



**WOKINGHAM  
BOROUGH COUNCIL**

## **APPLICATION FOR LANDLORD'S PERMISSION FOR TENANT'S ALTERATIONS & IMPROVEMENTS**

**Form Version Date: 21 September 2018**

The main purpose of this form is to provide a clear and effective process for tenants to apply for permission to carry out their own alterations and improvements to the property and to ensure compliance with the various statutory and regulatory controls and requirements including:

- Housing Acts
- Health & Safety at Work Acts
- Building Regulations
- Planning Conditions
- Fire Regulations
- Gas Regulations
- Water Supply By-Laws
- General Civil Laws

An alteration is where the tenant:

- Alters, removes or replaces any of the existing fabric of the building, its grounds or boundaries.
- Replaces a WBC fixture or fitting with one of their own which is of similar quality or standard as the original, eg kitchen units or internal doors.
- Permanently removes an existing WBC fixture or fitting.

An improvement is where the tenant:

- Replaces a WBC fixture or fitting with one of their own which is clearly of a higher standard or quality.
- Installs an item where there is none at present, eg a new level access shower, or stair lift.

**Please note it can take up to 40 working days for us to respond to landlord approvals, if we request additional information and we are not provided it or updated on the progress of its provision within 20 working days, your landlord permission request will be closed and you will need to re-apply.**

**If you would like this leaflet to be translated into a different language, please contact Wokingham Borough Council.**



Date of Application	
Title(s)	
Forenames(s)	
Surname(s)	
Address	
Parish <i>(e.g. Wokingham, Winnersh etc)</i>	
Post Code	

Telephone	
Email Address	

Name of Person / Company carrying out the works	
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Professional Qualifications	
NICEIC Registration Number	
GAS SAFE Registration Number	
Other professional Registration Number <i>(inc details)</i>	

Approximate cost of works	
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Please provide as much information on requested alteration(s) or improvement(s) as possible below and continue on a separate piece of paper and attach to this form if necessary.

### Description of Alterations to Property

*I/We wish to carry out the following alterations / improvements to the above Council-owned property:*

The property you rent from us is your home and we are happy for you to make improvements. However, we have to make sure that our property is kept in good condition and remains safe for you and any future resident. Some improvements you can do without specific permission. For other work you must apply in writing and we will normally give written permission. In either case, you must comply with conditions set out in this leaflet.

- Some improvements we will not permit and we give our reasons in this information sheet.
- Landlords Permission is needed for any penetrations into the fabric of the building and for all of the alterations listed below.
- You must follow the relevant conditions in appendices 1 and 2.
- In many cases WBC can provide contact details for contractors that we have used in the past or that we may still be using. However if you do appoint one of our known contractors, we accept no liability for their performance or works as this contract will strictly be between you and them.
- Planning permission may be required for certain work and you should contact your local Planning Department to determine if this is necessary. You will be responsible for all applications, fees and notices. We may require you to demonstrate compliance.
- Certain work will require Building Regulation approval and you are responsible for compliance. This will require you to pay all fees, give all notices and submit the completion certificate to us on completion.
- You must contact us if you want to do any works listed in Table 1. For more information on these works, please refer to the general conditions tables within this document (Appendix 1)
- If you wish to make any alterations that are not listed in Table 1, please contact us first to check whether permission is required before any works commence.

**Table 1**

Improvement work	Comments	Do Planning (PP) or Building Regulations (BR) apply?
Aerial or satellite dish	Any penetrations through the fabric of the building	PP
Built-in wardrobe	Any penetrations through the fabric of the building	No
Internal doors		BR
Fences and gates	Any alternations to boundaries or fencing	PP
Laminate flooring		No
Garden patio or decking		BR PP
Plumbing	For example, outside tap	BR
Sheds and greenhouses		PP
Tree surgery		PP
Bathroom alterations or replacement		BR
Disability adaptations		BR
Doors external	Including patio doors	BR
Cat flap		BR
Electrical alterations		BR
Kitchen alterations or replacement		BR
Loft extension		PP and BR
Heating	Including wood burners	BR
Parking in garden		PP & HW
Small porches and lean-tos	But conservatories not permitted*	PP
Shower		BR
Water meter	Installed on request by your water provider	No
Caravan parking	The caravan must maintain a moveable status	

\* We do not permit conservatories because they result in increased costs for Wokingham Borough Council in the maintenance of the main building.

## Appendix 1: General Conditions

Whenever you carry out work, it is your responsibility to comply with the following conditions where they apply. If you do not, you may be in breach of your tenancy agreement. If we then have to complete or remove the work, we will charge you.

General Workmanship	You must ensure that the appointed contractor has valid public liability insurance before the commencement of any works, demonstrating a minimum of £5,000,000 cover.
General Workmanship	You must ensure that any improvement or alterations will be carried out by a competent person, qualified in the area in question and having the necessary knowledge to complete the works using materials that comply with the appropriate British Standard. We may also require you submit a report from a relevant third party professional such as qualified surveyor/inspector which confirms the works meet both building regulatory and workmanship standards.
General Workmanship	You must obtain a risk assessment and method statement before the commencement of any works, covering all potential health and safety implications and clearly explaining the processes to be followed to execute the task.
General Workmanship	You must obtain accurate drawings drawn using an identified metric scale (typically 1:50) showing the relationships between existing/proposed, spaces and other physical features before the commencement of any works, typically this is best achieved with drawings showing existing/proposed elevations and site plans.
Excavation	You must obtain accurate drawings drawn using an identified metric scale (typically 1:50) which show the depth of the proposed excavation including its proximity to any foundations; you must obtain written confirmation from a structural engineer/surveyor that structural report or party wall notice for the proposed excavation works will not be required. You will need to ensure that your excavations do not have an impact on any underground services.
Asbestos	You must contact us immediately if you suspect there is asbestos in your home. We have detailed survey reports and will provide you with any information available. If we haven't previously surveyed your home, we will carry out sampling and analysis to confirm if asbestos is present.
Gas	Any work relating to gas is to be carryout in a competent manner by a Gas Safe registered installer. You must be in a position to submit a completion certificate to Wokingham Borough Council within two weeks of completion. Your contractor must have Public Liability Insurance to £10 million minimum.
Electrical	All electrical works must be carryout by an electrician registered with a recognised trade body such as NICEIC, Elecsa or NAPIT. You must be in a position to submit a completion certificate to Wokingham Borough Council within two weeks of completion. The electrician must have Public Liability Insurance to £10 million minimum.
Plumbing Alterations	You must employ a qualified plumber with Public Liability Insurance to £5 million minimum. All work must comply with Water Supply Authority by-laws.
Remove at end of Tenancy	WBC reserves the right to request you to reinstate any alterations back to its original design at your own cost at any time or following a breach of any of our conditions. Failure to do so may result in WBC undertaking the works ourselves and recharging you for any costs incurred.

Maintenance of the improvement	It will be your responsibility to keep all such improvements and alterations in a good state of repair. It will be your responsibility to carry out and pay for these repairs unless WBC has agreed, in writing, to do this. You are responsible for any improvement or alterations which you carry out to the premises. If Wokingham Borough Council incurs any costs in maintaining or removing these items, you may be required to reimburse the Council for the costs.
Potential disagreements	Any potential issues within your garden or neighboring properties, arising from the works, will be your responsibility, i.e. you are responsible for keeping the surrounding area outside of your boundary free from the materials used to make up your drive way. Shingle should not be allowed to ingress onto surrounding surfaces outside of your boundary. Upon completion of your tenancy the Council reserves the right to request you to reinstate any alterations back to the original design at your own cost.
Street Works	You will need to notify the Wokingham Borough Council Street Works Team and possibly obtain a Section 50 License if you wish to carry out any works that may cause a hazard to anyone using the public footpaths and highways.
Qualifying Improvements	The Housing Act 1985 obliges landlords to compensate tenants at the end of their tenancy if they carry out certain 'Qualifying Improvements'. This will not generally apply to Wokingham Borough Council properties because we carry out the relevant work on a planned replacement basis. Where applicable, we will confirm the dates for such works at the time that you apply for permission. Please ask for clarification if you think that compensation may apply.
Notify when Complete	You must notify us within 10 working days of the completion of the works as we may need to post inspect.
CDM	You and your contractor must comply fully with the current Construction, Design and Management (CDM) Regulations 2015.  Further information for the CDM Regulations can be found on the Health & Safety Executives (HSE) website <a href="http://www.hse.gov.uk">www.hse.gov.uk</a> . Managing health and safety in construction guidance note L153.

## Appendix 2: Specific conditions

These additional conditions are job specific.

Aerial or satellite Dish	The aerial or dish must not be erected on a chimney stack or roof. It will preferably be located on a side or rear wall and must not obstruct a window of a neighboring property. There is a limit to the number of aerials/dishes that are permitted on a house or block of flats without Planning Permission. Please contact your local Planning Department for more information. Wokingham Borough Council will not give Landlords Permission for additional aerials or dishes where communal service has already been provided.
Bathroom	The bathroom suite must be white. You must provide a slip resistant sheet vinyl floor covering. Tile the walls in the splash zone. If you include a shower, you must provide a curtain or door to prevent escape of water. The bath must have a satisfactory slip-resistant base and we recommend you also use a non-slip mat. Building Regulations state that you must include an approved bathroom extractor fan.
Built-in Wardrobe	You should avoid locating the wardrobe on an external wall since this may result in mould.
Cat Flap	If you cut an opening in a high performance door, we may require you to replace the door and frame at the end of your tenancy. You may avoid this by installing a flap in an external wall. If you live in a flat, you must not install a cat flap without specific permission as this may affect the fire risk in your block. We prefer to install the cat flap on your behalf and are happy to quote for this.
Disability Adaptations	Please apply for specific permission so that we can discuss whether you are eligible under our Aids and Adaptations procedure.
Doors, external	<p>You must employ an installer registered under the FENSA self certification scheme. You must provide us with a copy of the FENSA certificate and Building Regulation completion certificate on completion. The door must be a replacement in the original location (i.e., you must not enclose a previously open-fronted porch). We may adopt the door for maintenance if it complies with the following specification;</p> <ul style="list-style-type: none"> <li>• Secured by design standard.</li> <li>• Multipoint locking with external cylinder and internal thumb turn.</li> <li>• Low threshold (e.g. no more than 15mm above finished carpet level).</li> <li>• Draught-proof letter plate.</li> <li>• Knocker.</li> <li>• 75mm numerals.</li> <li>• 180 degree viewer.</li> <li>• Security chain.</li> <li>• Obscure glazing.</li> </ul>



Doors, internal	Any glazing to the doors must comply with Building Regulations and may need to have safety glazing, that is, toughened, laminated or plastic. There is no requirement for doors to be fire resisting in a two storey dwelling but they must be half hour fire resisting and self-closing in three storey houses. The maintenance and repair of internal doors is the tenants' responsibility under the tenancy agreement. At the end of the tenancy, you must leave satisfactory doors in place to all openings.
Fence removal	You must ensure that boundary lines are not lost.
Fences and gates	The height of any fence must not exceed 2.0m to the rear and 1.0m to the front (this assumes the highway is to the front). You must leave in place the existing posts and fencing to denote boundary lines. Where applicable, you must maintain any right of way to adjoining property. You must first check with us if you want to install a gate where none exists. You must receive written confirmation from the Planning department that all proposed works are not in breach of any Planning conditions.
Garden Patio, hard standing or decking	Ensure that all drains, manholes and stop taps are accessible. The finished level must be a minimum of 150mm below the damp-proof course. You must ensure that the work results in no trip or falling hazards. You must avoid water ponding on the patio. Rainwater run-off from a patio must soak away within your garden, so that it does not cause nuisance to adjoining properties. You must receive written confirmation from the Planning department that all proposed works are not in breach of any Planning conditions.
Heating	We will not approve open-fronted solid fuel appliances because these appliances are not energy efficient. We may approve closed stove burners, subject to special conditions.
Kitchen	As a minimum, you must incorporate appliance spaces 620mm wide for cooker, washing machine and refrigerator. Alternatively, you may install integrated appliances. Should you do so, these must be left in place and be in good condition at the end of your tenancy or you will be recharged the cost of adapting the kitchen for non-integrated appliances
Laminate Flooring	You must not remove or alter any skirting boards but may pin edging as required to the Wokingham Borough Council skirting. You must show that adequate efforts will be made to reduce the travel of sound to the area below. We may require you to raise any area of the floor covering for access to the floor void or sub-floor for maintenance reasons. This will be at your expense and we will not reinstate the flooring nor reimburse you for this. You must remove the laminate flooring and make good all disturbed surfaces on the termination of your tenancy.
Loft Extension	This will be subject to special conditions. For reasons of structural integrity, we will only grant permission where the house has been specifically designed for loft conversion. This applies to certain new build house types only.
Parking in Garden	You or your contractor must be "Street Works Approved" by the Highway Authority and insured with cover of at least £10 million for Employer's and Public Liability. You must meet the cost of forming any vehicle crossing over the footway and verge that may be required by the highway authority. You must pay all fees required by the highway authority. You must pay all fees required by the highway authority. You must receive written confirmation from the Planning department that all proposed works are not in breach of any Planning conditions.

Small porches and lean-to's (not exceeding 1.8 x 1.8m floor area)	You must not raise a floor slab within the porch: any surface must remain 150mm below damp proof course. You must not remove any external door or attempt to incorporate the porch within the heated part of the property. You must maintain 1 metre clearance between the porch structure and any boundary. You must receive written confirmation from the Planning department that all proposed works are not in breach of any Planning conditions.
Sheds and greenhouses	<p>The shed/greenhouse must not exceed 2.4m x 4m x 2.5m in height. If you already have a shed, you must submit details of this in addition. The shed must be located in the rear garden and must not obstruct access to any part of the main building (for the purpose of maintenance and amenity).</p> <p>You must maintain 1 metre clearance between the porch structure and any boundary, if you would like to site the shed within 1m of the boundary fence or any structure it must be constructed of substantially non-combustible materials, such as a metal and you must ensure a sufficient gap is maintained between the shed and any surrounding structures to mitigate any damage caused by rain runoff and allow sufficient access for the purpose of maintenance.</p> <p>You may use the shed for storage or quiet enjoyment of the garden and no other purpose. You must receive written confirmation from the Planning department that all proposed works are not in breach of any Planning conditions.</p>
Shower over Bath	You must provide a slip-resistant sheet vinyl floor covering. Tile the walls in the splash zone. Provide a curtain or door to prevent escape of water. The bath must have a satisfactory slip-resistant base and we recommend you also use a non-slip mat. Building Regulations state that you must include an approved bathroom extractor fan. For information, we would adopt a 9kW electric over-bath shower or a thermostatic mixing valve at the end of a 24-month warranty period, subject to satisfactory installation. We will not permit the removal of a bath and provision of a shower cubicle.
Tree Surgery	You must employ a qualified contractor, for instance a member of the International Society of Arboriculture or other equivalent trade association. The contractor must carry a minimum of £5 million Public Liability Insurance. You must ensure that the trees are not subject to a Tree Preservation Order.
Water Meter	The work is to be carried out the Water Supply Authority or its nominated sub-contractor.

## **DECLARATION OF TENANT(S)**

I / We understand that the following conditions will apply;

- 1) No work will be carried out until I / We have received written permission from the Council as Landlord.
- 2) If the improvement(s)/ alteration (s) falls into the category of a qualifying repair under the 1994 Regulations for Compensation for Tenant Improvements, then;
  - a. I/We understand that I / We must obtain from the Council a Certificate of Satisfactory Completion as soon as practical after the works have been completed.
  - b. I / We can only claim compensation, if applicable, using the required form up to 28 days before and 14 days after the termination of the tenancy and vacation of the property.
  - c. I / We can only receive compensation at the end of my / our tenancy if I can produce invoices / receipts or the work (covering both parts and labour), I / We have been issued with a Landlord's Permission letter and Certificate of Satisfactory Completion and copies of any necessary planning and building control approvals. Compensation can only apply to improvements costing between £50 and £3,000 and will only be paid according to the set formula under normal conditions.
  - d. I / We understand that before any compensation due to me / us under this scheme is paid to me / us, any debts owed to the Council will be deducted.
- 3) Any appropriate appliances have at least one year's warranty including parts and labour and a copy of this warranty will be supplied to the Council.
- 4) I / We understand that upon the completion of my / our tenancy that we will need to re-instate the property at our own expense if this is requested by the Council, if the Council incurs any costs removing any improvements or alterations I may be required to reimburse the Council for such costs.
- 5) I / We have read and understand the General and Specific Conditions in Appendix 1& 2 that apply to my requested alteration(s) or improvement(s) and will ensure they are met.
- 6) I / We understand that WBC reserves the right to request documented evidence that I / We have complied with the above conditions, if this evidence is not received within 20 days of the request, WBC may request that I / We reinstate any alterations back to its original design at my own cost. Failure to do so may result in WBC undertaking the works themselves and recharging me for any costs incurred.

Your records are held on a computer and kept in accordance with the Data Protection Act 2018. We may share some information across council departments in order to provide a better service to our tenants. We may also provide some information with other organisations, such as other local authorities, private sector companies and contractors, if the law allows this.

<b>Signed</b>	
<b>Print Name</b>	
<b>Date (DD/MM/YYYY)</b>	

**Please note your application will be automatically rejected  
if you answer NO to the following question?**

Have you signed and dated the application on page 11?

Yes ☐

No ☐

**THIS SECTION TO BE COMPLETED BY HOUSING SERVICES STAFF ONLY**

**RENT ACCOUNT**

*Please refer to rent officer for information*

Rent account up to date?	Yes	No
If NO, Please state amount outstanding	£	
If NO, Has an arrangement been made to clear the outstanding amount?	Yes	No
Please provide details of any agreement made.		

**ANTI-SOCIAL BEHAVIOUR**

*Please refer to Housing Officer for information*

Are there any current ASB issues?	Yes	No
Please provide details of Issues		

**OTHER RESTRICTIONS**

*Please refer to the housing officer for information*

Are there any restrictions that apply to this tenancy or the property?	Yes	No
If YES, please provide details of any restrictions		

**FINAL APPROVAL**

Landlord's permission given?	Yes	No
If no, provide reason		
Date		
Signed		
Print		