

The Wrekin

Housing Trust

Request Permission to Install or Remove Internal Walls or Structures

We will not unreasonably withhold permission, but you must not start any work until we have assessed your proposed improvements and ensured that the following conditions have been taken into consideration:

- You must contact Building Control to seek Building Regulation approval and also the Planning to obtain their written advice as to whether permission is required.

Telford & Wrekin Council Building Control Phone: 01952 384555 Fax: 01952 384554 Email: building_control@telford.gov.uk	Telford & Wrekin Council Planning Phone: 01952 380380 Fax: 01952 384110 Email: planning.control@telford.gov.uk
Shropshire Council Building Control Phone: 03456789004 Email: enquiries@buildshropshire.co.uk Website: www.new.shropshire.gov.uk/building-control	Shropshire Council Planning Phone: 03456789004 Email: customer.service@shropshire.gov.uk Website: www.new.shropshire.gov.uk/Planning
Stafford Council Building Control Phone: 01785 619340 Email: buildingcontrol@staffordbc.gov.uk Website: www.staffordbc.gov.uk/building-control	Stafford Council Planning Phone: 01785 619337 Fax: 01785 619473 Email: planning@staffordbc.gov.uk Website: www.staffordbc.gov.uk/Planning

- A qualified electrical installer, whose work is self-certified under a registration scheme, such as NICEIC or ECA, or an equivalent scheme, must do any electrical work.
- You must give us a copy of any regulation and electrical tests and inspection certificate that is needed when the work is finished.
- Gas installations or removals must only be made by a 'Gas Safe' registered gas fitter or company and you must provide a certificate on completion.
- You must be aware of possible asbestos content on walls, ceilings and wall tiles, to obtain an asbestos survey please contact your local shop. The removal of asbestos is at your own cost and you will need to use our licenced contractor. For more information please contact the Building services Team on 01952 217100.
- All works to be undertaken at your expense in a sound and workmanlike manner by competent tradesmen using new or good quality materials.

- Care must be taken to avoid damage to the structure of the property and any damage resulting from work will be the responsibility of the tenant.
- If our future repairs affect your improvements, we will not pay for repairing your improvements.
- You must not start any work until you have received our written permission to go ahead.
- Improvement works must not exceed that which had been agreed, if you wish to expand the work further, please apply for further Landlords Permission.
- Should you vacate the property in the future the completed works should be left in good condition, removed or reinstated to its original condition otherwise you will be recharged.
- Once the work is completed you must notify your local shop.