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Request for Landlord

Consent for Alteration & Improvement – Shared Owners

**Altering and improving your home - Shared Owners**

* **Please note, a completed application must be signed with 'wet ink'.**

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| **Section 1 – Your Details** | |
| Full name (s) | Click or tap here to enter text. |
| Mobile number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Contact address | Click or tap here to enter text. |
| Date of purchase of Property | Click or tap here to enter text. |
| **Section 2 – Property Details** | |
| Address of property | Click or tap here to enter text. |
| If the property is in a Block – Block address *(e.g. numbers ‘1-10 block name’)* | Click or tap here to enter text. |
| Is the property sub-let? | Click or tap here to enter text. |
| Contact email for your Subtenant | Click or tap here to enter text. |
| Contact phone number for your Subtenant | Click or tap here to enter text. |

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| **Section 3 - Request Details** | |
| Type of alteration or improvement to be made  *(Please attach scale drawings and specification of materials and colours)* | Click or tap here to enter text. |
| Have you checked with the Council's Planning Department if the alterations or improvements require Planning, or  Building Regulations approval?  *(Please attach copy of required Approval)* | Choose an item. |
| Do you intend to carry out the work yourself? | Choose an item. |
| If ‘Yes’ to the above, please give details of builder or contractor if they will be carrying out work for you. | Click or tap here to enter text. |
| Have you consulted with your neighbours?  *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)* | Choose an item. |

**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.**

**Request to make alterations to the property**

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 in advance of the works.

4. That the execution of the works is to be carried out by a competent contractor and suitably qualified. 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 City 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 and maintenance 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, we 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 253705.

If you are intending on doing any work on your property, please seek advice by calling the National asbestos helpline 08082230726.

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| **Section 3 – Declaration** | |
| IChoose an item.understand work cannot proceed until I have received Landlords consent and relevant planning permission prior to carrying out the proposed alteration to [LEASEHOLD PROPERTY ADDRESS] | |
| Signed: | Date: |

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| **Section 4 – Attachment** |
| Please attach any documents to support this request |

**Important:**

* Work should not proceed until you have received written consent, from Milton Keynes City 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 City 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.
* If you are applying for retrospective consent, there will be a fee of £80.00 payable.
* If you are applying for retrospective consent and proposing alteration to the fabric of the building, there will be a fee to cover the Legal costs to create a deed of licence. We would refer you to MKCC Legal Team at this point. Consent would be subject to you completing this process.

Please complete the form, and send the request with all attachments to:

home.ownership@milton-keynes.gov.uk