



APPLICATION TO UNDERTAKE ALTERATIONS / IMPROVEMENTS TO A COUNCIL PROPERTY

Note: It is very important to provide as much information as possible regarding your proposal so that it can be **promptly** considered. You must, therefore, provide accurate details (including plans) of the proposed work, together with costs and guarantees.

It is worth noting that:

1. If you purchase your home, the *Added Value* of your work may be discounted from the valuation price.
2. If you leave this property you may be entitled to compensation for your work.
3. The Council may be prepared to maintain the improvements e.g. gas central heating.

Name of applicant:

Name in which tenancy held: (if different from above)

Address:

Nature of improvement
(attach sketches/plans to fully illustrate the proposed works)

Name & Address of Proposed Builder / Contractor:

Estimate Cost (attach breakdown where appropriate)

Signed:

Date:

**Please return to: Building Maintenance Division, Pembrokeshire County Council
Unit 23 Thornton Industrial Estate, Steynton, Milford Haven, SA73 2RR**

It must be noted that application for Council Landlord's consent in no way absolves the applicant from full compliance with current Building Control, Highways and Planning Legislation. Information on whether the proposed works requires consent is available from Council Offices. If either consent is required, a copy of the approval certificate should be attached to this application.

Has Building Regulation Approval been granted?	If Yes Date: Ref:	If No, why not?
Has Planning Approval been granted?	If Yes Date: Ref:	If No, why not?
Has Highways Approval been granted?	If Yes Date: Ref:	If No, why not?

Landlord's Consent	Granted	Date:
	Subject to Conditions 1.2.3.4.5.6.7.8.9.10.11.12.13.14.15.16.17.18.19.20 on reverse of this form.	

**STANDARD CONDITIONS OF CONSENT FOR PERMISSION TO ERECT A BUILDING
OR CARRY OUT ALTERATIONS TO A COUNCIL DWELLING**

1. The whole of the works are to be carried out entirely at your own expense and at no cost to this Council.
2. The whole of the works are to be carried out in a competent and workman-like manner and to the Council's complete satisfaction. Should the work be unsatisfactory then the Council reserve the right to complete or alter the works at your expense.
3. The existing larder is to be replaced with adequate ventilated food storage facilities.
4. The existing coal house is to be replaced with adequate coal storage facilities.
5. The hardstanding provided by you is used for the overnight parking of private cars only. It's installation and any alterations to underground services are to be at your expense.
6. The shed of greenhouse should be erected not less than 14 feet from the rear wall of the house.
7. The whole of the alteration works or installation is to be maintained by you at no expense to this Council.
8. The garage provided by you is used for the storage of private cars only.
9. The building works is to comply with the current Building Regulations and no works shall be undertaken until you have applied for and received consent.
10. The whole of the work is carried out in strict accordance with the current I.E.E. Regulation.
11. The installation is to be carried out by installers registered with the Solid Fuel Advisory Service.
12. The installation is to be carried out by Corgi registered installers of gas appliances. The existing flueway must be thoroughly swept. A stainless steel flue lining with gas terminal must be installed for the full length of the existing chimney. At the end of the new appliances guarantee period further servicing will be carried out at the Council's expense, provided evidence is produced showing that the appliances have been serviced by a Corgi installer within the last six months. All gas installations are to comply with the Gas Safety (Installation and Use) Regulations 1984.
13. The Road and Street Works Act 1991 requires that only "qualified" personnel are permitted to excavate in the public highway. It is preferred that you use Council contractors. If you appoint your own contractor, you should inform our Engineers of the name of the contractor and ensure that work is carried out to an acceptable standard.
14. The vehicles hardstanding must be sited behind the line of the front wall of the dwelling.
15. The whole of the installation is left intact as and when you vacate the dwelling, in good working order and free of all debt.
16. An opening created in the forecourt wall is to be finished with pillars to match the existing forecourt wall and provided with double leaf gates, opening inwards.
17. No electricity, gas or water service to be laid to any shed or building.
18. Any installation of an electrical shower must be carried out by a N.I.C.E.I.E. registered contractor. The work to be carried out strictly in accordance with manufacturer's instructions and must comply with the 15th edition of the I.E.C. Regulations and amendments with particular attention to the bonding. New roof space pipe work to any shower must be securely supported and properly insulated. The joint between the bath and wall must be sealed with a silicone bath sealant.
19. During building work undertaken by yourself or a builder on your behalf, no claim will be entered by the Council for your personal injury, or to a third party, or damage to any property.
20. Please keep the Council informed of progress of work so that inspections can be made where necessary and also when the work is completed.