

Tenant Improvement Guidelines

Garden shed - The maximum size for a shed is 8ft (2.4m)long x 6ft (1.8m)wide. This must not be installed directly onto the lawn. The structure must be not less than 3 meters away from the property and must not obstruct any future maintenance to boundary fences or walls. Sheds must not be fixed to any external wall.

Greenhouse - The maximum size 3.6m long x 2.4 m wide. The structure must be at least 3 meters away from the property and must not obstruct any future maintenance to boundary fences or walls. Do not attach structure directly to a lawn.

Brick/block outbuildings, conservatories, lean to canopies, garages and carports - ARE NOT PERMITTED. For any outbuildings previously erected Homes for Northumberland will not undertake any future repairs or maintenance costs.

Water meters - Applications will be accepted as Northumbrian Water are responsible for the installation.

Satellite dishes - Permission is granted providing tenant or contractor will pay for any damage to our property during installation.

Cat flap on an external door - Permission is always refused as the warranty on our doors will become void if any modifications to the door is carried out. Tenant will face a door recharge if they have already carried this out.

CCTV - permission is refused for casual use the exception to this is with police permission eg ASB. Timp form will still be required for permission and the camera must not infringe on any neighbouring property.

New windows and external doors - Permission will only be granted if the installer is registered with FENSA.

Redecorate external area of property - No, unless carried out by a recognised approved contractor this will not be permitted.

Install laminate or ceramic tile flooring - permission will be granted provided the tenant understands they are responsible for the removal and replacement of the covering if any maintenance work is required. Also any repair to the surface will be the responsibility of the tenant.

External garden tap - permission will be approved providing the task is carried out professionally and there is no damage to the surrounding brickwork.

Install or relocate gas meter - this must be done by the tenants supplier. To relocate the meter from outside to inside the property will be refused. However the relocation from inside to outside the property will be approved provided there is no repair cost to HFN

Fit a shower over bath or as a cubicle - if the shower is electric a certificate from a recognised **NICEIC** electrical installer must be submitted. If the shower is to be connected from a boiler a certificate is not required. The area must include a watertight background (tiled walls). Any damage during installation and future maintenance will be the responsibility of the tenant.

Stairlift - permission granted provided there is adequate width on the staircase for access and egress from the ground floor to the first floor and vice versa. The installation has to involve the tenants occupational therapist and must be carried out by a recognised installer.

Water butt - permission will be approved provided there is no damage to existing rainwater goods.

Kitchen or bathroom alterations - permission will be permitted providing the work is carried out professionally and all relevant certificates for gas and electric alterations are submitted on completion.

Electrical installations - HFN no longer carry out these installations. If a tenant requests permission to relocate sockets or light fittings, permission will be granted providing the installer provides HFN with an installer's certificate.

Lay a timber deck, patios and pathways - permission will be granted providing the tenant agrees to remove the decking if they move from the property. **Any area that is communal land will not be granted permission to install these items.**

Install a driveway or a dropped kerb - providing the driveway is not conflicting a public highway or crossing communal land, permission will be granted. For permission to install a drop kerb contact Northumberland County Council. The installer must be 'raswa' approved

Fencing - front fence is not to be higher than 4 foot or the same height as an existing wall. The rear fence must not exceed 6 feet in height.

Landscaping a garden - providing there is no future repair, maintenance or replacement cost to HFN this will be permitted.

Install new central heating and radiators - application will be approved providing the installer is gas safe registered with all relevant documentation up to date and certificates must be submitted on completion.

Removal of walls - If the walls are supporting masonry this will be refused unless authorised by management. Structural engineers drawings must support application. Non supporting walls may be permitted if this does not have a detrimental effect on the property and a thorough investigation has been carried out.

Install a log burner - Not permitted due to future maintenance and repair costs. When the appliance ages HFN will have to potentially remove the fire and make good the area. There is also a risk of insufficient ventilation in the same room, a defective or non appearance of a carbon monoxide alarm.

Externally insulate property - application will be permitted if this is carried out by a recognised company carrying the necessary documentation.

Widen loft hatch - providing the joists are properly cut and the new opening is trimmed out the application will be approved.

Board out a loft - the application will be approved if the tenant agrees to remove flooring if any repair or maintenance is required, they must incur any repair costs if they move from the property. Also any electrical installation must carry a 'part p' registered certificate.