



Request Permission to Install External Doors, Windows or Patio Doors

When applying to request permission to install external doors, windows or patio doors 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 to seek Building Regulation approval. We will require proof of approval when applying to the Housing Maintenance Section.
- c) When work is complete you must provide a BSI, CERTASS, FENSA or Building Control Certificate.
- d) 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.
- e) 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.**
- f) All work will be carried out at your own expense, the Authority will not be held responsible for any debt resulting from the alterations.
- g) All work must be undertaken by suitably qualified persons and is to an acceptable standard.
- h) 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.
- i) 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.
- j) The Authority shall have no responsibility for any injury incurred during the work.

- k) 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.
- l) 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
- m) Should you vacate the property in the future the completed works should be left in good condition or replaced with original Local Authority materials otherwise you will be recharged.
- n) 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”

Cannock Chase Council
Civic Centre, P O Box 28, Beecroft Road, Cannock, Staffordshire, WS11 1BG
Tel: 01543 462621 Fax: 01543 464534