

Susan Jordan M.C.I.H.
Chief Executive



Application to undertake alterations or to replace/remove existing fittings by the tenant.

Name of tenant(s)
(as appears on tenancy agreement)

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Six Town Housing
Point Blue
Moor Street
Bury
BL9 5AQ

Address

Post Code

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Contact Phone number(s)

Home

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Work

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Details of the work to be carried out including any existing items to be removed *(drawings with measurements must be supplied on a separate sheet along with details of materials and products to be used)*

Permission is hereby granted according to the terms and conditions on the following sheets and in accordance with the details supplied on your application.

Signature of Senior Manager	Post held	
	Date	

Permission is hereby refused for reasons stated below:

Signature of Senior Manager	Post held	
	Date	



FORM T12(cont)

For all electrical works please supply the following details (no work to the electrical system may be commenced without this information)

Company/Contractor:	
Address:	
Telephone number:	
Electrical Part 'P' Registration Number:	

I as the tenant of the above property agree that the alteration must be carried out by a competent contractor and completed to a good standard and agree to inspection of the work by an officer of Six Town Housing where required .

I have read and agree to the Terms and Conditions on the accompanying page to this agreement.

I understand that I will bear the full cost of all work involved and that the adaptation will be left in the property should I wish to terminate my tenancy.

Further, it is understood that I as the tenant will indemnify the Council against all claims, demand, costs and expenses which may be incurred by the Council in consequence of the removal, repair or replacement of the adaptation.

Signature of tenant(s)	
Print Name(s)	
Date	

TERMS AND CONDITIONS (T12 Form)

**It is agreed that in signing this form you will
comply with the following terms and conditions**

GENERAL

It is the responsibility of the tenant for ensuring that work is carried out by a person competent in the required field, and is not the responsibility of the Council.

Any alterations or additions to the electrical installation **must** be carried out by an electrical contractor registered on the Government's 'Domestic Installer Scheme'.

All gas supplies and appliances **must** be carried out by a fully qualified, Corgi registered Gas Technician.

If work is to be carried out by anyone other than a registered company then please supply details of experience and competences, preferably with a Curriculum Vitae. (C.V.)

CHANGES TO GARDEN AREAS

It is part of this agreement that there is strict adherence to the following:

1. Work must be carried out to a good standard using suitable materials for the intended location.
2. Fences or hedges must not exceed a height of one metre at the front of the dwelling and must not exceed a height of two metres at the rear of the dwelling.
3. Fencing must not deviate from the original boundary lines and must be erected to a good standard from materials of an acceptable appearance and quality.
4. **Note:** Building of brick/block walls to garden perimeters (where none previously exist) or similarly constructed 'sheds' will not be permitted.
5. Where pavings are to be laid as a hard standing for vehicles or to provide a patio area etc., these must be laid on 50mm (2") of ash on a sub-base of at least 100mm (4") of compacted stone or brick hardcore having first removed the top soil to a similar depth (ie. 150mm [6"]).

Compliance with BUILDING REGULATIONS AND PLANNING PERMISSION

It is part of this agreement that there is strict adherence to Building Regulations and that where necessary the appropriate Planning Permission is sought. Failure to comply with this will be in breach of this agreement. Such information and permission must, if necessary to the project, be sought prior to seeking approval.

Information regarding Building Regulations and Planning Permission can be sought from:

- > The second floor of Craig House
- > Access through Bury Metropolitan Borough Council's home page on the internet
- > Or write to:

**The Department of Environment and Development Services,
Craig House, Planning and Economic Development,
Environment and Development Services.
5, Bank Street,
Bury, BL9 ODN**

Planning / Building Control approval, where appropriate is in addition to any consent given to this T12 application and is likely to apply to the following (for example):

Building Control:

Structural alterations (i.e. load bearing walls / floors)
Changes to windows
Alterations to external drainage runs

Planning Permission

Erection of conservatories and other permanent structures in certain situations.

GAS INSTALLATIONS TERMS AND CONDITIONS FOR INSTALLATION OF TENANTS OWN APPLIANCE(S)

Please note under The Gas Safety (Installation and Use) Regulations 1998 Bury MBC as a landlord must ensure that All works or proposed works relating to gas appliances or gas pipe work within their properties are carried out to current standards/legislation. This duty also extends to ensuring that the proposed work is suitable, in particular that the appliance intended to be installed is suitable to the flue it will be connected to. In line with the above regulations, tenants must apply for permission from the landlord prior to a gas installation taking place.

Prior to permission being given a gas safety inspector will be required to visit the property to inspect the suitability of the new installation. For application please read the following terms and conditions and complete the form at the end.

WE WOULD ADVISE THAT YOU NOT TO PURCHASE A NEW APPLIANCE UNTIL YOUR PROPERTY HAS BEEN INSPECTED BY US AND PERMISSION GRANTED

GENERAL INFORMATION

Laminated Floors

Tenants should be aware that when installing a laminate floor over an existing wooden floor there is a strong likelihood that future maintenance may require the floor to be lifted in whole or part. It will be the tenants responsibility to take up the floor for acces to pipework / electrical cables and re-lay the floor on The landlord will not accept responsibility for any damage or loss occurring as a result of such maintenance / modernisation work.

Garden Sheds

The maximum size normally permitted is 8' x 6' x 6' high. The shed should be placed in a position within the rear garden where it will not interfere with the maintenance of the boundary fencing. The erection of 'permanent' sheds (ie made from concrete block / brick) will not be approved.

Vehicular Hardstandings

Off road parking / hard standings in gardens must be constructed to a suitable specification so as to withstand the weight of a vehicle without sinking or movement. If in any doubt please contact the Asset Team in STH for advice.

Separate permission will be required from Bury MBC Highways Department to construct a pavement crossing. Permission for a hard standing will be subject to the applicant obtaining approval for the kerb crossing.