



Request Permission to Install a Conservatory or Lean to

When applying to request permission to install a conservatory or lean to permission will usually be granted subject to the following conditions:

- a) You must write to the Planning Department and obtain their written advice as to whether Planning permission is required.
- b) You must write to the Building Control Department and obtain their written advice as to whether Building Regulation Approval is required.
- c) You must provide detailed drawings and the materials and method of construction must be approved by the Housing Maintenance Section before undertaking any work.
- d) Any electrical installation must be installed by using an electrician registered with a competent person scheme or by notifying the Building Control Department. The competent person schemes include: BRE Certification Ltd, BSI, ELECSA, NAPIT Certification Ltd, NICEIC Certification Services Ltd, CORGI or OFTEL.
- e) You must produce an Electrical Installation Certificate on completion and compliance with Building Regulations Certificate.
- f) You must be aware of possible asbestos content on walls (textured coatings), floor tiles, in boilers etc which if suspected must not be disturbed or must be removed according to Asbestos Regulations – The Housing Maintenance Section offer a free of charge test to suspected surfaces for council tenants.
- g) You must not undertake any work until you receive our written permission and the enclosed acceptance form is signed and returned to the Quality Maintenance Officers in the Housing Maintenance Section. Ensuring that all relevant permissions, documents and / or letters are enclosed. If you fail to sign and return this form, but continue with the work, we will take advice from the Council's Solicitor in relation to proceedings being commenced to seek possession of your home.**
- h) All work will be carried out at your own expense, the Authority will not be held responsible for any debt resulting from the alterations.
- i) All work must be undertaken by suitably qualified persons and is to an acceptable standard.
- j) All work must not exceed that which has been agreed and which is contained in drawings submitted by you to the Authority. If you wish to extend the work further – permission must be sought.

- k) Care must be taken to avoid damage to the structure of the property and any damage resulting from work will be the responsibility of the tenant.
- l) The Authority shall have no responsibility for any injury incurred during the work.
- m) Once work is completed you must notify a Quality Maintenance Officer in order that a thorough inspection can be made. Any changes required following this inspection might be carried out by the Authority at the tenant's expense.
- n) You must obtain Planning Permission where required and comply with Building Regulations if appropriate. For further information contact the Planning Department / Building Control Department or visit www.planningportal.gov.uk
- o) Should you vacate the property in the future the completed works should be left in good condition or removed otherwise you will be recharged.
- p) In the event that you default in respect of these conditions then the Authority may complete the works or carry out remedial works on your behalf, the cost of which will be charged to you.

The maintenance of improvements remain your responsibility

Please read the leaflet “A better deal for tenants – Your Right to Compensation for Improvements”

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