

ALTERATIONS



Garden City Homes

Can I make an alteration to my house?

Under the terms of your shared ownership lease you are required to obtain our permission to carry out any alterations to your property whether that is external or internal. We can't unreasonably turn down permission, but we are able to say no if there is a good reason – if the work would affect your neighbours, or be unsafe for example.

If you have stair-cased to 100% and live in a house, you would not need our permission to carry out alterations to your property.

I live in an apartment, can I make an alteration?

As above, you will always need to refer to your lease to check first as there may be restrictions depending on what type of lease you have. If you live in an apartment with communal internal and external areas, you may be able to make alterations to the interior of your apartment, but you wouldn't be allowed to make any alterations to the communal areas.

If you live in an apartment in a three-storey block or higher, we will also require a certificate on completion from a FIRAS accredited inspector to show that fire safety in the block has not been breached.

If you live in an apartment but you have your own garden, you will need our permission to add an outbuilding such as a shed or garage or even if you wish to erect fencing.

What is classed as an alteration?

While not comprehensive, the list below gives an idea of what is classed as an alteration.

- Installation of double glazed windows/doors (if there was no double glazing before)
- Installation of central heating (if there was no central heating before)
- New fitted kitchen
- New bathroom suite
- Addition of a conservatory
- Extension
- Loft conversion
- Addition of a porch
- Addition of a new garage/car port
- Addition of a new driveway and dropped kerb
- Cavity wall insulation

What's the process for making an alteration?

Once you've checked your lease and you're sure you can make an alteration you would need to complete the alteration form to advise us of exactly what you intend to do.

You need to give us as much detail as possible and this may include quotes, surveys, reports and plans from your contractor; the more information you provide the more it will assist in making our decision.

You will also have to check if you need planning permission or if the work falls under Building Control Regulations. This only relates to flats, but ANY proposed garden structure (sheds, outbuildings, arbours, pergolas) should be checked through the planning portal also to see if permission is required.

The Planning Portal website <https://www.planningportal.co.uk/> is there to guide homeowners in regards to permitted development, but if you are unsure then you can always seek assistance from the Council general email planning@manchester.gov.uk.

What happens when I get permission?

You will need to confirm your request to Wythenshawe Community Housing Group in writing and enclose written confirmation from Manchester City Council of either permission granted, or permission not required

We will confirm our consent in writing and you will be able to commence the work upon payment of the admin fee of £30.

Once the work is completed, we will ask you to confirm this with us and provide us with the sign off documents from your contractor if applicable. We may send a surveyor to ensure the work has been completed to the correct standards and compliances. If we do this there will be a further admin fee of £30 payable.

Should I pay my contractor a deposit before you grant permission?

You shouldn't pay a contractor a deposit until you have our final authorisation in writing.

What happens if I carry out work without your permission?

If you do not get our written permission for home improvements, we won't be able to take the value they have added into account when you buy more shares in your home.

If you **do have** our written permission then your valuation report will show two figures;

- The improved value – which considers the increase in value with the improvements.
- The unimproved value – which considers the market value if the improvements had not been carried out.

The amount for buying more shares is then based on the unimproved value.

LEASEHOLD ALTERATION FORM

Garden City Homes
8 Poundswick Lane
Wythenshawe
Manchester
M22 9TA



Garden City Homes

LEASEHOLDER DETAILS

NAME:

ADDRESS:

.....
.....
.....

EMAIL:

TELEPHONE:

INTERNAL IMPROVEMENTS

.....

EXTERNAL IMPROVEMENTS

.....

DESCRIPTION OF WORKS YOU WISH TO CARRY OUT

.....

DO YOU HAVE THE NECESSARY PERMISSIONS? (Planning/Building Regulations if required?)

YES (please provide planning application reference):

NO:

NONE REQUIRED:

CONTRACTOR DETAILS

BUILDER:

GAS ENGINEER (INC GAS SAFE NUMBER):

ELECTRICIAN (INC NICEIC NUMBER):

FIRAS ACCREDITED INSPECTOR (APARTMENTS ONLY):

WHEN DO YOU INTEND TO COMMENCE:

WHEN IS THE WORKS EXPECTED TO COMPLETE:

HOW MUCH DO YOU EXPECT THE WORKS TO COST:

SUPPORTING EVIDENCE

Please attach a plan of the proposed alteration, with copies of any survey reports and permissions.

Please attach a copy quotes from the all contractors on letter-headed paper.

If you live in an apartment in a three-storey block or higher we will also require a certificate on completion of the work from a FIRAS accredited inspector to show that fire safety in the block has not been breached.

SIGNED:

PRINT NAME:

DATE:

PLEASE RETURN TO: ENQUIRIES@GARDENCITYHOMES.ORG.UK

WWW.GARDENCITYHOMES.ORG.UK