

Alterations guide

This guide is a quick reference to help you if you're thinking about making an alteration to your leasehold or shared ownership property.

Do I need consent from Yorkshire Housing to make alterations?

Your lease will tell you what you need to ask consent for and what you're responsible for as the homeowner.

If your lease tells you to get consent from Yorkshire Housing, you'll need to apply by [emailing us](#) and keep a record of any consent given. If you decide to sell in the future, you'll need to show that consent was given, so keep it safe.

We (Yorkshire Housing) assess each request on a case-by-case basis. Please remember that consent isn't guaranteed. Just so you know, there's a non-refundable administration charge for assessing your request.

Consent won't be given if you've got any outstanding rent or service charge payments.

What's the difference between a 'minor alteration' and a 'major alteration'?

We split alterations into two types; minor and major. Below you'll find some examples of work that will need consent are:

Examples of minor alterations	Examples of major alterations
Replacing your front door	Building a porch
Replacing fencing	Building a conservatory or extension
Erecting a shed	Replacing windows (if your lease says you are responsible)
Replacing your kitchen or bathroom using the existing layout	Converting a loft
Electrical work including things like: re-wiring, fitting additional wall sockets	Altering the layout of your home e.g. removal of internal walls or creating a new opening (external)
Installing CCTV	Installing central heating / air conditioning / new boiler
Re-plumbing	Solar panels
Installation of a satellite dish	Converting a loft

Boarding the loft	Changing the levels of external landscaped areas
-------------------	--

Before going ahead with any substantial alterations, our advice is that you consider increasing your % owned in the property. If you've got money available and you're wanting to invest in your home, we recommend that you work to increase your % of ownership to 100%. At 100% ownership you won't usually need to ask Yorkshire Housing for consent for changes you make. Also, if you've paid to upgrade your home and then resell as shared ownership, you won't take full value of the works in a shared ownership resale.

Buying more shares in your property is called 'staircasing', please ask for the guide about staircasing if you think this is a better option for you.

How does the alterations process work?

Step 1 – Application

When we look at your request, we need quite a lot of information. It helps to avoid any delays in the assessment if you give us as much information as possible when you submit your application.

For minor alterations it's helpful to tell us things like:

- Where a shed would be placed and what the shed will be made of along with the size (a sketch or photograph of where you're hoping to put it would be really useful)
- What you're wanting to remove and if it'll be a like-for-like replacement

For major alterations this would be things like:

- Details of the work you're planning, including scaled drawings with specifications/ plans of existing and proposed structure with dimensions shown
- Details of the contractor you'll use and their registration details - they must be a qualified, competent tradesperson
- Details of how long the work will take, along with the proposed start and end dates

Please note

If your lease tells you that you must also have consent from your local authority/council then you'll need to get this too. Sometimes the local authority will charge for their consent. If that's the case, you'll need to pay for that too.

Even if you have consent from us at Yorkshire Housing, it doesn't exempt you from getting the the local authority permissions. You'll need to provide copies of any local authority permissions including Fire Regulation Compliance, Building Control and Planning Permission (where applicable).

Standard conditions to be met:

- Work cannot start until you've got written consent from Yorkshire Housing
- You'll be liable for the cost of repairing any damage caused by your contractors while undertaking the alterations
- You must make sure that the work does not cause annoyance or nuisance to others and ensure that the work is carried out in a competent manner, using industry standard materials
- The work must comply with Health and Safety legislation
- The Party Wall Act 1996 must be complied with

Yorkshire Housing reserves the right to require any sub-standard work to be rectified or removed entirely at your expense.

Step 2 - Payment

Payment of the administration charge is non-refundable and does not guarantee consent. This is the charge mentioned above and will need to be paid when you apply for consent.

Minor alteration charge per application £50.00

Major alteration charge per application £130.00

Payment can be made by:

- Debit Card by phone on 0345 366 4404
- BACS transfer

Yorkshire Housing

Account number: 00636452

Sort Code: 56-00-54

(Please quote your tenancy reference number with your payment)

Don't forget that if your lease tells you that you must also have consent from your local authority/council and pay any charges associated with that.

Step 3 - Information and payment received

Minor alterations - If we're able to consent to your alteration, we'll give you a consent letter and reference any supporting information you have provided.

Major alterations - can sometimes have more than one stage for consent. We might need to inspect the property before alterations can be considered for consent and we might also need to do another inspection when the work's complete.

If we're able to consent to your alteration, we'll give you a consent letter and reference any supporting information you've given us. This then gives you permission to get started on the works you detailed in your application.

If applicable, once the alterations are finished, you must submit a signed off Building Control Certificate to Yorkshire Housing. We'll then issue you with a letter confirming Yorkshire Housing gave permission.

When we give consent, it's valid for six months from the date we give it; if the work isn't completed within six months then you'll need to re-apply for consent.

Retrospective consent

If you alter your home without having consent when your lease says you needed to, then you're breaching your lease. To avoid us taking any action against you, you must let us know as soon as you're aware that you've made an alteration that your lease didn't allow without consent.

On our assessment of the works you've carried out without consent, it might be possible to give retrospective consent. If we're able to consent to your alteration, we'll give you a consent letter and reference any supporting information you gave us.

Minor alteration retrospective charge per application £60.00

Major alteration retrospective charge per application £150.00

If it's not possible to give consent you'll have to remove the alteration and return the property to its condition at the time you moved in. Any costs involved in removing an alteration and returning the property to its original state will be needed to be paid for by you.