



Request Permission to install a Driveway / Garage

When applying to request permission to install a Driveway / Garage permission will usually be granted subject to the following conditions:

- a) You must provide the Housing Maintenance Section with a letter of approval from Staffordshire County Council, Network Management Unit giving you permission to install a vehicle access crossing (dropped kerb) to the property and a copy of your original drawings supplied to Staffordshire County Council, before we will give you permission to install a driveway / garage.
- b) When permission is granted by Staffordshire County Council and the kerb has been dropped to their satisfaction, you may then install a driveway, which must be installed to the Housing Maintenance Section's minimum specification.
- c) If you wish to install a garage you must first write to the Planning Department and seek their permission in writing before we will give permission.
- d) **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.**
- e) All work will be carried out at your own expense, the Authority will not be held responsible for any debt resulting from the alterations.
- f) All work must be undertaken by suitably qualified persons and is to an acceptable standard.
- g) 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.
- h) 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.
- i) The Authority shall have no responsibility for any injury incurred during the work.

- j) 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.
- k) 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
- l) Should you vacate the property in the future the completed works should be left in good condition or removed otherwise you will be recharged.
- m) 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 guide to your right to compensation for improvements" before starting work

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