



Want to make  
changes to your home?

*Please Ask!*

We understand people like to make alterations and improvements to their home that fall outside the planned works we fund, however we need to ensure that these improvements don't cause problems in the future, therefore you **MUST** get written permission from us before starting any work.

**Examples of the work you will need permission for include:**

- ✓ decorating the outside of your home
- ✓ altering the structure of your home, including removing inside walls
- ✓ changing or adding fixtures to the property, including in the bathroom or kitchen or installation of CCTV cameras
- ✓ building of any structures such as garages, sheds, carports, patios or pigeon lofts
- ✓ laying a drive or changing gates or making a car parking space
- ✓ altering gas, electricity or water services and equipment (including water meters)
- ✓ changing the land levels within the boundaries of your home
- ✓ putting up or removing fences, hedges or other boundary markers
- ✓ fitting extra plug sockets
- ✓ satellite dish
- ✓ installation of an electric vehicle charging point



We will not usually refuse to give you permission to carry out alterations or improvements, unless the work makes it harder for us to maintain the property, adversely affect your neighbours or make your property unsafe.

### We will refuse work to:

- X structural changes that do not meet building regulations
- X installing pet-flaps in fire doors or doors which lead into shared areas
- X installation of laminate flooring in flats above ground floor level
- X dividing bedrooms into multiple rooms or creating new rooms
- X anything that makes the property more vulnerable to fire

When we give permission, we may set certain conditions which you must keep to when you carry out the work. If you start work without our permission, you may have to put the property back into its original condition. If you do not, we may do the work which you will need to pay for.

To request approval for any alterations or improvements, please complete an alteration form and return it to us or complete the form online via our website -

### Tenant Property Alterations | S4B Manchester

Please note, that any changes (once agreed) will become your responsibility to maintain and repair in the future, and will not be responsibility of S4B.



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