

# Alterations Guide

This guide is a quick reference to help you if you are thinking about making an alteration to your leasehold or shared ownership property

## Do I need Yorkshire Housing consent to undertake alterations?

Your lease will tell you for what you need to ask consent and for what you are responsible as the homeowner

If your lease tells you to get consent from Yorkshire Housing, you will need to apply formally and keep a record of any consent given. If you decide to sell at any time in the future you will need to prove consent was given

Yorkshire Housing assess each request on a case-by-case basis and consent is not guaranteed. There is a non-refundable administration charge for your request to be assessed

Consent will not be given if there is outstanding rent or service charge payments

Alterations are split into 2 types; minor or major alterations. Some examples of work that will need consent are:

Examples of Minor Alterations	Examples of Major Alterations
Replacing your front door	Building a porch
Replacing fencing	Building a conservatory or extension
Erecting a shed	Replacing windows (if your lease says you are responsible)
Replacing your kitchen or bathroom using the existing layout	Converting a loft
Electrical work including things like: re-wiring, fitting additional wall sockets	Altering the layout of your home e.g. removal of internal walls or creating a new opening (external)
Installing CCTV	Installing central heating / air conditioning / new boiler
Re-plumbing	Solar panels
Installation of a satellite dish	Converting a loft
Boarding the loft	Changing the levels of external landscaped areas

For any alteration, the Yorkshire Housing advice is to consider increasing your % owned in the property, before deciding to make any substantial alteration. If you have funds available to you, we advise you work to increase your % of ownership to 100%. This is because at 100% ownership it will usually mean you do not need to ask Yorkshire Housing for consent for works. Also, if you have paid for works and then resell as shared ownership, you will not take full value of any works in a shared ownership resale.

Buying more shares in your property is called Staircasing, please ask for the guide about staircasing if you think this is a better option for you.

## How does the process work?

### Step 1 - Application

To assess your request we need lots of information, to avoid any delays in the assessment it is helpful if you provide as much information as possible with your application

For major alterations this would be things like:

- Details of the work including suitable scaled drawings with specifications / plans of existing and proposed structure with dimensions shown
- Details of the contractor you will use and their registration details - they must be a qualified, competent tradesperson
- Details of the proposed length of time to undertake the works along with the start/end dates for the work

For minor alterations it is helpful to tell us things like:

- Where a shed would be placed and what the shed will be made and the size (a sketch or photograph of where in the garden it will be placed)
- What you are wanting to remove and will it be a like-for-like replacement

### Please note

If your lease tells you that you must also have consent from your local authority/council and, there are charges made by them for their consent, this is payable in addition to the Yorkshire Housing charges and it is your responsibility to make payment.

Consent from Yorkshire Housing does not exempt you from obtaining the local authority permissions. You will need to provide copies of any local authority permissions obtained including Fire Regulation Compliance, Building Control and Planning Permission (where applicable)

### **Standard conditions to be met:**

- Work does not commence until you receive written consent from Yorkshire Housing
- You will be liable for the cost of repairing any damage by your contractors whilst undertaking the alteration work
- You must ensure that the work does not cause annoyance or nuisance to others and ensure that the work is carried out in a competent manner, using industry standard materials
- The work must comply with Health and Safety legislation
- The Party Wall Act 1996 must be complied with

Yorkshire Housing reserves the right to require any sub-standard work to be rectified or removed entirely at your expense

### **Step 2 - Payment**

Payment of the administration charge is non-refundable and does not guarantee consent. The charge is payable when applying for consent

Minor alteration charge per application £50.00

Major alteration charge per application £145.00

Payment can be made by:

- Debit Card by telephone on 0345 366 4404
- BACS internet transfer
  - Yorkshire Housing
  - Account number: 00636452
  - Sort Code: 56-00-54

(Please quote your tenancy reference number + HOAF with any payment)

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## Step 3 - Information and payment received

**Minor Alterations** - If we are able to consent to your alteration, we will give you a consent letter and reference any supporting information you have provided

**Major Alterations** - can sometimes have more than 1 stage for consent. There might need to be an inspection of the property before works can be considered for consent and a further inspection when the works are completed

If we are able to consent to your alteration, we will give you a consent letter and reference any supporting information you have provided. This grants you consent to undertake the works you detailed in your application

If applicable, once the works are complete, you must submit a signed off Building Control Certificate to Yorkshire Housing. We will then issue you with a further letter confirming Yorkshire Housing permission was given

Consent is valid for a period of 6 months; if works are not completed within 6 months from that date it will be necessary to re-apply for consent

### Retrospective Consent

By not having consent for alterations when your lease tells you that you must, you are breaching your lease. To avoid any action being taken against you, you must let us know as soon as you are aware that you have made an alteration that your lease did not allow without consent.

On our assessment of the works you have carried out without consent, it might be possible to give retrospective consent. If we are able to consent to your alteration, we will give you a consent letter and reference any supporting information you have provided.

Minor alteration retrospective charge per application £75.00

Major alteration retrospective charge per application £175.00

If it is not possible to give consent you will have to remove the alteration and return the property to its condition at the time you moved in. Any costs involved in removing an alteration and returning the property to its original state will be payable by you.