



# CARRYING OUT IMPROVEMENTS AND ALTERATIONS



If you would like to carry out improvements or alterations to your property, your lease will advise you of what permission you must obtain from us before proceeding.

A formal request in writing should be submitted detailing the work you are proposing. If your proposal is reasonable we will grant permission on the condition that the work is carried out at your own expense by a competent builder. You may also need to contact the local authority in case planning consent is required by them.

## FRONT DOORS

If you want to replace your front door you must speak to us first. In some cases the lease may specify the style and colour of your door. Doors that open into communal areas have to meet fire regulations and it is important that you check this with us before changing your door. Changing the letter box or putting in a cat flap can also affect fire safety so please talk to us first.

We do charge an administration fee for dealing with any alteration and permission requests. Please contact the **home ownership team** for further details.

It may be necessary for one or our surveyors to come and inspect the property before you start work and again when works are completed. We have to be sure that any works do not adversely affect the communal areas or breach any fire safety or health and safety regulations.

