

If you want to make improvements to your home you'll need to show us it's going to be done safely and legally.

You'll need to speak to us if you want to:

- Build a garden structure or shed
- Replace your kitchen or bathroom
- Remove an internal wall
- Replace your window or front or back door
- Install a patio door
- Replace electrical, heating or water infrastructure

Most improvement works have the potential to impact the safety of your home so we'll need you to send us an application before you start any work. There is an application fee which varies dependent on the nature of the works; a copy of which fee applies is on our website.

We'll always aim to give you an answer as soon as possible – but it's important you don't begin the work before hearing from us first as this is a breach of your lease/tenancy agreement and could lead to you losing your home.

What you might be asked for and what it means

Planning permission

You'll probably need planning permission if you want to:

- build something new
- make a major change to a building, e.g. building an extension
- change the use of a building
- make a change and live in a conservation area

To find out if your project will need planning permission, contact your local planning authority (LPA): www.planningportal.co.uk

Building control

Your Local Authority is responsible for making sure building work is carried out within national Building Regulation standards. To find out whether you'll need to contact them, visit www.gov.uk/government/publications/building-work-replacements-and-repairs-to-your-home.

Risk Assessment and Method Statement (RAMS)

This is a safety management document for activities where there are significant safety risks. We need to see this for all applications: including an asbestos management plan.

Third Party Insurance

Your builder or installer will need a liability insurance document with at least £1million cover.

Party Wall Act 1996

You must tell your neighbours if you want to carry out any building work near or on your shared property boundary, or 'party wall'. For more information visit www.gov.uk/government/publications/the-party-wall-etc-act-1996-revised-explanatory-booklet

Construction Design and Management Regulations (CDM) 2015

CDM aims to improve health and safety by helping your contractor(s) to:

- sensibly plan the work so the risks involved are managed from start to finish
- have the right people for the right job at the right time
- cooperate and coordinate your work with others
- have the right information about the risks and how they are being managed
- communicate this information effectively to those who need to know
- consult and engage with workers about the risks and how they are being managed.

You can choose to have a written agreement with your principal designer to cover the above points.

Gas Safe

If you're having any work done on your gas or central heating it must be carried out and certified by a registered Gas Safe engineer. You can find one at www.gassaferegister.co.uk/find-an-engineer.

NICEIC

All electrical work must be carried out and certified by a registered NICEIC electrician: www.niceic.com.

Structural calculations and drawings

Calculations and drawings done by a chartered structural engineer must be provided for any works relating to the structure of your home.

Drawings

We'll need to see both existing and proposed floor plan drawings for all alterations.