

South Kesteven District Council  
Asset & Facilities Management  
Housing Improvements Section  
Council Offices  
St Peter's Hill Grantham  
Lincolnshire NG31 6PZ  
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Dear Tenant/Occupier

## **APPLICATION TO CARRY OUT ALTERATIONS OR IMPROVEMENTS TO COUNCIL PROPERTY**

If you wish to carry out improvements or alterations to your property, you must first obtain the consent of the District Council. You will need the written consent of Assets & Facilities Management, as the property landlord. Depending on the nature of the works, you may also require Building Regulations approval, Planning Permission and Listed Building Consent which is required prior to the commencement of any work.

To enable the Council to advise if you require any of these consents, you must complete this form in full and return it to Asset & Facilities Management.

After investigation you will be notified of the Council's decision and, if applicable, the next steps to take.

### **IMPORTANT NOTICE**

- 1. IT IS YOUR RESPONSIBILITY TO OBTAIN ANY CONSENTS REQUIRED.**
- 2. YOU MUST NOT START ANY WORKS UNTIL THE RELEVANT CONSENTS HAVE BEEN OBTAINED.**
- 3. YOU MUST HAVE THE WRITTEN PERMISSION OF ASSET & FACILITIES MANAGEMENT BEFORE THE COMMENCEMENT OF ANY WORKS.**

## **GUIDANCE NOTES FOR COMPLETING THIS FORM**

1. You should use this form to request permission from the Council for any improvements, alterations, etc which you propose to do at the property occupied by you. This includes improvements and alterations within the house e.g. kitchen replacement, shower installation, change of heating type and those outside the house e.g. replacement fences, walls, satellite or television aerials, garage, shed, hard standings/drop kerb.
2. Please allow the Council to fully assess your application by completing all sections of the application and enclose with it relevant plans, specifications and other relevant information relating to the proposed work. If you fail to do this it may delay assessment of your application.
3. We will acknowledge receipt of your application and then assess it. This may require a surveyor to visit your property and/or seek further information from you. Provided you have given the Council all the necessary information required to assess your application, you will be advised within 28 days of receipt of the Council's decision.
4. In granting consent the Council will normally impose certain conditions which you must adhere to. A time limit (normally 12 months) will be set for you to complete the work. When the work has been completed you will be asked to return a notification slip to the Council so that the work can be inspected by a surveyor.
5. For certain types of work you may be entitled to claim compensation when you terminate your tenancy, details of which you will find in The Secure Tenants (Right to Compensation) Regulations.
6. If consent is refused for the proposed work (or any part of it) you will be advised and the reasons for this.

**YOU SHOULD NOT START ANY WORK UNTIL YOU HAVE OBTAINED  
WRITTEN PERMISSION FROM THE COUNCIL**