



**Dalmuir Park**  
Housing Association



# A Guide to Alterations and Improvements

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## **ALTERATIONS AND IMPROVEMENTS - NOTES FOR COMPLETION-**

The Association has a Policy on Alterations and Improvements that governs whether a request can be approved. This leaflet has been devised to assist you if you are considering any such changes to the Association's properties. It will outline the alterations allowable and the process to be followed when you consider doing the work.

### **PRIOR TO COMMENCING THE WORK**

You need to complete an Alterations and Improvements Form detailing what you intend to do.

The form asks you to provide specific information such as drawings, planning application or Building Warrant. For different alterations there are different requirements. For example we may require that you engage a building consultant (Architect or Structural Engineer) if you live in a tenement as the alteration may have an effect on your neighbours.

If you are installing gas or electrical components the Association will require to receive a copy of the Gas Safety Certificate.

There are specific alterations that will be refused by the Association. If you want to erect a satellite dish there are only a limited number of areas that we will allow these on the building and they will certainly not be allowed on any of the front elevations.

We may allow permission if the dish can provide access to all the other occupants in the building.

### **COMPLETING THE FORM**

Complete the form in full and hand the form in, preferably to the Association's Maintenance Manager who will provide you with any additional information you may require. It will also give him the opportunity to advise you of any specific issues associated with the application.

The Association will respond to your application within 28 days in writing either permitting you to proceed or refusing the application. The letter will advise you of any conditions attached to the approval such as reinstatement work on leaving the property.

### **DPHA APPROVAL**

The Association will not unreasonably refuse your request. However if we approve the request we will most likely outline the conditions under which the alteration can proceed. For example, if you are changing your kitchen then you will be required to either reinstate the old kitchen or leave the new kitchen should you terminate your tenancy.

### **CARRYING OUT THE WORK**

The Maintenance Manager is likely to visit you to inspect the location prior to work commencing and after completion.

### **AFTER COMPLETION**

You will be asked to provide copies of completion certificates or safety certificates. These will be retained on file in order that the building records are accurate.

### **WHAT HAPPENS WHEN I TERMINATE MY TENANCY?**

Depending on the approval you will be required to leave the property in the same condition as you found it taking into account normal wear and tear. If you removed the Association's gas fire or replaced kitchen units then you must leave your fixtures or the original. (This will usually be detailed in your approval letter).

### **ADDITIONAL INFORMATION**

The Association's Maintenance Manager will be pleased to discuss any questions you may have.

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