



Making alterations and improvements to your home



- आपके घर में परिवर्तन तथा सुधार (Hindi)
- چۆنكىڭىزنى ئۆزۈڭىز چاڭگىلەش ۋە ماھىرلەش مەلەكەت (Kurdish)
- Dokonywanie zmian i ulepszeń w domu (Polish)
- Förändring och förbättring av bostaden (Turkish)
- ايش گهرىنى ترميم ۋە امبەلا تاپ كرتا (Urdu)
- Капитальный ремонт и перестройка вашего (Russian)



GGHT020 05/11

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A leading housing provider creating quality homes and neighbourhoods where people want to live.

As a GGHT tenant if you would like to carry out alterations or improvements to your home you must receive our permission in writing first. You must be an assured tenant with a clear rent account before we will give you permission.

Why do I need permission to carry out alterations and improvements?

- ❖ Altering and improving your home can involve major work that may require other approval for example, Planning Permission, building regulations approval, asbestos regulations.
- ❖ It is important to make sure that safety regulations are followed. Some alterations may require other approvals such as planning permission. The work must also be carried out by a qualified person for example a new gas fire will need a GAS SAFE registered gas fitter.
- ❖ It is also a condition of your tenancy agreement that you must get written consent from us before carrying out improvements or alterations to your home.

What alterations do I need permission for?

You need permission for most alterations or improvements except internal decorating. The list below gives some examples of those that need written permission:

- ❖ Decorate the exterior of the property
- ❖ Make any structural alterations or additions (kitchens, bathrooms, showers)
- ❖ Alter or add any fixtures
- ❖ Remove any hedges, trees or shrubs
- ❖ Putting up a fence
- ❖ Putting up satellite TV aerial dishes
- ❖ Construct hard standings (for example a drive)
- ❖ Putting up a shed, garage or conservatory
- ❖ Installing a pond.

How do I apply for permission?

Contact us and we will send you out a form for more information. On the form you should include:

- ❖ Details of the alterations or improvements you want to make including drawings and measurements if appropriate.
- ❖ If you intend to use a contractor provide us with their details (we recommend you obtain 3 quotes for the work).
- ❖ Details of planning permission or building regulations you have sought or are seeking.

Once you have returned the form we will arrange to visit you if necessary within 10 days and will confirm our decision in writing within 20 working days.

Once you have had the decision to go ahead in writing, you can start the work.

Once the work has been completed we may inspect the improvements or alterations to make sure we are happy with the quality of work. If you have received certificates we need to see these and copy them for our records. Remember to keep your payment receipts to claim compensation if you move out (we may pay compensation for certain improvements).

Work carried out without permission

If you have carried out work without receiving written permission we have the option of inspecting the work and asking you to reinstate the property to the original condition. If you fail to do so we may do the work and charge you for the cost of doing it.

Will I qualify for compensation for improvements?

You may be eligible for compensation for improvements and we would base our calculations on what it cost and how long ago the work was done. Proof of permission and payment will need to be seen before compensation will be considered.

Qualifying improvements are shown below, if work is older than the expected life shown in years you will not get compensation:

Qualifying Improvement	Notional Life (years)
1. Bath or shower	12
2. Wash-hand basin	12
3. Toilet	12
4. Kitchen sink	10
5. Storage cupboards in bathroom or kitchen	10
6. Work surfaces for food preparation (worktops)	10
7. Space or water heating	12
8. Thermostatic radiator valves	7
9. Insulation of pipes, water tank or cylinder	10
10. Loft insulation	20
11. Cavity wall insulation	20
12. Draught proofing of external doors or windows	8
13. Double glazing or other external window replacement or secondary glazing	20
14. Rewiring or the provision of power and lighting or other electrical fittings (including smoke detectors)	15
15. Any object, which improves the security of the house, but not including burglar alarms	10