

# ALTERATION POLICY

## 1. INTRODUCTION

English Rural Housing Association aims to assist tenants to make alterations to their properties, where possible, to meet their needs. The Association recognises that lifestyles can change, as can the requirements of tenants and their families, and aims to support them in remaining in their homes so far as is practicable.

Alterations can be internal or external, and may include but are not limited to summerhouses, conservatories, and alterations to the interior floor area of the property.

Please note that conservatories are only permitted on shared ownership properties, and that the Association will not sanction certain alterations (including but not limited to loft conversions and two storey extensions) and reserves the right to decline permission for any alteration which it feels is not in keeping with the property, the development, or the aims of the Association.

Please note a financial declaration may need to be completed before an application can be authorised and written permission given, thus ensuring that tenants are able to meet their rent obligations.

Permission for a traditional garden shed or green house is not required except where the base footprint exceeds 6<sup>ft</sup> x 4<sup>ft</sup>

## 2. REQUESTING ALTERATIONS

All requests for alterations should be made in writing to the Association by either the resident or representative acting on behalf of the resident such as a builder or surveyor.

Requests must be made by completing either the Application for External Alterations or Application for Internal Alterations forms, available upon request or from the Association's website. The relevant fee will also need to be paid before any application is considered.

Where requests for extensive alterations are made a meeting between the Head of Property Services or Repairs staff and the resident may be necessary before any approval can be given.

Approval will be given in writing by the Association and works should not be undertaken until such approval has been received.

Residents will need to ensure that any Building Regulations Certificates, Electrical Certificates etc are obtained and copies provided to the Association.

## 3. UNDERTAKING ADAPTATIONS

Any alterations must be undertaken by competent and qualified personnel with all necessary insurance policies in place to protected against damage or loss of value to the Association's properties. All applicable planning or H&S documentation must be provided before work can begin.

The Association will inspect the works once completed and advise of any making good or amendments, should the works not conform to the specification provided. The Association may wish to appoint a third-party consultant to oversee and monitor any extensive alteration work programme. The fees associated with this appointment will be the responsibility of the tenant to fund.

Any repair and maintenance required to the alteration or as a direct result of the alteration will be the responsibility of the tenant to arrange and fund. In the event of a repair being carried out to make safe this will be recharged to the tenant if the contractor or Association deem it to have been necessary as the result of the alteration.

Any shed or greenhouse structure should be used for domestic purposes only.

Alterations must not de-value the property; adversely affect the accommodation or the ability to re-let / re-sale the property.

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Approved by:	
Officer(s) responsible for implementation:	Repairs, HM Staff
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