**Application to carry out alterations or   
improvements to a One Vision Housing property**

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| **Tenant(s) name:** |  |
| **Address** |  |
| **Contact telephone number:** |  |

I/we wish to apply for permission to carry out the following alterations/improvements at the above property(please provide a description of your proposals):

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| **If permission is given, I agree to observe the conditions set out below:** | | | | |
|  | The work will be carried out at my own expense by a competent tradesperson, and to the satisfaction of a One Vision Housing inspecting officer. | | | |
|  | If the work includes an extension, or structural alterations to the property, then building regulations and/or planning permission may also be required. | | | |
|  | Any work undertaken on Asbestos Containing Materials, must be undertaken by a licenced contractor | | | |
|  | If the work is to provide double gates, then proof of payment for a road crossing must be provided. | | | |
|  | I will be liable for any damage to existing fixtures, fittings, plasterwork or woodwork and this damage will be rectified at my own expense. | | | |
|  | I understand that the installation of new or replacement gas fires and/or solid fuel wood burning stoves will not be permitted. | | | |
|  | If I am removing a gas fire, gas balanced flue heater, or installing a fireplace or/and gas central heating I understand that the work must be completed by a reputable gas fitter, who must be Gas Safe Registered, and have the appropriate ACS accreditation for the type of work to be undertaken. I agree to provide One Vision Housing with a copy of the Landlord’s Gas Safety Certificate and appropriate Building Regulations notification documents, for its records. If this work results in removal of the back-boiler system, I also agree to supply and fit an electric immersion heater to provide hot water – this must be left in position at the termination of my tenancy. | | | |
|  | I am aware that all electrical work must be covered by an acceptable Electrical Installation Completion Certificate. The company/electrician must be registered with the National Inspection Council. I will provide One Vision Housing with a copy of the certificate for its records | | | |
|  | I will advise One Vision Housing as soon as the work has been completed, and I will permit an authorised Officer to inspect the alteration/installation | | | |
|  | I am aware that if the work is not to the required standard One Vision Housing reserves the right to correct any defective work and to recharge for the costs incurred. | | | |
|  | I am aware that if the work involves the installation of my own floor covering such as: floor tiles, wooden or laminate flooring etc., that I am responsible for removing and reinstating the flooring where its subsequent removal is required to carry out repairs, maintenance or improvement works. I am aware that OVH will not be liable for; any loss, damage, replacement or re-fitting as a result of these works. | | | |
|  | On termination of my tenancy, I agree to leave the installation/appliance in position and in working order. | | | |
| **Signature(s):** | |  | **Date:** |  |

### If the requested works are to a communal /shared part of the building, all residents affected by the works must be consulted and sign in agreement for the works.

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| **Signature(s):** |  | **Print:** |  |
| **Date:** |  | **Flat Number:** |  |
| **Signature(s):** |  | **Print:** |  |
| **Date:** |  | **Flat Number:** |  |
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