

Obtaining Permission



Getting Permission to undertake improvement works to your home



You must request permission from Bushbury Hill EMB before you start any alterations in your home. This excludes decorating.

You must get in touch with us requesting our permission and you can do this in writing or through our the page on our website. (See below)

We will get back to you by email or letter advising you of the requirements to obtain our permission.



If your proposed improvements need any planning permission and/or are subject to building regulations, it is up to you to involve the necessary council departments and obtain these. You also need to let us know who you will be employing to carry out the works for you so that we can ensure they are suitably qualified. This is especially important if you decide to change anything to do with the gas (for example have a new gas fire of your own choosing) or the electrics (for example changing existing or adding light fittings) Any gas works must be undertaken by a Gas Safe registered person. Any electrical works must be undertaken by a person qualified to I.E.E 18th edition regulations. In any event you must provide us with copies of any certificates or guarantees you are given once any work is completed. Failure to do this may result in our having to cap off/disconnect and this, together with any works to restore properties to a compliant condition would be chargeable to you.

Home Standard Sub-Group



To determine whether or not any improvements you would like to make to your home require planning permission or are subject to building regulations, you would need to contact **City Direct on 01902 551155**. You will need to provide details of the works you propose, and they will arrange for some to telephone and/or visit you as required. Once all of these requirements are met, all the information you have provided regarding the works you propose will be put forward to our Safety and Quality Sub-Group (made up of Board Members & Repairs Team staff). Following this, if permission is granted, we will write to you to let you know by sending a letter. The letter will include 2 copies of our liability document. This document explains your responsibilities relating to the works you propose. Any works undertaken by you will remain your responsibility and BHEMB will NOT be responsible for any repairs or maintenance. You must read the form carefully and make sure that you fully understand the implications. Then you must sign one of the copies and return it to our office for our records. The second copy you must keep in a safe place so that you can refer to it at any time.

Permission Denied!



If for whatever reason permission is NOT granted, we will write to you and let you know our reasons for denying your permission request. It is important that the necessary permissions (including planning permission and building regulations) are obtained **before** any of the improvements you wish to make are started. This is because if ultimately permission is declined and works are done without authorisation, we will ask you to have any alterations you have made returned to their original condition. This would have to be at your own expense. If we are required to return the property to its original condition for you this would be chargeable to you also.



Permission Granted!



At Bushbury Hill EMB we are always happy to know that our tenants take a pride in their home and wish to improve it. Of course, we have a duty of care to ensure that our tenants have any work carried out safely and to the proper standard. It is for this reason we ask you to provide the detailed information about what you would like to do to your property when requesting any type of permission. Your home is a valuable asset as are our tenants, so we must take the right steps to ensure that any improvements are done correctly!

If your leave your property...

EXIT

You also need to know that should you ever leave your property we may require you to reinstate it to its original condition before you leave. This would also be at your own expense and if the work is not done to an acceptable standard any work we have to do to put the property right will be reachargable to you

