



**APPLICATION FOR PERMISSION TO CARRY OUT MINOR ALTERATIONS TO A
Soha Housing PROPERTY (FOR TENANTS ONLY)**

If you wish to carry out major or structural alterations please contact Soha in writing in to explain what you intend to do.

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

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.

If the work you are undertaking is likely to involve the removal or disturbance of any Asbestos containing materials you will be required to commission an Asbestos survey of your home by a specialist Asbestos contractor at your cost and you will need to forward Soha a copy of the written Asbestos report for approval prior to any work commencing.

Soha will not be responsible for any future maintenance costs related to the 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, you can contact one of our Technical Officers if you need any help in completing the form. Return the form to the address above. We will respond to you as soon as possible, informing you of our decision. We may refuse to give 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 to cover the cost of processing this request. The range of Administration fees charged is as follows:

- Works up to the value of £100 - **Free**
- Works from £101 to £1,000 - **£20.00**
- Works over £1,001 - **£40.00**

I estimate the alterations I am proposing to carry out will cost £.....and any compensation will be based on this figure: **DO NOT SEND CASH OR POSTAL ORDERS**

For Office Use only

Cheque enclosed	Yes / No / NA
Amount £	

Name:

Address:

Contact Telephone Number:

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

.....

Description of proposed work:

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Name of contractor (if known).....

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

I have checked with SODC and Planning Consent is not required Tick as

I have checked with SODC and Building Regs are not required appropriate

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

- For electrical works, this must be an NICEIC or equivalent approved contractor.
- For works to gas supplies or appliances, the contractor must be GAS SAFE registered.
- Asbestos must be removed by a licensed Asbestos removal contractor

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.

I agree to the Soha Housing conditions relating to the proposed work.

Please ensure the administration fee is included with your application

Your application will not be processed unless the relevant administration fee is paid.

Signed: Date: