

Application to Carry Out Alterations & Improvements to a CHS Dwelling

Name:	
Address:	
Email & Tel No:	

Proposed Works

Please state precise details of the proposed works and enclose a working drawing using a separate sheet of paper where necessary. (E.G., Shower installation, new light fittings, flooring other than carpeting, satellite dish installation, fencing).

I submit this application to have the above works carried out in the dwelling of which I am the tenant of Cambridge Housing Society. **Please see overleaf for conditions for approval. Please provide details of Contractor.**

Contractor's Name & Telephone No.

Declaration – to be signed by applicant.

I will **not** make arrangements for the work to be carried out until I receive approval in writing from the Cambridge Housing Societies Surveyors.

Date:

Signed:

Please return this form to: PQTeam@CHSgroup.org.uk

CHS aim to provide an outcome of this application within 28 days. Incomplete applications may be returned to sender for more information. Timescales for CHS to approve this application will start once the paperwork is considered fully complete. Approval is valid for 3 months unless agreed otherwise by CHS. If alterations are not completed within the agreed timeframe, a new application must be submitted, and a new application outcome agreed.

CONDITIONS

Conditions for approval of alterations or improvements to a Cambridge Housing Association (CHS) dwelling:

1. That the work is executed by a competent person in a proper workmanlike manner, and that you pay all costs involved, including any defects that may arise as a result of the work. CHS reserves the right to use their own workmen to correct any defects, and recharge for any works that maybe needed.
2. That you will be responsible for all ongoing maintenance costs with regard to this addition to your dwelling. Where CHS needs to carry out a repair to the structure, fixtures or fittings of the property or a neighbouring property, you will ensure that full access is provided to CHS for the purpose of carrying out the repair. This may require you, at your own expense, to move, remove or otherwise modify any improvements or alterations which you have carried out, as requested by CHS. If you refuse, or are unable, to comply with any such reasonable request by CHS, CHS reserves the right to carry out such works as are necessary to enable access, and to charge you for the cost of these works. Should such works be necessary, CHS will exercise reasonable care, but will not be liable for any damage caused to tenants' own fixtures and fittings as a result.
3. That all approved work must be completed within three months of the date of this approval notice. Cambridge Housing Society, must be notified on completion of works by emailing SurveyorsGroup@chsgroup.org.uk. The work will be inspected on completion.
4. All gas installations must be carried out by a Gas Safe registered installer.
5. All electrical works to conform to BS7671 and Part P of the Building Regulations.
6. All works to be accompanied by the appropriate certificate, which must be forward to CHS.
7. No expense is to be incurred by Cambridge Housing Society.
8. When vacating the property, you may be asked to reinstate back to the original condition, this will be at your own cost.

Special Conditions:

Application (delete as applicable):

APPROVED/REFUSED

Date:

*To be signed by
CHS*

Signed:

Job Title:	