

## Alterations & Improvements

As a Leaseholder, you may want to carry out alterations and improvements to your home, and we are keen to let you do this. However, **you must get our written permission before you go ahead**.

This is a requirement of your lease.

We will give approval wherever possible, but when it is not possible we will let you know the reasons why. Work that involves major changes may need to be investigated by our surveyors.

The type of works that usually require Home Group approval under the terms of your lease are (but not limited to) the following:

- Installing a satellite dish or TV aerial
- Installing new windows
- Installing an external structure attached to your property eg a conservatory, security blinds or an awning
- Replacing boiler and central heating system
- Installing new electrical fittings eg storage radiators, extractor fans etc
- Changing the existing internal layout
- Upgrading or re-fitting kitchen or bathroom installations
- Installing laminate or wooden flooring (with the required sound insulation)

What will happen if I don't apply for permission?

If you carry out any alterations or improvements without first getting our permission you could be breaking the terms of your lease.

We would always look in the first instance to see if retrospective permission can be granted, however we may have to take legal proceedings against you to stop any further works or to make you reinstate any unacceptable alterations.

**Making an application**

To go ahead with your proposals please complete the enclosed application form and return it along with the relevant documents, to the Leasehold team, to the following email address:

[LeaseholdCustomerSupport@homegroup.org.uk](mailto:LeaseholdCustomerSupport@homegroup.org.uk)

Or via post to:

Leasehold Customer Support  
One Strawberry Lane  
Newcastle Upon Tyne  
NE1 4BX

Please note that your application may take up to 6-8 weeks to be processed and a response to be given.

All work carried out must comply with current statutory regulations, with particular attention to Building & Fire Regulations, and Certifications for gas or electrical work.

Where required, Planning Permission must be obtained and you will be required to provide evidence that this has been granted.

It may also be necessary, in some circumstances, to consult with other residents in the block or building about your proposal.

You may be contacted by our Surveyor if an inspection is required both before and after you carry out the proposed work.

#### Legal expenses

There is a Legal Fee of £120 (£100 + VAT), payable prior to issue of a formal Permission letter.

However, you will not be charged if:

1. Permission is not granted (either because the Lease specifically forbids the work, or if there have reasonable grounds to do so) OR
2. Home Group approval is not required under the terms of your lease (we would still send you a notification letter free of charge)

## **Home Ownership Application for Alterations to Property**

Name:

Property Address & Post code:

Daytime Telephone No:

Evening Telephone No:

Mobile Tel. No (if not already included above):

E-mail address:

If you are registered disabled please indicate here and also let us know if you require any assistance in communicating with you (e.g. larger print, minicom) and also if your application is in any way linked to your disability: .....

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### **PLEASE ENSURE YOU PROVIDE THE FOLLOWING WITH YOUR APPLICATION**

1. Copies of contractors' public indemnity insurance (minimum of £2M cover)
2. Full specification for the works, including existing and proposed drawings / plans (Please ensure your plans are completed in ink and not pencil)

Please note that Home Group may request further information in order to process your application.

**DESCRIPTION OF PROPOSED WORK:**

I/We confirm that I/we have read in full the above and hereby undertake to comply with the conditions outlined in this application form and any further conditions, which Home Group deems appropriate.

Name..... Signed..... Date.....

Name..... Signed..... Date.....

I give consent to Home Group to use my personal details for this particular home alterations application

Please confirm attachment of a current plan for your home

Please confirm attachment of a proposed plan for your home

*Please note we cannot proceed until we have received all required documents that are relevant to your proposal*

Details of all Contractors, Consultants, Architects involved in this proposal

NAME	EMPLOYED AS	CONTACT TELEPHONE