

Regulations and Conditions for Alterations and Improvements

General

1. On no account must work be commenced until written approval has been given by the Association.
2. Full details of the works to be carried out should be submitted.
3. All work shall be carried out by a competent tradesman to the satisfaction of the Association at your own expense.
4. All work must comply with Planning, Building and other statutory regulations as appropriate.
5. Notice of completion of the works must be submitted, after which an inspection may be made.
6. The resident will be responsible, at his own expense, for the future maintenance of the alteration/improvement.
7. The Association reserves the right to insist at the end of your occupancy that the property be restored to its previous state.
8. It must be clearly understood that the execution of any work of improvement or alteration will be regarded as an acceptance of these conditions and that in granting your request the Association accepts no responsibility for reimbursing any expenditure either now or on the termination of your occupancy, or should the Association at some future date decide to carry out similar alterations themselves in other properties.

Structural Alterations

1. Where necessary, Planning and Building Regulations approval must be obtained.
2. Work drawings and specifications must be submitted.
3. Sink units must be fitted with trapped waste pipe of not less than 50mm in diameter and the plumbing and jointing carried out by an authorised plumber.

Gas Fittings

1. Details of manufacturer, type, size and location etc. must be submitted.
2. All fittings and installations must be in accordance with Eastern Gas, Anglian Water Authority and Building Regulations.
3. All installations must be left in working order if for any reason you cease to be the resident of the property.

Electrical Fittings

1. Details of manufacturer, type, model and location etc. must be submitted.
2. All fittings and installations must be in accordance with the regulations for the Electrical Equipment of Building and Anglian Water Authority regulations.

Note – If you are in any doubt regarding these regulations, please contact the Asset Management Department.

Dear Resident

Please complete the following application to carry out alterations/improvements at

1. Nature of work proposed:

- ✓
- Structural
- Internal Fitting (other than following)
- Plumbing Fitting
- Gas Fitting
- Electrical Fitting
- External Work (please attach a simple plan)

Gas, Electrical work and Plumbing must be undertaken by competent, qualified and approved contractors, please provide details below of who will be carrying out the proposed work:-

2. Details as required by the attached regulations (T Alt 1):-

I agree to carry out the above mentioned works and maintain them strictly in accordance with the Association's regulations and conditions. These works will not commence until written approval has been granted by the Association.

Signed: _____

Date: _____

Please return to:

Cotman Housing Association Ltd
53 – 57 St Martins Lane
Norwich
NR3 3SA

For Office Use Only:

3. Decision: _____

4. Resident (s) Notified: _____ by _____

5. Inspected: _____ by _____

6. Comments: _____
