

Application Form for Alterations

Name	Property Address:	
Daytime tel No:	Evening tel no:	Mobile:
E-mail address(es):		
Alternative mailing address:		

Details of all proposed contractors, consultants, architects etc:

Name	Contact Tel numbers and e-mail address	Employed as: (Builder, plumber, electrician, architect, etc).

If you are registered disabled please indicate here and also let us know if you require any assistance in communicating with you (e.g. larger print, minicom) and also if your application is any in way linked to your disability:.....

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Important Information:

This application is made to City of Westminster via Leasehold Operations in their role as landlord and **not** in their role as a planning or regulatory authority. It is your responsibility to ensure that you obtain any relevant permission from alternate departments within Westminster City Council.

It is the leaseholder's responsibility to ensure that they are compliant with the all building and planning regulations when undertaking works.

- You may need to obtain approval for the alterations from the Building Control department. Please call the Building Control on 020 7641 6500, and ask for the District Surveyor for your area or email districtsurveyors@westminster.gov.uk.
- If you live in a listed building you must contact the Development Planning Services to gain their approval to carry out any alterations (internal or external). Please call them on 020 7641 2513.
- If you are carrying out any external works to a property you may need to obtain planning approval. Please call or email the Planning team on 020 7641 2513 or planningreception@westminster.gov.uk.

Asbestos:

Asbestos may be present in any house or building built before the year 2000 as it was widely used in a variety of building materials. As long as those asbestos containing materials are sealed and in good condition and are left undamaged, there is no risk of exposure.

If asbestos is present, there is a higher risk of asbestos materials being damaged or disturbed when carrying out alterations work, which could lead to the release of harmful fibres.

For this reason, we require all applicants to have a survey carried out by a Council appointed asbestos contractor. The cost of carrying out this survey is charged at £150.00. Once we are in receipt of this application and your payment our Health and Safety team will contact you to arrange this inspection.

If asbestos is found within your property in areas that are likely to be affected by the proposed work, you will need to take the appropriate action as determined by the survey. You will be given the option to either encapsulate the asbestos, which means it is covered to make it safe, or remove it. The advantage of removing the asbestos is that you do not have to deal with it again once it is professionally removed.

You will be given the option to use our contractor to remove the asbestos or you may choose to use your own approved contractor to carry out the work.

As the level of removal work can vary, we are unable to provide estimated costs. However, we have an example of associated removal costs below to provide some guidance below:

Estimated Asbestos Removal Works	
Scope of Works	Est. Cost
Textured coating to ceiling	£ 650.00
Removal of floor tiles	£ 350.00
Removal insulation board	£ 1,200.00
Remove door header panel	£ 600.00
Remove riser panel	£ 900.00
* All costs are estimates and subject to finalising schedule of rates. Economies of scale can be achieved by removing multiple items.	

It is the responsibility of the leaseholder to manage asbestos within their property which includes identifying if it is present and carrying out necessary removal or encapsulating work.

Please note that before you begin your work, the Council require confirmation from an accredited contractor that asbestos is not present or likely to be disturbed during the work; or that it has been made safe/removed.

Application Checklist:

The following checklists are provided to assist you to provide the correct information for our surveyors, which will enable us to respond to your application faster.

Please note that the checklists are for guidance only and are not an exhaustive list. Further information may still be requested. The more information you provide and the clearer the information will mean your application can be processed quicker and cheaper. If our surveyor requires more information you will be charged for any extra work. Good “before” and “after” plans make it easier for our surveyor to process your application. We would like plans of the full layout of your flat but sometimes, in addition to these, you may also provide plans of individual rooms to be altered, especially in extensive alterations

For all works:

Description	Included (✓)
Please enclose our fee of £550.00, inclusive of application fee (£400) and initial asbestos survey fee (£150) (VAT is not applicable). Cheques should be made out to “City of Westminster”.	
Please provide a full layout plan of the property showing all rooms (even those unaffected by works) as they are prior to works – Please provide plans in ink and not pencil if not printed plans.	
Please provide a full layout plan of the property showing all rooms (even those unaffected by works) as they will be after the works are complete – Please provide plans in ink and not pencil if not printed plans. Please ensure all plans are titled, dated and numbered for ease of reference. Preferably plans should be to 1/50 scale.	
On the above plans please Indicate clearly the locations of all service ducts (gas, electricity, water, etc.) within the property.	
Provide specifications for the works or a schedule of works with a clear description of all works to be carried out and the materials to be used. The more detail the better.	
If drawings are sized over A3 please include three copies of each. Alternatively please provide electronic copies.	
Please supply us with a copy for each of your contractors’ public indemnity insurance, which must have a minimum of £2M cover each. This needs to be a current policy and not a copy of an expired one.	

For proposals to bathrooms/shower rooms

Description	Included (✓)
On plans clearly show both the existing and proposed routes of plumbing and any other services.	
Provide full specifications for shower enclosures and wet rooms that include full details of how the walls and floors shall be made waterproof.	
Provide details for new bathrooms and shower rooms that include details for mechanical air extraction systems showing how and where the system will exit the property.	

For changes to Kitchens

Description	Included (✓)
On plans clearly show both the existing and proposed routes all services.	
Provide full details of the existing and proposed ventilation systems.	

For electrical works:

Description	Included (✓)
Provide plans showing the current and the proposed routes of wiring.	
Confirm the number of and locations of new electrical fittings.	
Confirm the make and model of all light fittings being installed.	

For changes to boilers

Description	Included (✓)
Ensure that the locations of the existing and proposed boilers are detailed on the plans.	
Provide full details of how and where flue and pressure relief pipes will exit the building. Please also specify the height of the flue.	
Provide details showing the routing off of pipe work for the proposed heating system.	
Provide details of the make and model of the existing and proposed boilers.	

For layout changes, wall removals

Description	Included (✓)
If proposals include works to load bearing walls please provide the compulsory supporting structural engineer's report .	

Enter description of works/comments here:

Current plan of your dwelling - Printed plan to 1/50 scale is preferred which can be attached to your application.

Proposed plan of your dwelling - Printed plan to 1/50 scale is preferred which can be attached to your application.

Alterations Application

Stages of an alterations application

- Landlord receives alterations application plus initial Administration Fee and Asbestos survey fee.
- Westminster Council's Health and Safety team arrange for an asbestos survey of your property.
- Dependent on the outcome of the survey – no asbestos present, or the leaseholder arranges for asbestos encapsulation/removal.
- Conditional approval provided to lessee
- Lessee signs and returns acceptance of conditional approval and provides any further documents and fees as required
- Lessee conducts work within framework of conditions allowing for any inspections as required
- Lessee provides full documentation and pays fees upon completion of the works, as requested.
- Landlord instructs solicitors to produce Licence for Alterations
- Licence for Alterations represents landlords consent for the works

Making an application

1. All registered lessees must sign the agreement on page 9.
2. Permission cannot be provided to an unregistered lessee until such time as their ownership becomes registered with the landlord.
3. All service charge and Major Works account must be up to date before permission can be granted

Fees

4. Our initial application fee is £400.00, which covers the cost of processing an application, issuing our conditional approval, our surveyor's sign-off and dealing with reasonable queries. (As the liability to pay the alteration fee is an administrative charge recoverable under the terms of your lease, this demand for payment is subject to the provisions of Section 158 and Schedule 11 of the Commonhold & Leasehold Reform Act 2002. A summary of your rights and obligations under the Act is enclosed). This is non returnable.
5. Further fees may be recharged in cases that are complicated or cases that require extra time from our surveyor. This may include site visits during the works or at completion, and also, if necessary, chasing for the required certificates once the works are complete. This will be charged at a rate of £90.00 per hour.
6. The fee for the Asbestos survey to be conducted by the Council's appointed asbestos contractor is £150.00. If our health and safety team deem the survey not necessary for your scope of work, we will contact you to arrange a refund. If the survey is arranged with our contractor, the fee is non-refundable. You will

be liable for all costs arising from the remedial work to remove or make safe the asbestos from your property.

7. Should final consent be by way of a licence for alterations/Deed of Variation further solicitor fees shall be required. No licence will be issued until all fees and conditions have been met. These will vary case to case but costs are estimated at around £800 for the licence for alterations and £1,000 for a Deed of Variation. Please note that these costs can change dependent on whether you require a licence for alterations, a Deed of Variation or a combination of the two. An accurate cost will be provided in your letter of conditional approval. Please note that these fees are paid directly to our solicitor and may increase if either matter becomes protracted.
8. Once the work has been completed the leaseholder needs to provide the information to enable us to sign off the works such as Building Control, electrical and gas certificates. Where this is not forthcoming and we have to send reminder letters, there will be a charge of £25 per letter.

Conditional Approval

The conditional approval is not valid until the lessee has signed and returned their acceptance of the conditions and confirmed the start date for the works.

The conditional approval is valid for only 4 weeks from date of writing (unless the lessee provides an agreeable start date outside of this term).

Agreement

The Licence ties in our consent in with your existing lease and means that the alterations are subject to all the conditions of the lease.

If you are given permission to carry out alterations to a part of the landlord's reserve (e.g. replace the window frames) then you will still be liable for your contribution to any subsequent block replacement of windows within your block, even if your windows are not replaced as part of that contract.

I/We confirm that I/we have read in full the above and all elements of the background information (including service charges & fees) and hereby undertake to comply with the conditions outlined in this application form and any further conditions, which Westminster City Council deems appropriate.

Name	Signed	Date
Name	Signed	Date
Name	Signed	Date

Note all owners must sign the form accepting these conditions.

Commonhold and Leasehold Reform Act 2002: Section 158 and Schedule 11

Administration Charges – Your Rights and Obligations

1. This summary accompanies a demand from your landlord for the payment of administration charges.
2. Your liability to pay administration charges may be set out in your lease. The lease should specify the items of expenditure which are recoverable. Common examples include interest and other charges for late payment of rent or service charges and fees for consents to matters such as structural alterations, sub-letting or assignment.
3. If you consider that any administration charge is unreasonable, you can make an application to a leasehold valuation tribunal. You can make an application in other circumstances, for example, if you think that you are liable to pay the amount demanded because you consider that your landlord has not worked out properly, in accordance with the formula in your lease, the amount that you should pay. You can make an application whether or not you make any payment in response to your landlord's demand.
4. The tribunal can determine whether an administration charge is payable and, if it is, the person who should pay it, the person to whom it should be paid, the amount payable, the date at or by which it is payable and the manner in which it is payable. You may withhold payment of an administration charge if your landlord has not supplied with the demand for payment a summary of the rights and obligations of tenants of dwellings in relation to administration charges. If you withhold an administration charge in those circumstances, any provisions of your lease relating to non-payment of administration charges have no effect while you withhold payment.
5. Most leases provide the landlord with a right of re-entry or forfeiture if administration charges which are properly due are not paid, but the law provides a number of restrictions including:
 - (a) Section 167 of the Commonhold and Leasehold Reform Act 2002 which, together with regulations under that section, prevents forfeiture for unpaid administration charges of [£350 or less] unless the unpaid amount has been outstanding for more than [three years]. However, if unpaid administration charges form part of an unpaid amount which includes rent or service charges (or both) and any part of the total unpaid amount has been outstanding for more than [three years], the landlord may exercise his right of re-entry or forfeiture; Commonhold and Leasehold Reform Act 2002:
 - (b) Section 81 of the Housing Act 1996 (as amended by Section 170 of the Commonhold and Leasehold Reform Act 2002), which prevents forfeiture for non-payment of administration charges unless you have admitted that you are liable to pay the amount of the administration charge, or it is finally determined by (or on appeal) a leasehold valuation tribunal or by a court, or by an arbitral tribunal that you are liable to pay that amount;
 - (c) The Protection from Eviction Act 1977, which prevents a landlord from taking possession of a property occupied as a dwelling without a court order.