

**CORNWALL  
HOUSING**

# **Application to make structural and other alterations to a council house**



PART OF THE  
CORSERV GROUP  
A CORNWALL  
COUNCIL COMPANY

[cornwallhousing.org.uk](http://cornwallhousing.org.uk)

# Notes and conditions

Please complete this form and return it to:

Cornwall Housing  
Chy Trevail  
Beacon Technology Park  
Bodmin  
PL31 2FR

## Conditions to be observed in connection with structural and other alterations to a council house

1. An approval may be either permanent or temporary.
2. Any approval given by Cornwall Housing is only in its capacity as landlord. It is for you to obtain any necessary planning permission or building regulation approval.
3. You must not commence any work until approval is given.
4. You must inform us when the work has been completed
5. The work must be carried out by an experienced tradesman entirely at your own expense. For certain works, you must use tradesmen registered to certain bodies. These are:

Type of work	Registered body	Information
Gas appliance and fittings	Gas Safe Register	<a href="http://www.gassaferegister.org">www.gassaferegister.org</a>
Electrical works	NICEIC	<a href="http://www.niceic.com">www.niceic.com</a>
Solid fuel appliances and flues	HETAS	<a href="http://www.hetas.co.uk">www.hetas.co.uk</a>
Replacement uPVC windows	FENSA	<a href="http://www.fensa.co.uk">www.fensa.co.uk</a>

6. The alteration must be of suitable materials and must be kept in good order at all times.
7. Cornwall Housing will not be liable for future maintenance of the work.
8. The work must be finished within the time approved and to the complete satisfaction of Cornwall Housing. If not completed within the prescribed period, Cornwall Housing reserves the right to finish the works and recover its expenses from you.
9. Any damage to the property must be made good to the satisfaction of Cornwall Housing.
10. You must comply with any additional conditions that are given at the time of approval.
11. If permanent approval is given, the works and fitting will become property of Cornwall Council and must not be removed at the end of the tenancy.
12. If temporary approval is given, the works and fitting must be removed at the end of the tenancy and the property restored to its original condition.

## About you

Name:

Address:

Postcode:

Telephone:

Email:

## Details of proposed work

Location of the proposed work:

Description of the proposed work:

Please use the space on page 4 to provide a sketch of the works if applicable

Time required for completion of the works:

Name and address of person(s) carrying out the works:

## Declaration

1. I/We have read the notes and conditions on page 2 of this form and agree not to carry out any works until approval is given.
2. I/We agree to comply with the conditions relevant and any additional conditions that may be imposed on approval.
3. I/We understand that failure to comply with the conditions may constitute a breach of the Conditions of Tenancy.
4. I/We agree to repay Cornwall Housing any costs it may incur following failure to comply with the conditions.

Signed tenant 1:

Receipt date:

Signed tenant 2:

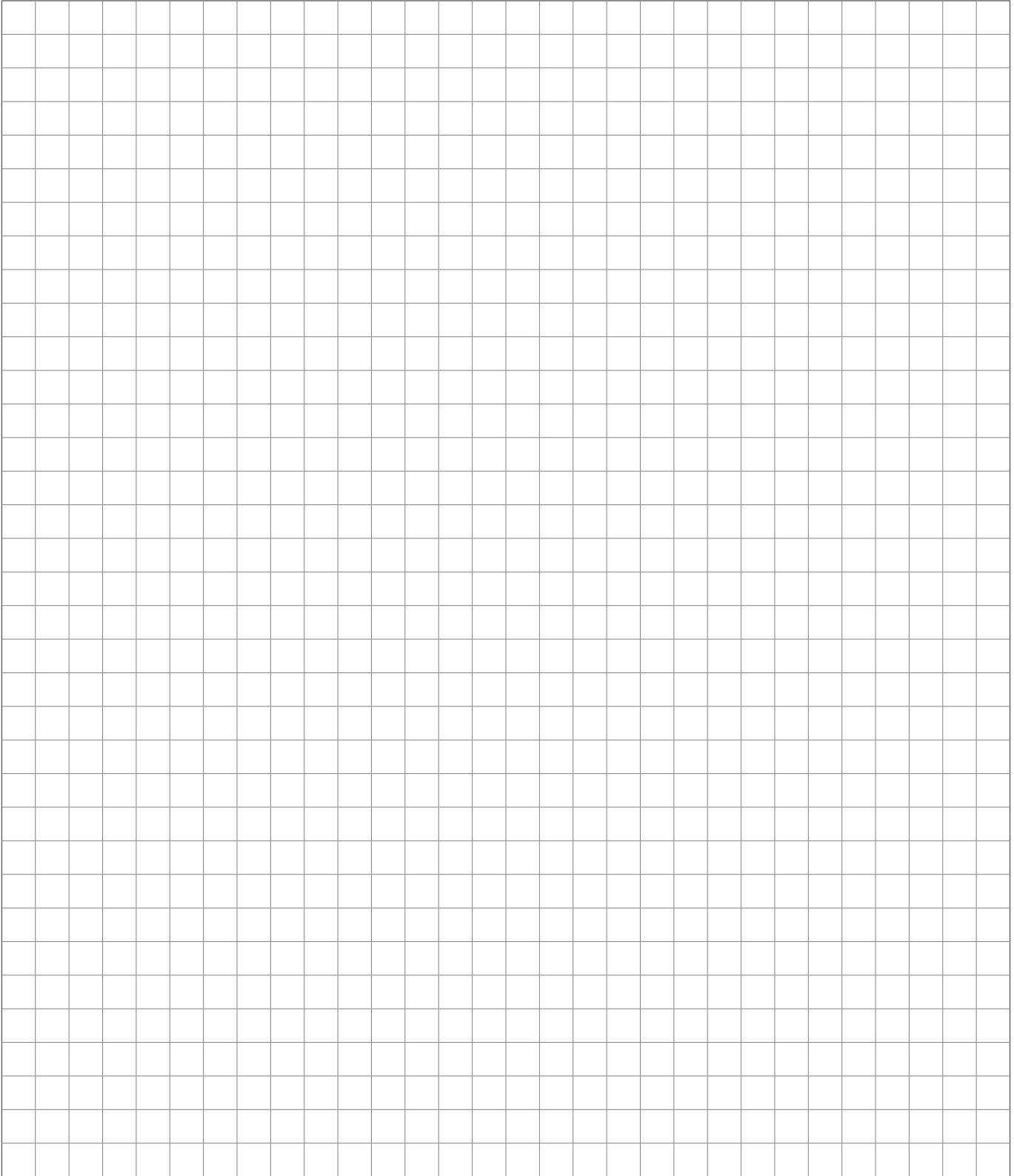
If joint tenancy, both tenants to sign.

Any information given may be retained on computer or in our records. It will be used by Cornwall Housing for the specific purposes for which it was collected and any other relevant purposes including Government anti fraud data matching - especially Benefits, Council Tax NNDR, Housing, Salaries, Employment, Pensions and Members' Allowances. It will not be exchanged or sold to any third party. Anonymous information may be used for statistical purposes.

# Please use this space to provide a sketch of the works

**Note:** If you are completing and returning this form online, you will need to produce a diagram separately. Please make sure you add your name and address to your diagrams and send separately to:

**Application diagram, Cornwall Housing Ltd, Chy Trevail, Bodmin, Cornwall. PL31 2FR**

A large grid area for sketching the works, consisting of 20 columns and 30 rows of small squares.

## For office use

Receipt date:

Approval status:

Authorised:

Cond: