

Information Sheet 3

Alterations & Improvements



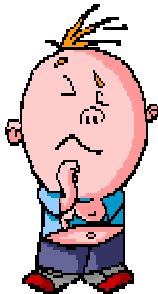
You may carry out alterations and home improvements to your home providing that the Association has given its permission in writing. We will only refuse your request where it is reasonable to do so.

We may grant permission with conditions such as the standard to which the work must be completed. If you request permission to carry out alterations or improvements to your home, we will send you forms to complete and return. We will respond to your request within one month letting you know whether or not we agree to the proposed works and if so, whether we attach any conditions. All works will be inspected upon completion.



If we refuse permission, we will advise in writing stating the reasons for refusal. If you are unhappy with this decision or any conditions you can in the first instance go through our appeals process. If you wish further information on the appeals process please ask for a copy of the guidance note which is available from our office.

You should note that you are responsible for obtaining all appropriate consents such as planning consent or building control warrant. Our permission does not entitle you to carry out any works without the appropriate consents.



If you carry out alterations or improvements without our permission we are entitled to restore the property to its previous condition at the end of your tenancy and recharge you for the work. Alternatively, we will give you the opportunity to restore the property to its previous condition at your own expense, following which an inspection will be undertaken to ensure that the work has been carried out to the required standard.

Compensation for Improvements

At the end of your tenancy you may be entitled to compensation for certain improvements. For you to qualify for this compensation we must have approved the improvement; **and** your tenancy must have ended. You can apply for compensation up to 28 days prior to the end of your tenancy and up to 21 days after your tenancy has ended.

Compensation is limited to approved costs of between £100 and £4,000. Any compensation for improvements will be calculated using the formula contained in the Scottish Secure Tenancies (Compensation for Improvements) Regulations 2002.



If you would like further information on the Compensation for Improvements scheme please contact a member of our Housing Services staff.

The Association will not normally refuse permission to proposed alterations. However, there are some important points to note as follows:-

Sheds

- Must be constructed to a satisfactory standard and secured to avoid wind damage.
- Must not be larger than 2700 mm x 2150 mm x 2400 mm high.
- External cladding must be timber and finished with wood stain to match any other woodwork within the scheme.
- Must be at least 1 metre away from the house and at least 600 mm clear of any timber fences to allow for maintenance.



Showers over Bath

- Care should be taken when fitting a shower to ensure that the bathroom wall and bath seals are upgraded. This will ensure that no water damage occurs in either your home or any adjoining property.
- Any damage as a direct result is your responsibility.



Satellite Dishes & External TV Aerials

- Prior to fitting either of these you should **always** contact the Association as there are a number of schemes where fixing would cause damage to the fabric of the building.
- Any damage as a direct result is your responsibility.



Outside Taps

Installation must be carried out to Scottish Water Authority by-laws ie:-

- Tap must be connected to an internal service pipe.
- Pipework to tap must be fitted with a service valve.
- Tap must be fitted with double check valve.



Electrical

Where electrical installations are to be undertaken you will be required to obtain a Building Warrant from Orkney Islands Council and ensure that the work is undertaken and signed off by a qualified electrician.

