

Soha housing
Royal Scot House
99 Station Road
Didcot
OX11 7NN



Tel: 01235 515 900
Fax: 01235 515 945

APPLICATION FOR PERMISSION TO CARRY OUT ALTERATIONS TO A *Soha housing* PROPERTY

If you are proposing to carry out an improvement or alteration to your home (other than internal redecoration or minor cosmetic changes), your tenancy agreement requires you to obtain permission from *Soha housing* **before** starting the works.

Your application will be fully considered to ensure that all aspects of the proposed works are properly assessed.

The process will ensure that your alterations will be suitable and safe, and protect you from being recharged the costs of future maintenance or repair works.

If your proposed works are extensive, you may also need approval from the local authority Planning and/or Building Control Department. We must be sent a copy of the approval before we grant permission.

Soha housing will not be responsible for any future maintenance costs related to the improvements or alterations you have carried out.

Even if you do obtain permission, you may be asked to reinstate and make good the property to its previous condition when you terminate your tenancy.

Please complete this form, giving as much information as possible.
Contact one of our Technical Officers if you need any help in completing the form.

Return the form to the address above. We will reply to you giving our approval to the work, subject to any appropriate conditions.
Occasionally we may refuse permission, but we will tell you our reasons.

You must not begin the work until you have received our permission in writing, and failure to do so may result in you being charged any reinstatements or repair costs.

Please note that there is an administration fee chargeable by *Soha housing* to cover the cost of processing this request.

The range of fees charged is as follows:

- Works up to the value of £500 - £25.00 fee
- Works within the value £501 - £3,000 - £50.00 fee
- Works over £3,000 - £75.00 fee

Please indicate in the space below the expected cost of works you wish to undertake, and the fee chargeable.

I estimate the alterations/improvements

I am proposing to carry out will cost: £.....

Fee (delete as appropriate): **£25.00 / £50.00 / £75.00**

(Please fill in amounts and tick one of the following options):

Please find enclosed payment to cover this fee, and please send me a copy of the receipt in the sum of £ _____

Please ensure payment is made with this request.

Name:

Address:

.....

Daytime Telephone Number:

Type of Property (eg 3 bed terraced house, 1 bed ground floor flat):

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Description of proposed work:

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Please enclose copies of any plans or specifications, or any sketches of proposals (if formal plans are not available):

All works must be carried out by a suitably-qualified contractor.

- For electrical works, this must be an NICEIC approved contractor.
- For works to gas supplies or appliances, the contractor must be CORGI registered.

I apply for permission to carry out the alterations listed above. I understand that I must not begin work until I have received the written approval from *Soha housing*.

Signed: Date: