

Information Sheet 3 Alterations & Improvements



You may carry out alterations and home improvements to your home providing that the Association has given permission in writing. We will only refuse your request where it is reasonable to do so. You should complete an application form for any improvement and enclose a plan of the proposal, if relevant.

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 any conditions apply. It may be necessary to carry out a pre-inspection to discuss the works further. A completion form will also be sent to you and this must be returned when work is completed. All works will be inspected upon receipt of the completion form.

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 make a complaint. A copy of our complaints procedure is available on request.

You should note that you are responsible for obtaining all appropriate consents such as planning consent or building 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, both during and at the end of your tenancy and recharge you for the work. Alternatively, we may 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 be at least 1 metre away from the house and at least 600 mm clear of any timber fences to allow for maintenance.
- Must not be in front gardens.
- Must be of reasonable size in proportion to the size of the garden.



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.

Gas

Where gas installations are to be undertaken you will be required to provide an annual gas safety inspection certificate as well as confirmation that the work is undertaken and signed off by a qualified gas engineer.