗	✗	✗	✓
Installing an external satellite dish *	✓	✓	✓	✗
Putting up a shed, summer house or scooter store*	✓	✓	✓	✓ (for electrical supply)
Fitting a cat flap*	✗	✓	✗	✗
Installing CCTV	✓	✓	✓	✗
Replacing external doors*	✗	✓	✓	✓
Redecorating the outside of your home, including doors and windows*	✗	✓	✓	✗
Fitting laminate flooring	✗	✓	✓	✗
Installing an outside tap*	✓	✓	✓	✗
Installing a gas supply or relocating the meter	✓	✓	✓	✓ Gas Safe
Fitting a shower over the bath	✓	✓	✓	✓ (if electric)
Fitting a stairlift*	✗	✗	✓	✓
Installing a water butt*	✓	✓	✗	✗
Bathroom or kitchen alterations	✓	✓	✓	✓
Laying of decking, patio or paths*	✓	✓	✓	✗
Creating a driveway or dropped kerb*	✓	✓	✓	✗
Altering electrics, including replacing light fittings	✓	✓	✓	✓
Installing fencing*	✓	✓	✓	✗
Constructing a garage*	✓	✓	✓	✓ (for electrical supply)
Landscaping your garden, such as replacing grass with shingle*	✓	✓	✓	✗
Altering heating systems, including replacing or relocating a boiler or radiators	✓	✗	✓	✓
Internal changes, including removal of walls	✓	✓	✓	✗
Soundproofing or other insulation, including external wall insulation	✓	✓	✓	✗
Replacing windows*	✗	✓	✓	✓
Any works that require building consent or planning permission	✓	✓	✓	✓