

## **Dear Leaseholder**

### **Alterations to your Leasehold Dwelling**

Under the terms of your Lease you are required to obtain Landlord's permission to carry out certain alterations to your Leasehold property.

There is a standard administration fee of **£30.00** to cover the cost of processing your application. If your alteration requires a surveyor to visit, there will be an additional fee of **£125.00**. Payment needs to be received before we can deal with your request. You can send payment by cheque or make payment using a credit or debit card. If you are applying retrospectively, there will be an additional charge of **£25.00**.

### **Refusal**

If your alteration is refused, you will be given a reason for it.

### **Conditions**

If permission is granted, it will be subject to various conditions such as the work will be carried out by a competent tradesman to the satisfaction of the alteration. If you do not comply with the conditions you may be in breach of your Leasehold agreement. In most instances the alteration will be left in the dwelling when you decide to sell the property, in which case it should be left in good condition and the responsibility for it passes to the next Leaseholder. It is your responsibility to pass on any relevant paperwork.

### **Building Regulations and Planning Permission**

You may require Building Regulations approval and/or Planning Permission depending on the nature and extent of the proposed work in which case you will need to gain these necessary permissions prior to applying for Landlords consent. Please note that it is your responsibility to supply Home Ownership Services with copies of relevant documents. We will not contact the Planning Department on your behalf.

Depending on the alteration, you will be advised if this will also require an amendment to the original Lease which will incur further charges and require you to appoint a solicitor.

Continued...

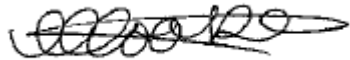
**Asbestos**

Please be aware that many of our properties contain asbestos. For example it is commonly found in the artex ceiling coating which is present in many of our properties. It is not dangerous if it is undisturbed. It is your responsibility to ensure that any asbestos in your home is treated carefully and if required, removed and disposed by a registered asbestos handler.

**Timescales**

We will aim to respond to standard applications in full within 2 weeks. Alterations requiring a visit may take up to 6 weeks. For any applications that require amendments to be made to the Lease could take up to 6 months.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Megan Cooke', with a long horizontal stroke extending to the right.

Megan Cooke  
Home Ownership Officer

## **Leasehold Alteration Form**

Home Ownership Services  
171 Arbury Road  
Cambridge  
CB4 2YG



**Home  
Ownership  
Services**

### **SECTION A – LEASEHOLD PROPERTY**

LEASEHOLD PROPERTY ADDRESS

### **SECTION B – LEASEHOLDER DETAILS**

NAME OF LEASEHOLDER

FULL CORRESPONDENCE ADDRESS ( if applicable)

TELEPHONE NUMBER

EMAIL ADDRESS

### **SECTION C – ALTERATION DETAILS**

† DESCRIPTION OF ALTERATION

† NAME AND ADDRESS OF PROPOSED TRADESMEN

† EXPECTED COMMENCEMENT & DURATION OF WORKS

**SECTION D – PLANNING PERMISSION & BUILDING REGULATION COMPLIANCE**

1. Have you applied for Planning Approval? Yes / No

2. Have you applied for Building Regulation Approval? Yes / No

If you have said yes to either of the above please enclose copies of the permission(s) otherwise the application will be returned to you.

3. Does the proposed alteration involve any gas/electrical work? Yes / No

4. Does the proposed alteration involve any plumbing work? Yes / No

**SECTION E – DECLARATION & FEES**

I/we understand that as the leaseholder(s), I/we remain responsible for complying with the terms of the lease.

I/we will inform the Council once the work has been completed and will forward relevant certificates once they are available (Gas Safety Certificate, Fensa).

Fee enclosed:  (cheques made payable to Cambridge City Council)

Please call me to make payment:

Signed:

Date:

(Print name)

Signed:

Date:

(Print name)

**SECTION F – FOR OFFICE USE ONLY**

Date received:

Target response date:

Payment received:

£30.00

£125.00

£25.00

Notes

**SECTION G – DRAWINGS / PLANS**

Where your application is not accompanied by drawings please draw below (to scale) a plan of your application.