



Spire View Housing Association

**TENANT ALTERATIONS
POLICY**

March 2018

TENANT ALTERATIONS POLICY

1.0 Policy

The Housing Association fully supports its tenant's rights to carry out improvements to their dwellings and will advise tenants appropriately.

2.0 Procedures

- 2.1 Section 28 of The Housing (Scotland) Act 2001 states that "the tenant is not to carry out work, other than internal decoration, in relation to the house without the consent in writing of the landlord, which must not be reasonably withheld".
- 2.2 The Housing Association has a duty to ensure as far as reasonably possible that any alterations carried out by tenants conform with all relevant Planning and Building Technical Standards regulation. In addition the Association must be satisfied that any proposed alterations will not adversely affect the property, neighbouring properties or tenants.
- 2.3 Tenants wishing to carry out improvements (other than interior decoration) shall make a written application to the Association by completing the Associations application form for proposed alterations/improvements. (Appendix 1).
- 2.4 Permission will normally be granted subject to the following conditions:
 - a. The Housing Association is satisfied any proposed improvements will comply with all relevant standards, legislation, safety requirements. Additionally the quality of materials and workmanship must be to a high quality.
 - b. The Housing Association shall not incur any increased maintenance costs resulting from the improvements.
 - c. The proposed alterations will not hinder the future letting of the property.
 - d. The improvements shall not present any risks to Health and Safety.
 - e. The tenant agrees, at the Housing Associations discretion to re-instate the property to its original condition should their tenancy be terminated.
 - f. The tenant agrees to the Housing Association inspecting the works upon completion.

- g. If the Housing Association inspection of the alterations identifies non compliance with the Housing Association requirements then the tenant agrees to have the necessary remedial works carried out.
 - h. If works will be carried out to electrical services the tenant agrees to obtain an electrical safety test certificate for submission to the Housing Association.
 - i. If works will be carried out on gas services the tenant agrees to obtain a gas safety inspection certificate for submission to the Housing Association, and that the works are carried out by a registered Gas Safe Engineer.
- 2.5 Upon receipt of a written application for proposed alterations the housing association shall if necessary arrange to inspect the property with the tenant and discuss the proposal.
- 2.6 The Housing Association will normally grant permission for proposed alterations within 14 days of receipt of the application provided the Housing Association requirements and conditions are complied with.
- 2.7 If the Association is unable to grant permission for the proposed alterations the tenant has the right to appeal to the Associations Management Committee.
- 2.8 The Housing Association may, at its discretion, ask tenants who have carried out alterations to re-instate the property to its original condition should the tenancy be terminated. If the tenant fails to carry out the re-instatement the Housing Association may have the appropriate works carried out and seek reimbursement of any costs incurred from the tenant.
- 2.9 In certain circumstances the Housing Association may agree to outgoing tenants assigning responsibility for alterations they have carried out to incoming tenant by mutual agreement. The incoming tenant shall then be responsible for the alterations with full respect to the conditions outlined in the Housing Associations Tenants Alterations Policy.

3.0 Review Period

The Depute Director will be responsible for ensuring that this policy is reviewed every 3 years or sooner to ensure that the Association complies with up-to-date legislation and guidance from the Scottish Housing Regulator.

4.0 Alternative Formats

As with all the association's policies and procedures, this document is available in full and in part on tape, in braille and in translation into most other languages

3. FURTHER DETAILS

- (a) Do the works or any part of require a building warrant or planning permission? If so then this documentation must be provided before permission will be given for works to proceed. A completion certificate will then be obtained and produced on completion of the works.

- (b) Are the persons carrying out the alterations qualified to do so?

- (c) Who will carry out the alterations?

- (d) If any of the alterations will involve gas service or appliances, will a Gas Safe registered Engineer carry these out?

- (e) Will qualified electricians carry out any electrical alterations?

- (f) Do the proposed alterations comply with all the requirements of Spire View Housing Associations Tenant Alterations Policy, particularly those relating to section 2.4?

4. DECLARATION

I confirm that the above details are a true and accurate description of my proposals

NB. Details of both tenants required if joint tenancy exists.

Signed: _____

Name: _____

Date: _____