



# EAST RIDING

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OF YORKSHIRE COUNCIL

## Alterations & Improvements to Council Leasehold Property

### Request for Freeholders Permission

Please complete and return to the your Area Housing Office

Lease Address .....

Leaseholder (s).....

Contact Telephone Nos Home .....

Mobile .....

Details of the work to be carried out

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Drawings, Building Regulations and Planning Approvals etc must be attached. If the building has a listed status you may also need Listed Building Consent

Name of proposed Contractor .....

FENSA registration number .....  
for window and door installations

Gas Safe registration number .....

Signature of Leaseholder (s).....

.....

Date .....

## Guidance Notes

1. This form must be completed before you make any major improvements to your home. Such as:-
  - Replacement of windows/doors.
  - Erection of aerials and satellite dishes.
  - Alterations to the layout of your property i.e. taking down an internal wall inside your flat.
  - Installation of vehicle hardstanding and crossovers.

If you are not sure whether or not your proposed alterations require permission, you should complete the form anyway. If the freeholder's permission is not needed we will let you know as soon as possible.

2. On the application form you should give brief details of the work you propose to do. You should also include details of how you propose to do it (i.e. what materials will be used etc).
3. Your contractor should be able to give you a specification (the detailed estimate will often be enough) and drawings where appropriate.
4. All plans would show distances of proposed extensions from boundaries and heights of fences/walls.
5. If you are not sure what detailed information we will need, please ask to speak to a member of the staff from the Housing Services team who will assist you.
6. All completed applications must be forwarded to your area housing office with the necessary information.

### Area Offices

Housing Services  
North Area Office  
ERYC  
Town Hall  
Quay Road  
BRIDLINGTON  
YO16 4LP

Housing Services  
East Area Office  
ERYC  
County Hall  
Cross Street  
BEVERLEY  
HU17 9BA

Housing Services  
West Area Office  
ERYC  
Council Offices  
Church Street  
GOOLE  
DN14 5BG

## Terms and Conditions

1. You are responsible for obtaining any relevant planning permission of building regulation approval prior to any work starting.
2. If the East Riding of Yorkshire Council incurs any professional costs in relation to Structural Engineer reports, then these costs will be re-charged to you. Please note charges may be payable even if consent is refused.
3. Use an approved contractor or competent tradesman.
4. Any work to gas heating installations or gas service pipework must be carried out by a Gas Safe Registered Engineer.
5. Any replacement windows and doors must be installed by a FENSA registered company.
6. You must not start any work until you have received written approval from the Council. This will not be unreasonably withheld.
7. If and when approval is given, you must ensure that the work is carried out by a competent tradesperson and to a satisfactory standard.
8. If and when approval is given, you must ensure the work is carried out within 6 months. If that is not the case, a further application must be submitted.
9. Work carried out without the approval is a breach of the terms of your lease.
10. If you carry out works without obtaining the East Riding of Yorkshire Council's permission or if you carry out the works if permission is refused, we will reinstate the property and recharge you.
11. Whilst carrying out any improvement works please be considerate of your neighbours.

East Riding of Yorkshire Council  
Housing Services  
January 2011