



Owner Permissions Guide

Bolton
at **Home**

Owners Permission

If you are a leaseholder or freeholder of a property originally owned by Bolton at Home (or Bolton Council) then you must obtain consent from us before making any alterations . If you have already started or completed alteration work without applying for our consent, then you will need to apply for retrospective consent.

You must complete an application form and receive written consent from us before you make any arrangements for work to begin.

This document is for guidance only and does not give a legal interpretation or a summary of all the rules and regulations, which may apply to any improvements you wish to carry out in your home.

Your lease or transfer requires that permission is needed if you wish to carry out any alterations or improvements. Some leases differ but generally this includes works affecting:

- The exterior of the building; or
- The structure of the building (including the removal of internal walls).
- Works outside the demised premises

If I own my property, why do I need written permission from Bolton at Home?

- Permission for alterations and improvements forms part of your lease agreement or transfer.
- Bolton at Home need be aware of any changes in the structure of the properties
- It allows Bolton at Home to keep their residents, buildings and associated property safe

- We need to be know that all works are done to a reasonable standard
- We do not want you carrying out works that may not be your responsibility
- Permission for alterations is important if you try to sell and can affect the value of the property
- Alterations and improvements can affect the insurance to a building

Will there be any costs I have to pay when applying to make improvements to my home?

Yes, there is a standard administration fee of £150 to cover the cost of processing your application. This needs paying before we can deal with your request.

If you are applying for permission after works have started or been completed (retrospective) then the fee is £250.

How do I make a payment?

Once the application form is received, we will send you an invoice with details of how to pay.

What if I have already carried out improvements without first receiving written permission?

If you carry out improvements without our written permission, there is a charge of £250 plus VAT to apply for approval retrospectively. You will need to apply for approval for the unauthorised work immediately as you are breaking the terms of your lease if you do work without our permission.

If you cannot prove you have received written permission from us for any improvements or alterations you have carried out, this may affect any future sale of your lease.

By making unauthorised alterations, you run the risk of having to bring the property back to its original position and pay the costs incurred to Bolton at Home. We will endeavour to be reasonable in providing retrospective consent.

If we are unable to give retrospective consent we will explain why and:

- Inform you of what is needed to gain consent
- Give a reasonable timeframe for resolution
- May ask you to return the property to its original condition at your cost
- In serious cases, take legal action as a breach of lease
- Bolton at Home will seek to be reimbursed for its reasonable costs in regards of the retrospective application

What improvements need planning permission and / or building control approval?

To find out what needs planning permission/ building control approval please contact Bolton Council for advice (contact details below) or visit: <https://www.planningportal.co.uk>

What types of improvements are likely to be refused permission?

All applications for improvements are assessed on their individual merit. However, we would not permit any improvements or alterations which may:

- adversely affect or impact on our, your neighbours' or your neighbours' property;
- affect any part of the building which is not designated as part of your leasehold agreement;
- affect the structure of the building; or
- affect the use of communal areas or facilities
- Loft Conversion (Flats)
- Window replacement (Flats)

Windows to flats are deemed to be part of the building's structure and so are the responsibility of Bolton at Home to maintain or replace and there is no obligation to accept any request for a window renewal.

Why do I have to submit certificates for gas and electrical work?

It is your responsibility to conform with all current Building Control and Health and Safety regulations when carrying out works. We will ask for the necessary certification on works to ensure your safety and that of others.

The tradesperson, in all instances, will provide you with the appropriate certificates for the work. We will accept copies.

If you do not send the certificates, we may send out an engineer to inspect the work that has been carried out and issue the appropriate certification. The full cost of this service and any payment for associated repairs or alterations will be your responsibility.

Asbestos

Your alteration may involve affecting a part of the building where asbestos is present. Subject to obtaining Bolton at Home consent, you must employ a contractor authorised to work and/or remove asbestos at your cost.

Details of this contractor need to be provided to us.

What do I do when I have completed the work?

When the work you have received permission for is completed, you must return the 'Notification of Completion' form, with any gas/electrical certificates and the building control completion certificate.

If everything is satisfactory you will receive full consent from Bolton at Home, this will be in writing.

If this information is not provided we will not grant full consent, this would put you in breach of your lease agreement.

Do I have the right of appeal against the decision?

If you are unhappy with the outcome of your application, you have the right to appeal within 28 days of the date of the letter.

If the refusal is due to improvements contravening building, planning, safety or other legislative regulations, our decision will be final. If the refusal is not related to the above and an alternative course of action cannot be agreed, your application will be processed following the appeals procedure.

Where do I send my completed application form?

Completed application forms should be sent to:

Leasehold Manager
Planned Works & Contracts
Bolton at Home
98 Waters Meeting Road
Bolton
BL1 8SW

Email: OwnerOccupierPermissions@boltonathome.org.uk

Useful Contacts

Bolton Council Planning

[01204 336000](tel:01204336000)

<https://www.bolton.gov.uk/planning>

Independent Advice

www.lease-advice.org/advice

Bolton Council Building Control

01204 336033

<https://www.bolton.gov.uk/building-control>

building-control

building.control@bolton.gov.uk

<https://www.planningportal.co.uk>

Bolton at Home
98 Waters Meeting Road
Bolton. BL1 8RW

Call: 01204 328000

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