

APPLICATION TO MAKE HOME IMPROVEMENTS AND ALTERATIONS

Please return this application form with all the necessary supporting information within one month of the date of issue, otherwise you will be asked to complete the form again.

Approval process

Applications will be considered by your Area Surveyor.

As part of your application, you will need to provide information which shows how the proposed work affects 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, should be drawn to 1:200 scale, and show the existing and proposed buildings, garden structures and boundary outline.

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

You should 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.

If you have any questions, please contact us on 0303 303 0003 or email propertyadmin@broadlandgroup.org. You can also write to: Broadland Housing Association, Tenant Improvements, The Caley Building, 18 The Elms, Unthank Road, Norwich, NR2 2PL.

Please return your completed application form to your local area office or post to: Broadland Housing Association, Tenant Improvements, The Caley Building, 18 The Elms, Unthank Road, Norwich NR2 2PL. Alternatively you can email your application and supporting images and/or documents to propertyadmin@broadlandgroup.org.

The following list contains examples of the kind of home alterations we would consider, and what information you need to send us in support of your application.

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

<i>Type of work:</i>	<i>Plan/sketch showing layout or location</i>	<i>Photo</i>	<i>Detailed description of work</i>	<i>To be carried out by a contractor who is part of an accreditation scheme</i>
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 a wood/log burner	✓	✓	✓	✓
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/doors and change of doors	✓	✓	✓	✓
Soundproofing or other insulation, including external wall insulation	✓	✓	✓	✓
Replacing windows*	✓	✓	✓	✓
Any works that require building consent or planning permission	✓	✓	✓	✓

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.

Tenancy Reference Number:	
First Name:	
Surname:	
Preferred Contact: By email ☐ By phone ☐ Text message ☐ In writing ☐	

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 names of all contractors and their registration numbers

Name:

Company:

Registration Number:

What work will they be carrying out?

If other, please list

Electrical work

☐

Gas work

☐

Plumbing

☐

Name:

Company:

Registration Number:

What work will they be carrying out?

If other, please list

Electrical work

☐

Gas work

☐

Plumbing

☐

Please provide an estimate on costs to complete works:

Do you require any of the following? (please tick as appropriate)

Sign language

☐

Language translation

☐

Braille

☐

Induction loop

☐

Audio CD

☐

Large print

☐

Signed:

Dated: