

Alterations to your home

A guide to what you should do



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North Ayrshire Council
Comhairle Siorrachd Àir a Tuath



Permission to carry out alterations to your council home

If you are a council tenant and you want to carry out alterations to your home, you will need to apply to us for permission before starting the work. This leaflet sets out our policy for giving permission, and gives you advice on what you should do.

What do I need to do?

- You must get our permission before you begin any work inside or outside your home;
- To ask for permission you should write to your local housing office or to

**Permissions,
Perceton House, Irvine, KA11 2AL;**

- You must wait until you have received our final written permission before you start any work;
- You must sign the agreement slip in our letter giving permission, and return it to Permissions;

You may need to contact other council departments for approval before you start any work. Our letter will tell you if you need to do this.

Why do I need your permission to carry out simple alterations?

We do not want to prevent you from carrying out alterations to your home. However, we need to make sure that any alterations are carried out safely, professionally and in line with the law. Also, we will pay compensation for certain types of alteration when you move home, but only if you have received our permission before you carried out the alteration.

What is an 'alteration'?

You will need our permission before you carry out any work to your home. Examples of things you need our permission for include:

satellite dishes, security lights, security cameras, fencing, driveways, paving, slabbing, heating systems, fireplaces, gates and posts, crazy paving, kitchens, bathrooms, windows, gazebos, patios, pens or runs for animals, pigeon lofts, huts, garages, playhouses, brick walls and so on.

Remember, you need our written permission before you start any work. (We may also ask you to contact Building Standards to apply for planning permission.)

You do not need our permission before you decorate inside your home, or before you lay carpets or floor tiles.



For laminate flooring, you should contact us for advice on how it should be installed.

Do I need your permission to run a business from my council home?

Yes. If you want to run a business from your council home, you must get our written permission first. You should contact your local area housing office for the town you live in.



What if I have already carried out an alteration and have not got your permission?

In some cases, you may not have known that you needed our permission. If this happens, you should still apply to us for our permission for the work you have already carried out.

Can I get financial help for any alterations I carry out?

Although we do not give direct financial help for alterations, you may qualify for compensation from us for alterations which improve your home, as long as you received our permission to carry out the alteration. We will pay this compensation at the end of your tenancy. For more details about the types of improvement that qualify for compensation, you can get an information leaflet at your local housing office or ask Finance and Property for it.

Write to:

Permissions,

Perceton House, Irvine, KA11 2AL.

Why would you refuse permission?

We will always try to give our permission. However, we may refuse permission if you are behind with your rent, if we are concerned that the alteration will not be safe or may cause unreasonable disturbance to your neighbours or we cannot accept the changes to the layout of the property.

How do I get permission to carry out alterations?

You can write to **Permissions, Perceton House, Irvine, KA11 2AL**, or your local area housing office (see the back of this leaflet for the addresses).

Your letter should give the following details:

- Your name, address and phone number;
- A description of the work you would like to carry out, together with a drawing or sketch of your proposed alteration;
- The make and model of any appliances and fittings (for example, electrical appliances, complete kitchens, windows and so on). You should also say how much these will cost and where you will buy them from;
- The sizes and dimensions of any structures (for example, hut, garage);
- Details of who will carry out the work for you;
- Details of any planning permission you have already received, and
- Any other relevant information.

Alternatively, you can request an application form from Finance and Property or your local housing office and return it with the necessary details.

What will happen next?

As soon as we receive your letter we will acknowledge it. If we can give our permission, we will send you a decision letter with details of any conditions you must meet. The letter will include an agreement slip which you should sign and return before commencing with the alteration.



We aim to grant permission within 28 days, but it may take longer for complicated alterations. In some cases, we may tell you to contact our Planning or Building Standards section for approval before you begin work on the alteration to see if there are other regulations that you should keep to. (Please see the back of the leaflet for contact details.)

After you have carried out the alteration, you must contact Permissions, who will arrange for a final inspection.

If we cannot give you permission, we will write to you to explain why.

How long have I got before the permission runs out?

Your permission has no fixed time limit. You should always keep your permission letter as proof. However, the permission only applies to you and your current home. If you have not carried out alterations within one year of receiving our permission, you should contact us again to make sure we still approve of your alteration.

Useful contact numbers

Area housing offices

Beith and Dalry Housing Office

01294 835355 / dalryhousing@north-ayrshire.gov.uk

Irvine Housing Office

01294 310150 / irvinehousing@north-ayrshire.gov.uk

Kilbirnie Housing Office

01505 685177 / kilbirniehousing@north-ayrshire.gov.uk

Kilwinning Housing Office

01294 552261 / kilwinninghousing@north-ayrshire.gov.uk

Largs Housing Office

01475 687590 / largshousing@north-ayrshire.gov.uk

Perceton House, Permissions Section

(Requests for Alterations)

01294 225079 / permissions@north-ayrshire.gov.uk

Planning Services

01294 324300

Three Towns Housing Office

01294 310005 / threetownshousing@north-ayrshire.gov.uk

www.north-ayrshire.gov.uk

Contact North Ayrshire Council on
01294 310000

www.north-ayrshire.gov.uk

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28 days, but it may take longer for
complicated alterations.

This document is available in other formats such as audio tape, CD, Braille and in large print. It can also be made available in other languages on request.

該文件還有其他形式，如語音磁帶、CD、盲文版本及大字體版本。如有需求，還提供其他語言版本。

یہ دستاویز دیگر شکلوں میں بھی دستیاب ہے، جیسے آڈیو ٹیپ، سی ڈی، بریل اور بڑے حروف کی چھپائی میں۔ درخواست کرنے پر یہ دستاویز دیگر زبانوں میں بھی مہیا کی جا سکتی ہے۔

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਰੂਪਾਂ ਵਿਚ ਵੀ ਮਿਲ ਸਕਦਾ ਹੈ، ਜਿਵੇਂ ਸੁਣਨ ਵਾਲੀ ਟੇਪ 'ਤੇ، ਸੀ ਡੀ 'ਤੇ، ਬੋਲ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ। ਮੰਗ ਆਉਣ 'ਤੇ ਇਹ ਹੋਰ ਬੋਲੀਆਂ ਵਿਚ ਵੀ ਦਿੱਤਾ ਜਾ ਸਕਦਾ ਹੈ।

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