

A guide to Leasehold Home Improvements





Your Landlord Croydon Council

As a leaseholder of a property within a block or a maisonette where Croydon Council are the Landlord you are able to carry out some types of alterations or home improvements at your own expense. You must however get written agreement from the Council before you start the work.

You may be entitled to make changes to your property, but you will need our approval in writing before you start any work. Depending on the type of alteration or improvement you wish to carry out you may also need to seek planning permission and/or Building Regulations approval before you start.

You can make an application for approval by completing the form in the centre of this booklet, and posting it back to us, or by filling in the on-line application form on the council's website. The Leasehold Home Improvement request form can be found at **www.croydon.gov.uk/leaseholders**





Alterations or improvements you will need permission for could include:

- a:** structural alterations such as removal of an internal wall or sub-dividing any bedroom or living room, this also includes laying laminate and hard flooring.
- b:** alterations to the council's fixtures and fittings, eg sprinkler installations.
- c:** any work connected to the provision of services to the property (gas, water, electricity and drainage), including re modeling kitchen and bathrooms, extra radiators, wall lights, over bath showers, free standing shower units, solar panels, wind turbines, and utility meters.
- d:** the erection of any radio or television aerial or satellite dish.
- e:** any external decoration, window replacement, provision of fencing and removal of any established hedge.
- f:** construction of a vehicle hard standing or erecting a car port.
- g:** erecting a garage, conservatory, greenhouse, shed
- h:** construction of major garden features such as ponds, decking or patios.





Planning permission & building regulations

What is the difference between **planning permission** and **building regulations**. Planning permission ensures the right thing is built in the right place, whilst building regulations ensure what is built is structurally safe.

Planning permission

Some improvements may need planning permission; porches, garages, sheds, satellite dishes and even some fencing. There may be extra planning restrictions if you live in a conservation area.

Building regulations

If you're planning any building works, you must make sure it meets the minimum standard set out in the Building Regulations.

It is your responsibility to establish if planning and/or building permission is required before you start any work. If you are unsure whether you need planning permission and/or building regulations approval, visit the '[Do you need permission](#)' webpage on the government's planning portal or contact:

Development & environment on **020 8726 6800**
or Building control on **020 8760 5637**

If planning and/or building permission is required you will have to make an application directly to them and pay their fee.





What conditions will the Council impose?

We will impose a set of standard conditions:

- You must meet the full cost of the proposed work including alterations to existing services e.g. gas, electric and fixtures and fittings to enable the work to be carried out.
- A NICEIC registered and qualified person must carry out any electrical installation within the property and the installation must meet current standards.
- In the case of gas works a Gas Safe registered and qualified person must carry out any gas installation.
- Any work you undertake is done so at your own risk.
- Make sure a competent person carries out the work. The work must comply with all relevant building regulations and planning consent and any national standards or regulations. Work on party walls and boundaries may be subject to the Party Wall Act.
- You will be responsible for any damage to your property or your neighbours property as a result of the work.
- The Council does not take on any responsibility for any maintenance implications that might arise as a result of the works.





Once the work is completed

- Once the work is completed a final inspection will be carried out by our repairs inspector to check that everything has been completed and complies with all the relevant building regulations and planning consents.
- A post inspection form will be completed and signed by yourself and the repairs inspector to confirm that:
 - The works have been completed to the required standard.
 - You have complied with all conditions set out by the Council and have all the approvals required.
 - You have handed over all the required certificates/warranties.

You will be provided with a copy of this form to keep.

Health & Safety

If you carry out any improvements, with or without our permission, and that improvement causes damage to the property or is in itself dangerous by being badly constructed, we may enter the property to carry out any necessary repair or remove the improvement and may charge you for any reasonable cost incurred in doing so.





Garages, Hard standings, Carports & Parking

You must not keep any motor vehicle in the front garden of your property without an approved hard standing and dropped kerb access

Garages

You will require the Council's written permission before you erect a garage. These must not be built directly in front of the property. No window will be permitted.

Hard standing - carports

The hard standing must be used for parking only.

Vehicle repair work is not permitted.

Permission will only be granted if a dropped kerb application has been submitted and approved by the Highway Authority. See page 8 Dropped Kerbs for more information.





Dropped Kerbs & Crossovers

Making a dropped kerb/crossover application

When you make a dropped kerb/crossover application you will need to submit a copy of the relevant planning permission or a declaration that you do not require permission on the planning form. There is a non-refundable application charge by the highways department of £150*.

Planning permission

You may need planning permission to form the crossover (vehicle access over the footpath), you will always need planning permission if the vehicle access is to be formed onto a classified road. Details of roads that are classified and require planning permission can be found in the vehicular crossover application pack.

What to include in your planning permission application

If planning permission is required, you will need to submit a separate application to the planning section with a fee of £206*. Getting planning permission can take up to 8 weeks.

More information on dropped kerbs and crossovers can be found on the Council website or to request an application pack telephone Highways on 020 8726 6100

** price correct at the time of publication*





Leasehold Home Improvements request form

to carry out alterations or improvements
to a Council Leasehold property

Name:

Address:

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..... Postcode:

Telephone Number:

E-mail address:

Type of Property: Flat: ☐ Maisonette: ☐

Why do you want to carry out the alteration or improvement?

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IMPORTANT

Do not start any work until you have received written
permission that it is ok to do so



Please use these pages to list details of the alteration or improvement you would like to carry out, including as much detail as possible i.e. any pipework and/or electrical changes.

Please attach any plans, drawings or photographs you have to help us understand exactly what you want to do.

If there is not enough space here please attach/include all additional pages you use.

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If there is not enough space here please attach/include all additional pages you use.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

Alternatively you can scan and email the completed form to: **hsg-servicecharges@croydon.gov.uk**



[illegible]

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Date:



Electrical Work

If you want to change socket outlets, light switches or light fittings you will require permission from the Council but will not require permission from Building Control.

Any electrical work to your property should be carried out by a qualified Domestic Electrical Installer or NICEIC qualified electrician to ensure that this meets the Councils standards



Replacement heating systems

The Council **may** give permission to replace a boiler, radiators or electrical storage radiators. If you are thinking of replacing these you will need to complete the permission form and obtain written permission before starting any work.





Kitchens and Bathrooms

You may require the Council's written permission before you carry out any work in your kitchen or bathroom if this affects any services eg. water, gas or drainage.

You must not undertake anything which is likely to damage the structure of the building or cause damage to shared services, such as plumbing, water supply pipes, electricity, gas supplies, or sewerage.

We will also need to know about any alterations which affect walls, windows or doorframes.





Satellite dishes & Radio aerials

Satellite dishes

You will require the Councils written permission to erect a satellite dish on a house. Requests for provision of a satellite dish on a block of flats **will not** be granted.

Radio aerials

The Council **will not** grant permission to erect radio aerials in or on council properties.

Sheds, Greenhouses & Fences

Sheds & Greenhouses

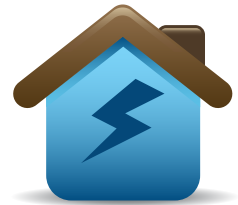
If you wish to erect a pre built shed or greenhouse that you can purchase from garden centre's or DIY stores in your own private garden then you **will not** need written permission. If the garden is shared you **will need** written permission from the council.

Sheds/greenhouses must not be used as a utility room to house electrical appliances such as freezers, tumble dryers, washing machines etc. Sheds must not be used as living accommodation.

Fences

You will require the Councils permission before erecting any fences or walls and these should be constructed using a suitable material for the purpose.

The fence must be positioned along the established boundary line and will be checked by our repairs inspector on completion.





Doors and Windows

You will require the Council's written permission before you change or replace any of the windows or external doors in your property.

Windows

More information on specifications for window replacement can be provided on request.

External Doors

Any replacement external doors should meet the required fire safety specifications. For flats where your front door opens on to a balcony or walkway the door should meet FD30S fire safety specifications.

The Council has an improvement programme for replacement of windows. If you wish to check whether replacement of your windows is due to be carried out you should contact the Council's Asset Management team either via the main contact centre on 020 8726 6100 or by email HS_StockInvestment@croydon.gov.uk



Lofts

The Council **will not** give permission to make any changes or alterations to the loft space of your home either in a flat or maisonette.





Extensions or Conservatories

Extensions

The Council **will not** give permission for you to build a permanent extension to your property as this will fundamentally alter the structure and configuration of the building.

Conservatories

You will require the Council's written permission before you erect a conservatory. We will only consider approval if this is not a permanent structure and does not cover any manholes or drains, or exceed any of the boundary lines of the property.

Laminate or hard wood flooring

You will require the Council's written permission before you install any laminate or hard wood flooring in your property.

We will normally give permission for this to be laid in ground floor flats or maisonettes, but we will not give permission for this to be laid in elsewhere due to noise transfer.



Please use these pages to make any notes:





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Home Improvements

