



Application to carry out an improvement or alteration to your home

Please complete parts A to E only

<p>Part A</p> <p>Name(s) _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Telephone No. _____</p>	<p>for office use only Part F</p> <p>Application No. _____ / _____ / _____</p> <p>Date application received. _____</p> <p>Date pre-inspected. _____</p> <p>Valuation of works before installation. £ _____</p> <p>Date permission given. _____</p> <p>Date application refused. _____</p> <p>Est date of completion. _____</p> <p>Date complete by customer. _____</p> <p>Date of pre-inspection. _____</p> <p>Date of post-inspection. _____</p> <p>Date work accepted as complete & satisfactory. _____</p>
<p>Part B</p> <p>Name & address of contractor/installer _____</p> <p>_____</p> <p>_____</p> <p>For Gas Installations</p> <p>Corgi Reg No. _____</p> <p>For electrical Works</p> <p>N.I.C.E.I.C. Reg No. _____</p> <p>FENSA Company</p> <p>Reg No. _____</p>	
<p>Part C</p> <p>Description of Improvement/Alteration. _____</p> <p>Supply drawing(s) as necessary/requested. _____</p>	

Estimated Labour Costs.	£ _____	Do not include your own labour costs.	Part D
Estimated Material Costs.	£ _____	Invoices will have to be produced.	
Value Added Tax.	£ _____		
Estimated Total Cost.	£ _____	Invoices will have to be produced.	
Estimated date for the commencement of the works _____			
Estimated date for the completion of the works _____			

I understand that :-

- Part E**
- (a) the above work must be carried out by a competent person(s).
 - (b) the work will be carried out at no cost to Homes For Northumberland.
 - (c) I will let Homes For Northumberland know as soon as the work is complete.
 - (d) the work must be carried out using accepted working practices.
 - (e) only good quality materials suitable for the purpose in the opinion of Homes For Northumberland will be used.
 - (f) all of the works must be completed to the satisfaction of Homes For Northumberland.
 - (g) this list of conditions is not exhaustive and Homes For Northumberland will tell me about other conditions that apply to the proposed improvement.

Signed

Date

Part G

Officers name

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Part H

Notes of post/final inspection

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Part I

Reason application was rejected

Officers name

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Application To Erect Additional Structures

If you wish to construct any of the following items you must complete an application form ref TIMPA1:

- A. A Garden shed.
- B. A greenhouse.
- C. A car port.
- D. A driveway.

You must not commence any work until we have given you written permission.

In addition to the conditions listed on the application form the following specifications will apply.

Standard requirements for the construction of:

A. Garden shed

1. The maximum permitted size is 2.4mtrs x 1.8mtrs x 1.6mtrs to the eaves.
2. The roof should be pitched and covered with good mineral felt.
3. Concrete bases should **not** be used.
4. The shed should be positioned not less than 3mtrs away from the house and should not obstruct any part of the building, fencing, etc which may require maintenance.
5. The shed should be constructed of 50mm x 50mm timber frame and 100mm x 20mm weather boarding placed horizontally treated with wood preservative.
6. If you live in a flat you will need planning permission to erect a shed. You will also require planning permission in every case if the position of the shed will be closer to a road or public footpath than any part of the house.

B. Greenhouse

1. The maximum permitted size is 3.6mtrs x 2.4mtrs.
2. Concrete bases should **not** be used.
3. The greenhouse should be positioned not less than 3mtrs away from the house and should not obstruct any part of the building, fencing, etc, which may require maintenance.
4. The heating will be by gas, oil or electricity.
5. The metal or woodwork of the greenhouse will be of such a colour as to blend in with the surroundings.

C. Car Port

1. Uprights will be either galvanised steel or 75mm x 50mm dressed timber.
2. Facia Boards will be 175mm x 20mm.
3. Roof frame will be 100mm x 27mm.
4. Roof coverings will be 27mm (roll) transparent corrugated Perspex sheets.
5. Plastic gutters and down pipes should join the nearest storm drain.
6. The floor will be of concrete not less than 100mm thick with a minimum of 25mm fall away from the house.
7. The structure will be painted or stained to confirm to the house external decoration.

D. Driveway

1. You must make a separate application to Northumberland County Council to have the kerbs lowered and the public footpath reinforced where appropriate. **The work must be completed at your own expense, before any other work commences.**
2. Northumberland County Council will advise you if you need to make a separate application if planning permission is required to cross the footpath or verge.
3. The whole of the driveway area must be concreted to a depth of not less than 100mm.
4. The driveway should be not more than 2.115mtrs wide.
5. Whenever possible double gates should be fitted to the entrance and they should be in keeping with the type in general on the estate.

The Right to Compensation for Improvements

As part of the Citizens Charter Scheme the right to Compensation for Council tenants was introduced on 1st April 1994.

The Right to Compensation applies to nearly all tenants of council houses.

Please find enclosed our leaflet 'Guide to Improving Your Home' which has more detailed guidance on carry out improvements to your home.

Who gets compensation?

If you are a council tenant (a resident not a business tenant) and your tenancy, you may be able to claim compensation for improvements you have made to your home. You can **only** apply for compensation when your tenancy ends, which is usually when you move.

You will not get compensation if you are buying your home through the Right to Buy scheme, because improvements are not included in the purchase price.

Do you need permission to make improvements?

You must get written permission to make any improvements to your council house.

If you don't get permission first, you will not get any compensation. If we refuse permission you have the right to appeal to the County Court. But remember, you can't get compensation if we refuse permission and the County Court does not support your appeal.

The right to Compensation applies to improvements, which started on or after the **1st April 1994**.

What can you claim compensation for?

The Right to Compensation applies to the following improvements:

1. Baths, showers, wash hand-basins and toilets.
2. Kitchen sink and work surfaces for preparing food.
3. Kitchen units and bathroom storage cupboards.
4. Central heating systems, hot water boilers and other types of heating.
5. Thermostatic radiator valves.
6. Pipe, water tank and cylinder insulation.
7. Loft and cavity wall insulation.
8. Draft proofing of external doors and windows.
9. Double glazing or other window replacement or secondary glazing.

10. Rewiring or the provision of power or lighting or other electrical fittings (including smoke detectors).
11. Security measures (excluding burglar alarms).

How do you get compensation?

You should make a claim for compensation when you tell us you want to leave the property. You will have up to 14 days after your tenancy ends to make a claim. If you are not sure ask us how to make a claim.

How is your compensation worked out?

We will look at the cost of your improvements and the level of compensation payable will depend on:

1. How old the improvement is when you make a claim.
2. The cost of materials (but not appliances such as cookers or fridges).
3. The labour costs (but not your own).
4. If you got financial assistance (e.g., a grant) to help with your improvement we will take off the amount your grant was worth from the cost of your improvement.
5. The value of the improvement will be reduced in accordance with its notional life and the condition of the improvement when you claim.
6. We will give you less compensation if we think the cost of the improvement was too much or the quality is higher than it would be if we had done it ourselves.

We will also take off any money you owe the Council from the Compensation you get when your tenancy ends.

You can get up to a total of £3,000 for any one improvement, but you will not get any compensation if the amount is below £50.

You will need to give us an invoice to show how much your improvement cost, this would be best done at the time the improvement was carried out. If you have not got an invoice tell us straight away and give a rough estimate of the total cost.

What if we won't pay any part of your claim?

You can ask us to reconsider our decision. You must do so in writing within 28 days of us advising you of our decision.

You can appeal to the Customer Services Committee if you are still unhappy with the decision. You also have the right to take us to Court but should get advice from a solicitor or your local Citizens Advice Bureaux.

If you make a false claim (for example, if you claim for an improvement you haven't actually made or you claim for more than the real amount) we may take you to Court.