

Application for landlord's consent for alterations

Customer name			
Phone		Email	
Agent's details (if applicable)			
Customer type	Tenant <input type="checkbox"/> Leaseholder <input type="checkbox"/> I've checked the terms of my lease/tenancy relating to my alteration proposal <input type="checkbox"/>		
Property address			
Type of property (House)	Semi detached <input type="checkbox"/> Mid terrace <input type="checkbox"/> End of terrace <input type="checkbox"/>		
Type of property (Flat)	Flat <input type="checkbox"/> Maisonette <input type="checkbox"/> On the _____ floor		
Description of proposed works			
Proposed start date:		Proposed length of project:	

Building Work

You must provide drawings/plans of existing layout and proposed layout to include changes to any gas and/or electrical installation.

Will a structural engineer produce drawings and calculations for the works? Under CDM regulations you must make sure the engineer is suitably qualified to carry out the work and has professional indemnity insurance.

Yes ☐ No ☐
Attached ☐

All tradespersons must have third party insurance to cover the landlord in case of damage or accident to people, property or fittings - as set out in the Health and Safety at Work Act 1974.

I have third party insurance:

**Please provide a copy of your builder's contractor liability insurance documents*

Yes ☐ No ☐ Attached ☐

**Please provide a copy of scaled plans of the existing and proposed layout/ floor plan*

Attached ☐



Office use only | Date Received: ____ | ____ | ____ Ref No: _____

M&E	BS	Both	Fee Paid	Insurance	Drawings	Documents

Consent	Dissent	Letter sent

Do the proposed alterations include work on central heating systems or electricity supplies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, what are the make(s) and model(s)?	
Please provide the contractor's contact details?	
Is the contractor a registered Gas Safe or NICEIC member?	Yes <input type="checkbox"/> No <input type="checkbox"/>
What are the registration numbers?	
Are you carrying out any work to the underground drainage? <i>If yes, please provide details and drawings.</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you need access to the communal space?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the work require your water supply to be turned off?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the work require approval from the water authority?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the work require scaffolding to be erected? If yes, for how long?	Yes <input type="checkbox"/> No <input type="checkbox"/> Length of time _____

Council permissions

Have you checked with the local council that planning permission is/is not required?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, has planning permission been given? Or applied for	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please provide reference number	
If no, please tick to confirm work won't start without permission	<input type="checkbox"/>
Does the work need building control approval from the local council?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, do you have building control consent or has been applied for? <i>*if yes please provide copies</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> Ref No: _____

Legal

Please read the attached link and confirm whether your proposal is notifiable under the Construction Design and Management (CDM) Regulations 2015? <i>For more information go to: www.hse.gov.uk/construction/cdm/2015/index.htm</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the Party Wall etc Act 1996 apply? <i>For more information go to: www.gov.uk/party-wall-etc-act-1996-guidance</i>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If yes, have you appointed a party wall surveyor to serve notices on your behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/> Attached copies of Party Structure Notice <input type="checkbox"/>
The proposed works will be carried out at no cost to RHP:	Yes <input type="checkbox"/>
RHP has the right to inspect the works:	Yes <input type="checkbox"/>
RHP is covered against any claims which may come from the works:	Yes <input type="checkbox"/>

If the works are likely to be noisy, please make sure you let your neighbours know and tell them how long you expect work to carry on for.

I have read the guidance notes and FAQs and agree to the terms of RHP and any other agency/ third party to ensure the works I would like to undertake are carried out by a competent contractor with the required skills and insurances. I have completed this form and provided all of the necessary information. I understand that failure to meet RHP's requirements will result in my application being declined.

I will not start work until I receive written approval from RHP. I understand that I will be in breach of my tenancy or lease agreement if I proceed without consent.

Sign: _____ Print: _____ Date: ____ | ____ | ____

Checklist | landlord's consent for alterations

Please fill in the application form and return by post to the address below, including the following as appropriate:

1. All planning and building control plans (including structural plans and calculations)
2. Payment of the relevant fee, payment can be made by calling 0800 0322 433 or Bank Transfer to the following Account -
Account Name: Richmond Housing Partnership
Account Number: 10864568
Sort Code: 30 - 80 - 12
Reference: Address
3. Any other documentation as required i.e. floor plans and elevation drawings of existing and proposed layout

Please Note: Applications will not be reviewed or processed until you submit all of the required information and pay the application fee.

Please allow up to 28 days for comments/a decision to be made on your completed application.

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Middlesex
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www.rhp.org.uk

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