

# Consent for Alteration / Improvement Request

## Altering and improving your home

- Work should not proceed until you have received written consent, from Milton Keynes Council.
- Landlord Consent is not the same as Planning Consent or Buildings Consent. You may need these in addition.
- You will need to inform your insurers of any alteration/improvements you make, as any claim may be invalidated if they are unaware.
- You must inform the Council's Insurance Team of any alterations/improvements you make. However, if you own a house with a mortgage then this might not apply to you.
- Once this form is received by Milton Keynes Council we may send a surveyor to inspect the proposals before consent is given.
- You may want to inform your mortgage lender of your proposals.

**Please complete and return this form to:**

**Home Ownership Team,  
Milton Keynes Council,  
Civic Offices,  
1 Saxon Gate East,  
Central Milton Keynes  
MK9 3EJ**

NAME: .....

ADDRESS: .....

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CONTACT DETAILS

Home Number: .....

Mobile Number: .....

Email: .....

1. Type of alteration or improvement to be made:

*(Please attach scale drawings and specification of materials and colours)*

2. Have you checked with the Council's Planning Department if the alterations or improvements require Planning or Building Regulations approval?

YES/NO

*(if any such permissions have already been given, please attach)*

3. Do you intend to carry out the work yourself?

YES/NO

Please give details of builder or manufacturer if they will be carrying out work for you.

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4. Have you consulted with your neighbours?

YES/NO

If access is required to your neighbour's garden for the purposes of the proposed work, your neighbour's written approval should be obtained. *(if any such permissions have been given, please attach)*

**You will need to inform your insurers of any alteration/improvements that you make, as any claim may be invalidated, if they are unaware of the alteration/improvements you have made.**

# Important Information

## Request to make alterations

In order that your request can be given a proper and reasonable decision, you must provide the following information and evidence:

1. That the safety and integrity of the building is maintained and that it will not be impaired by the execution of the works, including all checks for asbestos before any work commences;
2. That the work meets appropriate standards of workmanship and the design complies with recognised National or European standards or other standards adopted by the Council from time to time; a new gas boiler that requirement will be satisfied by evidence that the contractor is registered with Gas Safe;
3. That if your proposal is subject to planning permission and/or building regulations, then such approval is obtained and supplied to Milton Keynes Council in advance of the works;
4. That the execution of the works is to be carried out by a competent contractor and suitably qualified, for example Gas Safe approved. Where this is external work for example window replacement, please provide details of the contractor who will be undertaking the works and supply a copy of their Public Liability Insurance before the works commence;
5. That disturbance and nuisance to adjoining occupiers is kept to a minimum;
6. That Milton Keynes Council reserves the right to inspect, before, after and during the works, to ensure all regulations and criteria have been met;

7. That all subsequent repairs to the alterations which may be needed, will be the responsibility of you and subsequent owners.

Please ensure all information is provided to enable a determination to be made. Upon receipt of this information, I will review your application and where necessary request Surveyor approval. Should you require any further information, please do not hesitate to contact the Home Ownership Team on **01908 253067**.

If you are intending on doing any work on your property, please contact the asbestos helpline on **0800 035 0087**.

I [Name] .....

Accept the terms of this letter, and provide you with the relevant information

Signed .....

