

# Request to make improvements and alterations

You may want to make improvements or alterations in your home. The sorts of things we mean by improvements and alterations are:

- Installing a cooker
- Putting in a new or extra gas fires
- Putting in new kitchen units
- Taking out internal walls
- Blocking off doorways
- Putting in wall heaters
- Fitting a shower
- Fitting an outside light
- Building an extension or conservatory
- Putting up fencing
- Having a satellite dish fitted

There are other things that we call improvements, so please make sure you ask for our permission before you make any changes or do any work in your home. You don't need to ask our permission to decorate your home.

**If you want to make improvements or alterations in your home, please follow this four step procedure:**

1. Fill in this form, attach a drawing if you wish, and send it to your Local Housing Office.
2. Do not start any work on your home until we have agreed that you can do it.
3. Once someone from your Local Housing Office has signed the form and agreed the work, you can start.
4. Let us know when you have done the work and we will visit to check it.

Please turn this form over and complete the first box with the information about you and the work you want to do. After you have done that, read the conditions, then sign the form at the bottom of the page. Please include a sketch if it helps to explain what you want to do.

**Remember you must not start any work until we have agreed that you can do it.**

**Please fill in this section (in block capitals)**

Name .....  
Address .....  
Telephone number ..... Email address .....  
Details of the work you want to do .....  
.....  
.....  
Signed ..... Date .....

Your Local Housing Office will complete this section                      Permit expiry date .....  
Work approved by ..... Date .....    CSM Number:  
Work checked by ..... Date .....    .....

**You must read these conditions and sign to say you understand the conditions and agree to be bound by them.**

1. It is your responsibility to pay for the work in full which includes all drawings, permissions and/or any other associated costs.
2. You must ensure all work is undertaken by a qualified trades 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. 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.
5. It is your responsibility to maintain anything you adapt, fit or alter in your home at your own expense. The only exception to this is if you fit a gas or electric appliance in which case you must provide Derby Homes with an installation certificate provided by the registered installer. Derby Homes will then arrange for the appliance to be serviced. If any parts are required on future servicing you will be recharged for this.
6. If anything you do does not comply with these conditions or is deemed unsatisfactory or dangerous by Derby Homes you will be asked to carry out rectification work at your own expense. This must be to the satisfaction of Derby Homes. If you do not carry out the rectification within the time specified or the rectification work is not to Derby Homes required standard Derby Homes will arrange for either:
  - Rectification of the works you have carried out.
  - Return all property affected by your work to its original condition.
7. If Derby Homes arrange this work you will be charged for all costs.
8. If you decide to end your tenancy Derby 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.
9. You will be required to pay any costs associated if it is necessary to remove your installation and/or adaptation.

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

**Signed** ..... **Date** .....