

Tenant Alteration /Improvement Information Request Form

A signed copy of this application form together with signed terms and conditions must be returned to

Shian Housing Association Ltd, 76 Mare Street, Hackney, London E8 3SG

Tel: 020 8985 7120

Email: repairs@shian.org.uk

Do you want to make changes to your home? For example, installing a new kitchen, additional lighting or putting up a shed?

If you want to make any changes to your home then you must have SHIAN's written permission. This is so that we can check that any changes are safe and do not reduce the size of your living accommodation or increase our maintenance costs, so you do not breach your tenancy terms and conditions.

In order for SHIAN to consider your request, you must complete this application form, providing full details of your proposed works.

Upon receipt of your completed application, we will check whether your tenancy and property are suitable for the requested works. We may need to contact you to ask for more information or to visit your property and set conditions that you must meet before we grant permission.

We will attempt to acknowledge to your application within 10 working days. You must not begin any work without SHIAN's written permission.

PART 1

To understand your request in depth and to ensure that works are carried out safely and correctly we have some guidelines that must be complied with, should you be granted permission. Before completing this request form, please read the below guidelines.

Tenancy information

Before completing this application form please check that you meet the following requirements:

- You have a assured tenancy (or any other tenancy type if you are requesting to put up a satellite dish or aerial).
- You are up to date with your rent payments.
- You do not have any outstanding rechargeable repairs or any breaches of your tenancy.
- You are not in the process of buying your home.

SHIAN Guidelines for Home Improvements

1. Any tradesperson or contractor that you employ must be suitably qualified, accredited and members of the relevant trade organisations. They must hold a valid public liability insurance. (This must be provided upon SHIAN's request).
 Yes, I agree
2. You must have or obtain relevant statutory permissions. This includes but is not limited to planning permission, conservation area approval and building regulations approval. Where statutory permissions apply you must provide evidence that you have them before SHIAN grants final permission for you to undertake the works.
 Yes, I agree
3. You must advise us when works are due to commence and the expected end date. If these dates change then you must let us know. We may inspect your property prior to the works commencing, during the works, or after they have been completed to check that they meet the conditions that we have set.
 Yes, I agree
4. You should inform all of your neighbours who may be affected by the works and take action to minimise inconvenience or any nuisance to them. Where works require the interruption of services to neighbours, such as turning off electricity or water, arrangements must be made with neighbours to minimise disruption.
 Yes, I agree

5. Works should not be carried out outside of the hours of 8am to 7pm Monday to Friday. Any works arranged outside of these hours must be agreed with SHIAN and your neighbours in advance.

Yes, I agree

6. Communal and estate areas must be protected and clear from obstruction at all times. At the end of each working day, and after the works are completed, communal areas should be cleared and cleaned.

Yes, I agree

7. Unless otherwise agreed in writing by SHIAN, the total cost of the work and related expenses are to be met by you. This includes any additional costs that you may incur if things go wrong.

Yes, I agree

8. You are responsible for the meeting the conditions set by SHIAN, quality of the works and any damage that may be caused. If SHIAN is required to undertake works to bring the improvement up to the required standard or to rectify damage then we will charge you for the cost.

Yes, I agree

9. If at any time it is identified that the works are in breach of these, or other conditions set by SHIAN we reserve the right to demand that works stop.

Yes, I agree

10. If you are doing electrical work or building regulations apply then you must arrange for the works to be approved by a Building Control Body or a Competent Person. Once the work has been approved you must submit a copy of the certificate of compliance to SHIAN.

Yes, I agree

11. You will be responsible for the maintenance of your improvements. If you leave them behind at the end of your tenancy they will become SHIAN's property. If you take them with you, you must put the property back to the way it was before you made the improvements. If not we will charge you the cost of any reinstatement work.

Yes, I agree

12. We will provide you with SHIAN's policy and procedure and may request for additional information that will enable the management team to consider your request.

Yes, I agree

Undertaking

I understand and will abide by the above conditions.

Signed: Date:

Name of Tenant(s):

PART 2: APPLICATION DETAILS Section

A: Your tenancy details

To help us identify you from this application form, please provide the following information:

Tenant name/s:	
Address:	
Postcode:	
Tenancy reference:	
Telephone number:	
Email address:	

1. Has Planning Permission been granted? Yes No
If yes, please provide evidence.

2. Do you have a assured/secure tenancy? Yes No

3. Are you are up to date with your rent payments? Yes No

4. Do you have any outstanding breaches of your tenancy? Yes No

5. Are you in the process of buying your home? Yes No

6. Have you started works already? Yes No
 If yes, please provide details

7. Is this a new application? Yes No

8. Have you made an application before? Yes No

9. I have read and understood SHIAN's alteration and home Improvement Policy and Improvement policy? Yes No

10. Have you carried out an asbestos survey in your property? Yes No
 If yes, please provide details

Section B: Work details

So that we can fully understand what work you would like to carry out, please provide a detailed description.

Detailed description of proposed works:

What are the expected start and end dates?

Reason for Improvement work?

Depending on the works that you are requesting we may need additional information in order to assess your request. If you are able to provide this information as part of your initial application then it will speed up the assessment process:

- Drawings of the existing and your proposed layout.
- A schedule of works.
- Evidence that planning permission has been granted or is not required.
- Evidence that listed building or conservation area consent has either been granted or is not required.
- Copies of building regulations and electrical compliance certificates.
- Details of the equipment that you would like to install, such as manufacturer’s instructions.
- An occupational therapist’s assessment report.

Section C: Tradesperson / contractor details

Please provide the details of the tradesperson or contractor who you would like to undertake the works.

1.
2.
3.

<p>Name of tradesperson / contractor: Contractor address: Estimated cost:</p> <p>Name of tradesperson / contractor: Contractor address: Estimated cost:</p> <p>Name of tradesperson / contractor: Contractor address: Estimated cost:</p>

Section D: Declaration

By signing this form, you confirm that:

You agree to SHIAN using the information you have given for assessing your application and managing your tenancy. The information will be held and processed SHIAN in accordance with the Data Protection Act 1998, GDPR 2018 and any other relevant legislation.

1. The information given in this application is correct to the best of your knowledge.

2. You understand that your application will be cancelled and further action may be taken if any false declaration has been made, misleading information provided or information has been withheld unreasonably.
3. You will inform SHIAN if there are any changes in circumstances that affect the information given in this application.

I confirm I have read and understood the above content.

Name (please print):

Signed:

Date:

Name (please print):

Signed:

Date: