

If you wish to carry out any improvements to your home please ask us for permission to do so.

The form on the following page should be completed in as much detail as possible. It may be necessary for a member of Aire Valley Homes Leeds staff to visit your property to determine whether your request is feasible.

If you are requesting permission to erect a porch, conservatory or garage it is your responsibility to ensure that any planning permission has been sought. You must also provide us with details of who is going to carry out any building works.

Once we have received your request and checks have been made we will advise you of our decision in writing. We will ask you to complete a tear-off form once the work is completed so that, if necessary, the completed work can be checked to ensure it meets all requirements and approved standards in respect of workmanship. We will also ask you to provide us with copies of any invoices in relation to costs incurred by you for materials and trades-people/contractors.

Aire Valley Homes Leeds reserves the right to refuse permission for the construction of a conservatory, porch or garage if it is felt that such a building would detract from the wellbeing and comfort of people living in the surrounding area. If, in the unlikely event that permission is refused you will be advised of the reason.

NO WORK SHOULD BE COMMENCED UNTIL PERMISSION IN WRITING IS RECEIVED

If you would like this information in any other format including large print, audio CD/tape, Braille or translated into another language please telephone 0113 2141942 and speak to the Equality Officer



**aire
valley**

homes leeds

REQUEST TO CARRY OUT IMPROVEMENTS OR ALTERATIONS TO MY HOME

Please tell us your name and address and the type of alteration/improvement you wish to carry out to your council home.

NAME: _____

ADDRESS: _____

POST CODE: _____

TELEPHONE: _____

What do you intend to do (please give us as much information as possible)

(Please continue on a separate sheet if necessary)

Who is going to carry out this work?

Self:

Relative:

Contractor:

If a contractor is going to complete the work for you please tell us who.

PLEASE SEE THE GUIDE LINES FOR TENANT IMPROVEMENTS

Please return this form to your local Neighbourhood Housing Office

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