

Alterations and improvements



Can I do work to my home myself?

You have the right to carry out certain improvements and alterations to your home but you must ask our permission beforehand. We will not refuse permission without good reason. By law, we must give you an answer within one month. If we refuse permission, you have the right to appeal to the Sheriff Court.

How to I apply for permission?

Within this leaflet is an application form which you should complete and submit to us BEFORE starting any work to your home. We may come and look at what you are planning before we give you permission. In some cases, approval may be given but certain conditions might apply i.e. materials to be used or standard of work.

What kind of information will ANCHO require?

We will want to know your planned start date and to see properly drawn plans for any major work. We will want to know the manufacturer of any appliances or fittings you plan to install. If a Building Warrant is required, we will want a copy of that and the plans submitted to obtain it before giving permission for the works.

What happens once the work has been completed?

We will want to inspect the work after completion to make sure it has been done properly and in the way you advised in your request for permission. We will also want to see receipts for the work completed.

Can I claim compensation for improvements I do when I move out?

Under the Housing (Scotland) Act 2001, you may be able to receive compensation from us for certain improvements you have made to your home. For you to qualify for this, we must have approved the improvement in question, and your tenancy must have ended. We will not pay compensation if we did not approve the improvements before the work was carried out, if you did not contact us after the work was carried out, if you did not provide receipts straight away, if you are evicted or we give you a new tenancy for your existing home. You need to claim in writing to us either 28 days before or 21 days after your tenancy comes to an

end. We will need to know your new address, the date the work was carried out, when you received our permission and to confirm how much the work cost. You can read the full legislation regarding alternations and improvements compensation in the Housing (Scotland) Act 2001.

What can I get compensation for?

You can only get compensation for certain improvements. These include installing, replacing or fitting:

- A bath or shower
- Cavity wall insulation
- Sound insulation
- Double-glazing, replacing outside windows or fitting outside glazing
- Draught-proofing outside doors or windows
- Pipes, water tanks or cylinders
- A kitchen sink
- Loft insulation
- Rewiring, providing power or lighting or adding other electrical fixtures (including smoke detectors)
- Security measures other than burglar alarms
- Space or water heating
- Storage cupboards in a bathroom or kitchen
- Thermostatic radiator valves
- A wash-hand basin
- A toilet
- A work surface for preparing food and
- Mechanical ventilation in bathrooms and kitchens.

Work such as decorating the inside of your home, installing laminate or wooden flooring or erecting garages, shed or conservatories does not qualify for compensation.

How much money can I get?

The most we will pay is £4000 for each improvement and the minimum is £100. We start with the original cost of the improvement from the receipts you provided (without receipts we cannot give you any compensation) – we then take the following information into account when working out how much compensation you will receive:

- Any financial help you had, such as a grant
- How long ago the work was carried out
- Whether the quality of the work is higher than if we had done the work
- If you owe us money, for example, unpaid rent.

What if I think I should have received more money?

If you disagree with our decision, you can ask us to reconsider it within 28 days of receiving your letter of notification.

Your name

Your address

*Please include your
postcode*

Contact telephone no:

**When do you want to
start the work?**

**Details of proposed
works:**

*In order to ensure that
this application is
promptly dealt with,
please give the fullest of
details. See notes below
as a general note.*

1. Outbuildings: *Include plans and give size and details of materials used in construction.*
2. Conversions: *Include plans, give accommodation both prior to and after conversion.*
3. Central Heating: *Include plans, give manufacturer, type, number and position of radiators*
4. Others: *Include plans, give as full details as possible*

Continue on separate sheet is required

Are you proposing changes to existing fittings?

If your alteration/improvement will involve changing or taking out existing fittings, please give a brief description of these fittings.

Who will carry out the work?

Please state name and address of company, if applicable.

Declaration

It is your responsibility to make sure you have any approvals from necessary agencies such as planning permission, building warrants, consent of service providers, etc.

You must give copies of these approvals to ANCHO before permission for alterations can be granted. Copies of builders liability insurance will also be required, if applicable. If you're in any doubt about this you should contact your solicitor or local authority.

ANCHO will only give permission if the necessary approvals have been given.

Signed: _____

Date: _____

When Building Warrant is obtained (and Planning Permission where necessary) enclose a service copy, together with a copy of approved plans, with this application.

FOR OFFICIAL USE ONLY

Pre-installation (to be completed by Maintenance Inspector)

Pre-inspection required:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Should work proceed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Further remarks:	
Signature of Maintenance Inspector:	Date:

Approval (to be completed by Maintenance Coordinator)

Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Maintenance Coordinator:	Date:

Post-installation (to be completed by Maintenance Inspector)

Is work satisfactory:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Further remarks:	
Signature of Maintenance inspector:	Date:

Reimbursement (to be completed by Maintenance Coordinator)

Reimbursable alteration:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipts examined and recorded:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signature of Maintenance Coordinator:	Date:

Questions

We're happy to help if you're unsure about what to do. Just call our Freephone number **03030 300 999**



Telephone: 01294 313121



Email: mail@ancho.co.uk



Web: www.ancho.co.uk

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