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**Application for Permission for Adaptions or Improvements**

1. **Address of Property to be Altered / Improved:**

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1. **Full Name(s) of Residents)**

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1. **When do you plan to carry out the work?**

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In order that this application can be dealt with promptly please provide as much detail as possible, referring to the notes below as a general guide.

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| 1. Outbuildings
 | Include plans, and give size and details of materials used in construction. |
| 1. Conversions
 | Include plans showing accommodation both prior to and after conversion. Allow for inspections both prior to and after completion of the work. |
| 1. Central Heating
 | Include plans. Give manufacturer, type and the number and position of radiators. |
| 1. Others
 | (including showers, satellite dishes etc) Include plans showing as much detail as possible. |

1. **Details of Alterations**

You should use this page to describe the proposed works, accompanied by sketches / drawings if appropriate.

You must use a qualified contractor when carrying out alteration and improvement works to your home. **Please provide an estimate specifying the exact works and details of who is intending to carry out the works.**

**Where electrics have to be altered, an Electrical Compliance Certificate will be required by BHA.**

**5. If the alteration will involve changing or taking out existing fittings, please give a brief description of these fittings.**

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1. **Have you checked with the Council’s Planning Department if the alterations or improvements require Planning or Building Regulations approval**?

 YES / NO

When a building warrant and/or planning permission (where necessary) are obtained you should enclose the original documents and any approved plans along with this application**.**

1. **Are there any safety requirements when carrying out the improvement. Please detail exactly how to carry out work safely**

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| **Method statement:** |

1. **You must read the following conditions and sign to say you understand the conditions and agree to be bound by them.**
2. You must ensure all work is undertaken by a qualified trade person(s) who hold the relevant qualification and/or registration for the work they are doing.
3. It is your responsibility to apply for and gain all necessary permissions and approvals including planning and building regulation. It is also your responsibility to comply with any law, regulation and/or permission requirements that are applicable to the work you intend to carry out.
4. It is your responsibility to pay for the work in full which includes all drawings, permissions and/or any other associated costs.
5. If the adaptations you propose affect other properties you will be responsible for making sure all making good is carried out to the satisfaction of the owner.
6. The alteration or improvement will be maintained by the Association provided it will not result in unreasonable additional maintenance expenditure by us.
7. If works you carry out does not comply with these conditions or is deemed unsatisfactory or dangerous by BHA you will be asked to carry out rectification work at your own expense. This must be to the satisfaction of BHA. If you do not carry out the rectification within the time specified or the rectification work is not to BHA required standard BHA will arrange for either:
	* Rectification of the works you have carried out.
	* Return all property affected by your work to its original condition.
8. If BHA arrange this work you will be charged for all costs.
9. If you decide to end your tenancy BHA Homes will ask you to do one of two things:
	* Remove your adaptation and/or installation and return your home to its original condition.
	* Leave the installation and/or adaptation if they are still in good order.
10. You will be required to pay any costs associated if it is necessary to remove your installation and/or adaptation at the end of the tenancy to avoid a recharge.

**I have read and accept these conditions and agree not to start work until I get written permission:**

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| Resident(s) Signature(s): |  |
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| Date: |  |
| *For office use* Signature | ……………………….. Date: ……………………………Asset Manager |

*Please return this form to:*

**Housing & Communities Manager, Barnsbury Housing Association, Cloudesley House, 16b Cloudesley Street, London, N1 0HU or via email:** **info@barnsbury.org**