

Apply for permission to carry out property alterations or improvements

Highland Council Tenants

Use this form to apply for permission to carry out alterations or improvements to your Highland Council owned house or flat.

This could include things like:

- altering, improving, or enlarging your property, or its fixtures or fittings
- adding new fixtures or fittings, for example, kitchens, bathrooms; central or fixed heaters; fitting stoves, fires, CCTV or electrical supplies; double glazing or any kind of external aerial or satellite dish; putting in new light fittings; putting up external Christmas decorations
- putting up a garage, shed, conservatory or other structure
- decorating the outside of the property
- laying or forming a new driveway
- laying wooden or laminate flooring

Make sure you understand the guidance on this form. If you have any questions, or are unclear about any aspect, get in touch with us.

The Council will not refuse permission unreasonably, but we may apply some conditions regarding the standard of work and who does it. We may visit to discuss it or look at where you want to put your shed, for instance. We may inspect the work.

Your Names:
Your Address:
Telephone number:
E-mail address:

Use this space to give details of the work you wish to do.
Give us as much detail as you can, including photographs, plans, brochures etc.
Give the size of shed or outbuilding and the distance from the property boundary.
Tell us what materials you will be using.

Approximate cost of works:

Name of contractor, if appropriate:

Guidance and Key Points

1. For information or advice, call your Housing Maintenance Officer on 01349 886602.
2. If you have not had a response from us within 21 days (3 weeks) of submitting this form, get in touch.
3. Highland Council must not incur any costs relating to this work.
4. You will require to re-instate the existing fabric and fittings at the end of your tenancy. (For example, if you take a shed with you, any base or hard-standing must also be removed.) If we need to carry out this work, we will recharge you the cost of it. Before you move, contact us so that we can give you advice on this.
5. You are responsible for getting any Building Warrant or Planning Permission that may be required. The Council will require copies of these documents **prior** to commencement of the works. You can find out more about Planning Permission at:
<http://www.highland.gov.uk/yourenvironment/planning>
6. You are responsible for getting any permissions to changes to pavements or roads:
www.highland.gov.uk/info/20005/roads_and_pavements/101/permits_for_working_on_public_roads/2
7. You must make sure that any works do not cause nuisance or disruption to neighbours or impede any public footpath. Do not disturb any services that may be underground – if you need advice on this, please ask us.
8. You must not cause any damage to existing fences, gates or pathways etc.
9. Works are to be carried out to a standard acceptable to the Highland Council – we may inspect the work
10. You are responsible for repairing any damage to the existing fabric and fittings of the property caused by the alteration work. If the Council has to repair any damage, you will be recharged the cost of this work.
11. You may be entitled to some compensation for certain improvements at the end of your tenancy. The Scottish Government website has a leaflet "Compensation for Improvement":
<http://www.scotland.gov.uk/Publications/2002/09/15486/11219>. You should retain all receipts / invoices for the works. You will need these if you apply.

Gas Appliances

12. You cannot install, have, or use, any **mains gas** cookers or fires which have not been fitted by Highland Council. You cannot install, have, or use, heaters and cookers fired by **paraffin or liquid petroleum gas** (LPG). If you are found to have such appliances you will be instructed to remove them. This is to make sure that you, and your neighbours, are kept safe and not at risk of harm / fire.

Sheds and garages

13. If you are erecting a shed, it must be no larger than 8ft x 6ft. It must not block daylight to neighbours' garden or windows. There must be at least 500mm clearance/ access around the shed for any works/ inspections; sheds erected close to the property should have enough clearance for ladders to allow gutter/roof maintenance. Sheds and garages must be made of materials approved by Highland Council and must be maintained properly e.g. by regular painting.
14. If you are installing a shed for a mobility scooter or powered chair to assist with your mobility needs and you have concerns about the shed requirements, speak to us.
15. If you are erecting a garage, you will be responsible for the necessary alterations to fences, gates, etc. You must also get written consent from the Council for pavement crossings and dropped kerbs. Gates should be in keeping with existing fencing.
16. Garages and sheds must not be used for the running of business or garaging of commercial vehicles unless written permission has been granted by the Council.
17. To install an electric supply to a garage, shed, outbuilding, pond, etc., you must get our written permission. The work must be undertaken by a qualified electrician. You require to provide an Electrical Safety Certificate once the work is complete.

Other alterations

18. You must make sure that the installation of an outdoor tap does not affect your property's plumbing and can be isolated in the winter months. You are responsible for its on-going maintenance and any damage that it may cause if it is defective;
19. Satellite dishes must be installed by a qualified person using the appropriate fixings. It must not cause any damage to the property. This is very important if your home has external insulation and roughcast installed – ask for advice.
20. Any electrical charging equipment requires to be installed by a qualified person and in line with safety standards.
21. Any minor electrical works must have a Minor Works Certificate meeting BS7671.
22. Fitting of CCTV must conform to legislation and Police Scotland advice. Ask for detail
23. Your property may have external insulation so need longer fixings bolts to prevent damage – or fixing Christmas decorations to the walls. If permission is granted for erection, when fixings are removed the holes must be filled to prevent water ingress;

Laminate flooring

24. You lay laminate flooring at your own risk. You are responsible for the cost of re-laying laminate flooring if we need to lift it to do a repair. We will not do this for you.

Stoves

25. If you wish to open up a fire place to install a wood burning stove, you must supply a chimney report, full details of the works; materials to be used and who will carry out the work. You must use an appropriately qualified person. You must also let us know about any guarantees relating to the materials / workmanship. You need to have it serviced annually by a professional and be able to evidence this to us when asked.

I have read and understood the conditions above.

If the Council grants permission, I agree to abide by these conditions.

Signed..... (Tenant)

Date

Signed..... (Joint tenant)

Date

Maintenance Officer notes:

Maintenance Officer

Date of Inspection (if required)