

East Ayrshire Council, Burnside Street,
Kilmarnock KA1 4EX
Email: repairs-housing@east-ayrshire.gov.uk

APPLICATION FOR PERMISSION TO CARRY OUT ANY ALTERATIONS OR IMPROVEMENTS

Before completing this application form, please read the [Notes](#) section.

Tenant's Name:	
Address:	
Date:	
1. Details of proposed works	

“Work” means:

- a. Any alterations, improvements or enlargements of the premises or of any fittings or fixtures
- b. Additions of new fittings and fixtures (for example kitchen or bathroom installations, central heating or other fixed heaters, double glazing, or any kind of external aerial or satellite dish)
- c. Artex to ceilings or walls inside the house
- d. Putting up a garage, shed or other structure
- e. Decorating the outside of the property
- f. Installing any paths or driveways in the garden associated with the property

2a Is the work to be carried out by a qualified tradesman? *YES/NO
(*Delete as applicable)

If yes, please provide details:

Company/organisation:	
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2b In the case of installation of Central Heating, is the contractor Gas Safe Registered?

*YES/NO
(*Delete as applicable)

If yes, please provide details:

Company/organisation:	Gas Safe Registration details:
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NOTE: To find a trusted tradesman visit the Council's [Trusted Trader Scheme](#).

The Trusted Trader Scheme is a local business partnership which aims to increase consumer confidence, promote good practice within local businesses and help protect people from doorstep crime.

The Scheme is a directory of local businesses that have been vetted by Trading Standards and who made a commitment to treat their customers fairly. It is based on customer experience and customer feedback.

3. Do you intend to carry out the work yourself? *YES/NO
(*Delete as applicable)

4. Estimated cost of work. £.....

***Please note receipts may be required on completion of the work. For further information refer to point 16 of Notes.**

Signed..... Date.....

COMPLETED FORMS SHOULD BE RETURNED TO
East Ayrshire Council, Burnside Street, Kilmarnock KA1 4EX
Email: repairs-housing@east-ayrshire.gov.uk

Useful contacts:

- Housing Asset Services, Burnside Street, Kilmarnock Tel: 01563 555555
- Planning Permission forms are obtainable from the Planning Service, Johnnie Walker Bond, Kilmarnock Telephone: 01563 576790
- Building Warrant form are obtainable from Building Control, Johnnie Walker Bond, Kilmarnock Telephone: 01563 576783
- Carriage Crossing permission forms are obtainable from Ayrshire Roads Alliance, Johnnie Walker Bond, Kilmarnock, Telephone: 01563 576310
- [Trusted Trader Scheme](#)

Notes

1. Applications **must** be submitted by the tenant, or their legally authorised agent.
2. You must **not** commence **any** work without first having obtained written permission from the Council to proceed.
3. All 'work' **must** meet the relevant standards in respect of materials, safety and workmanship.
4. Manufacturers' recommendations for installation and maintenance **must** be adhered to be undertaken by recognised contractors.
5. All 'work' **must** be carried out in accordance with any conditions pertaining to the permission granted.
6. All 'work' carried out **must** be of a standard acceptable to Housing Asset Services.
7. Tenant will be held responsible for any damage caused to Council property as a result of any 'work' carried out.
8. Tenant will be responsible for all future maintenance/repairs required for the duration of their tenancy.
9. Where you are intending to carry out structural alterations, please enclose sketches and/or drawings of the work.
10. In the event that the request is to erect a garage/form a runway, a copy of the application for a carriage crossing **must** be attached to this form.
11. You are required to obtain a Building Warrant for the work, and where appropriate, Planning permission.
12. In the event that the request is for external decoration of the property; permission will **not** be granted where the:
 - exterior walls are of a dry cast finish
 - exterior walls have been upgraded via the Council's External Envelope Enhancement programme, or
 - property will form part of the Council's External Envelope Enhancement programme, scheduled to be completed within three years of application
13. Permission can be conditional. Where conditional permission is granted on the basis that permission may be withdrawn should it result in justifiable complaints from other residents, this will be clearly be stated in the permission letter.

14. The duration for permission is **three months** from the date on which it is granted, after which approval will expire and a further application for permission will be necessary.
15. Where work is not completed within timescale/completed to an acceptable standard; Housing Asset Services retains the right to make good and recover all associated costs.
16. Certain types of improvements are eligible for compensation should you terminate the tenancy in prescribed circumstances. Note: should you seek compensation for a qualifying improvement we will need to see receipts and other supporting documentation for the improvement – you **must** submit these receipts when confirming works completed
17. If you qualify to apply for compensation, details will be sent to you if you terminate this tenancy.
18. Where permission is given for the duration of a tenancy for alterations/improvements which would not meet lettable standards when the property becomes available for relet, the permission is granted on the condition that tenant(s) **must** restore the property back to its original condition at the end of the tenancy. Should you fail to return the property to its original condition the Council will recharge reinstatement costs.

For Administrative use only:	
1. Date application received at Housing Services:	7. Date works completed:
2. Date application received at HAS:	8. Post Inspection date (if required):
3. Date application received by HMO:	9. Qualifying Improvement: YES <input type="checkbox"/> NO <input type="checkbox"/>
4. Date of pre-work inspection (if required):	10. Date paperwork passed to Housing Services:
5. Permission: approved/refused	11. Date entered on Improvement Register:
6. Date of decision letter to tenant:	12. Date IMPROV UDC applied: