

STANDARD CONDITIONS
FOR AGENCIES UNDERTAKING PROPERTY ALTERATIONS

The Trust will allow the Agent to undertake certain alterations to the property that it manages, providing that certain conditions are met. Before completing the application form you are advised to read these conditions and guidelines carefully.

General Conditions and Guidelines

1. Before the Trust can grant permission to carry out alteration works, an application form must be completed and forwarded to the Agency Services Team, together with any relevant plans, or schedules of works. Your application will then be considered and where appropriate a Notice of Approval will be issued which you will be required to sign and return before commencing any works.
2. Unless otherwise agreed in writing by the Trust, the total cost of the works and any related expenses shall be met entirely by the Agent.
3. You should advise the Trust when works are completed in order that a Surveyor may inspect on behalf of the Agency Services Team.
4. Any contractor you employ must be suitably qualified and be a member of the respective trade organisations and hold a current, public liability insurance policy. Where guarantees or certificates are appropriate these should be provided by manufacturer or contractor.
5. You must ensure that the appropriate statutory approvals are obtained where necessary.
 - You may need Planning Permission or Building Regulation approval for some works. Where this is the case, the approval must be included in the application to the Agency Services Team if possible.
 - Notices may need to be served on district valuers, gas, electricity and water authorities, drainage inspectors etc. Where required the Trust will require copies of these notices and any conditions imposed by these authorities will need to be met.
6. In carrying out the alteration you will be required to ensure that:
 - a. Where there are common parts to the building, they are protected and remain clear of obstruction at all times. Whilst the works are in progress these areas should be clean and free of dust and debris. At the completion of the works a thorough clean should be carried out.

- b. Any damage caused by execution of the works is to be notified immediately to the Trust and shall be rectified at the expense of the Agent. The Agent shall also be liable for any claims of damage by third parties.
 - c. You must give notice to any neighbouring occupiers likely to be affected by the works and take all possible steps to minimise inconvenience and nuisance to them. In particular, no works shall be undertaken outside the hours of 9am and 5pm Monday to Friday.
 - d. Where works necessitate the interruption of services to neighbouring properties (e.g. temporary disconnection of gas, water or electricity) this shall be done by arrangement and agreement with those concerned.
 - e. Access must be provided for a Surveyor of the Trust, or appointed consultant, to inspect the works either before the works start, during the course of the works, or after completion. Where conditions are not being met and/or the works are not progressing in satisfactory manner, the Trust reserves the right to order the works to be stopped.
7. When you vacate the property you may:
- a. Remove the alteration, in which case you must reinstate the property to its original state prior to when the alterations took place.
 - b. Leave the alterations in the property to remain as part of the Trust's fixtures and fittings.
8. The Trust will consider paying compensation for an improvement should you vacate the property provided that:
- a. The improvement remains as part of the Trust's fixtures and fittings.
 - b. There are sufficient funds available.
 - c. The improvement will give enhanced benefits to subsequent occupiers.
- In order for compensation to be considered, copies of invoices and receipts will be required. The payment of compensation is and remains at the complete discretion of the Agency Services Manager and no guarantee of payment is hereby given.
9. Where the alterations involve works which will need to be serviced, or maintained by the Trust, it may become necessary to increase the service charge on the property. You may wish to discuss the matter with the Agency Services Manager before undertaking the alterations.
10. Before approval is finally granted to carry out an alteration you will be required to sign a declaration agreeing to abide by these and any specific conditions set out in the Notice of Approval.

Appendix 2



PROPERTY ALTERATION WORKS - INITIAL APPLICATION FORM

AGENCY NAME

CONTACT PERSON.....

TELEPHONE NO.....

PROJECT ADDRESS.....

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Description of proposed works

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Estimated Cost (including fees and VAT) : £.....

Name and Address of Contractor carrying out the main works:

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.....

If specialist works including work to gas and electrical services are to be carried out as part of the main works, is the main contractor appropriately qualified and will the appropriate certificates be provided as required by Building Regulations ?

Yes/No/Not Applicable

If specialist works are to be carried out separately from the main works please specify who will carry out the specialist works and confirm that they are appropriately qualified and will provide the appropriate certificates as required by Building Regulations.

Confirmed/Not confirmed/Not Applicable

Name and Address of Contractor(s) carrying out specialist works:

(1)

.....

(2)

.....

Are any guarantees to be provided? **Yes/No**

Please provide details of all proposed guarantees below:

(1).....

(2).....

(3).....

(4).....

(5).....

Will Planning Permission/Building Control Approval be required? **Yes/No**

If yes, has Planning Permission/Building Control Approval been granted? **Yes/No**

Please provide details of all approvals required below:

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When will the works commence?

What is the expected duration of the works?

Please attach and list below any supporting documentation that will assist L&Q in approving this application (for example: plans and drawings, quotations, Planning and Building Regulation applications and approvals).

(1).....

(2).....

(3).....

(4).....

(5).....

(6).....

(7).....

DECLARATION

I understand and agree to abide by the Standard Conditions contained in Appendix II.

I understand that it is my responsibility to obtain and provide L&Q with copies of all necessary Planning, Building Regulation and other Certificates and Notices required for the works and that any approval given by L&Q remains conditional until I have obtained and provided L&Q with such copies whether explicitly demanded or not in the Notice of Approval. I agree that any works commenced before L&Q's approval will be at the sole risk of the Agency.

SIGNED..... DATE.....

AGENCY.....

POSITION.....

Please sign and return one copy of this form, and retain a copy for your own reference.

APPENDIX 3



NOTICE OF APPROVAL

AGENCY PROPERTY ALTERATION WORKS

AGENCY NAME:

Proposed alteration works as referred to in Appendix I of this application in respect of the following property;

PROJECT ADDRESS :

PROPOSED WORKS :

The above works are hereby approved, subject to the works being completed in accordance with the application, compliance with the General Conditions as set out in Appendix 2, all necessary Planning and Building Regulation approvals being obtained and copies provided, and to the works being carried out in a proper and workmanlike manner to the satisfaction of the Trust and also subject to the following special conditions;

- 1)
- 2)
- 3)
- 4)

Approval authorised by:

Position:.....
(on behalf of L & Q Housing Trust)

Date:

Schedule 10

PROPERTY ALTERATION WORKS APPLICATION PROCEDURE

This schedule comprises three documents:

- Standard Conditions for Agencies Undertaking Alterations (Appendix 1)
- Property Alteration Works – Initial Application Form (Appendix 1)
- Notice of Approval (Appendix 3)