

8. Is Building Control approval required for the work? (You MUST rely on your own enquiries) Do not apply for this until after landlord permission has been granted	YES/ NO
9. If YES, has Building Control approval been granted?	YES/ NO (Please attach any relevant documentation you may have)
10. Is any other type of approval or permission required?	YES / NO (if yes, please state type of permission required and from whom)
11. Start Date (or estimate) for proposed work:	
12. How long do you estimate the work will take?	
13. Finish date for proposed work:	
14. Specification of work	YES / NO
15. Drawings attached	YES / NO
16. Name and Address of Contractors carrying out work (please complete giving details for each contractor)	
17. Estimated cost of total work	£
18. Does the contractor have relevant insurance?	YES / NO
19. Is a guarantee or warranty provided?	

If you intend to use more than 2 contractors, please copy relevant section (above) and complete contractor section (section 16 above) for every other contractor.

The application form must be returned to your Housing Officer together with a signed copy of the undertaking (see below)

Standard conditions for tenant alterations

Sunderland Council Housing Service will allow residents to undertake improvements to their property, provided the guidelines and conditions outlined below are strictly adhered to.

General conditions and guidelines

1. Before Sunderland Council Housing Service can grant permission for works you propose to carry out, an application form must be completed and forwarded together with any plans, drawings, schedules of work and a signed copy of these conditions. You must obtain written approval from Sunderland Council Housing Service prior to commencing any improvement works and keep all guarantees/warranties and forward these or copies to Sunderland Council Housing Service on completion of works.
2. Unless otherwise agreed, in writing by Sunderland Council Housing Service, the total cost of the work and related expenses are to be met by you as the tenant of the property.
3. You must advise your Housing Officer when works are due to commence and when works are completed in order that Sunderland Council Housing Service may inspect the works. You MUST provide access for us to inspect the works within 21 calendar days of completion of the works or when otherwise requested by Sunderland Council Housing Service.
4. Any Contractors you employ must be suitably qualified and members of their respective trade organisation and hold a current Public Liability insurance policy. The manufacturer or contractor should provide a guarantee for some improvements.
5. You must ensure that the appropriate statutory authorities are involved where necessary:
 - Where planning permission or building regulation approval is required before undertaking some works, the approval/certificate must be sent to Sunderland Council Housing Service before we can give our written permission for the work to be carried out.
 - Notices may need to be served on the gas, electricity and water and sewerage companies. If required, Sunderland Council Housing Service will need to see proof of these notices before giving consent for works to go ahead. Any conditions required by these statutory or responsible authorities MUST be met.
6. In carrying out the works, you will be required to ensure:
 - a) That if there are common parts to the building, they must be protected and clear of obstruction. After the works have been completed, common parts should be cleaned and free from dust.
 - b) That any damage caused during the works are notified and put right at your

expense. You will be liable for any claims of damage from a third party

c) You should notify all neighbours likely to be affected by the works and take all possible steps to minimise inconvenience, noise and nuisance to them. In particular no work should be undertaken during the hours of 10pm and 8 a.m. Noisy operations which may disturb others should only be undertaken between the hours of 9am – 5 pm Monday to Friday and Saturday mornings.

d) Where works necessitate the interruption of services to neighbours, i.e. temporary disconnection of gas, water and electricity, mutually satisfactory arrangements must be made with them beforehand and notified to Sunderland Council Housing Service in writing;

e) Access is available for Sunderland Council Housing Service to inspect works both before commencement and after completion of works. To encourage applications, no fee is payable for any inspections or re-inspections. Should conditions not be met and/or the works are not progressing in a satisfactory manner, Sunderland Council Housing Service reserves the right to order the works be stopped.

7. In making any application to carry out an alteration, you are required to sign or acknowledge the copy of these conditions and return it to Sunderland Council Housing Service.

UNDERTAKING

I will abide by the conditions stated above and the terms and conditions in my tenancy or lease agreement.

Signed

Date

Name of Resident (s)

A signed or approved copy of these Standard Conditions for Residents’ Alterations must be returned to Sunderland Council Housing Service together with a completed copy of the Application Form to SunderlandHousingService@sunderland.gov.uk