**Leasehold Application for consent**

**to carry out property alterations**

Please read the guidance notes on our website [www.haringey.gov.uk](http://www.haringey.gov.uk) before you complete this form.

**New Application** 🞏 **Retrospective Consent Application** 🞏

(Please tick one)

Name(s): ………………………….…..…………………………………………………..…

Address: ……………………………………………………………………………………..

Property Address (if different from above): .…….……………………………………….

……………………………………………….………………………………………………..

Email: ………………………………………………….……………………………………..

Tel number: ……………………………… Mobile number: ……………………………..

Date: ………………………………………………………………………………………….

Signature: ……………………………………………………………………………………

**Please let us know if you are registered disabled and/or require any of the following assistance in order for us to communicate with you:**

I am registered disabled **Yes** 🞏 **No** 🞏

Application is linked to my disability **Yes** 🞏 **No** 🞏

A sign language interpreter **Yes** 🞏 **No** 🞏

Documents in Braille **Yes** 🞏 **No** 🞏

Large print **Yes** 🞏 **No** 🞏

A translator (if yes, which language………………………………...) **Yes** 🞏 **No** 🞏

**Section 1**

**I wish to apply for permission under the terms of my lease for the following alterations to my property:**

|  |  |  |
| --- | --- | --- |
| Description of alteration (please include the room of the alteration) | Type of alteration, e.g. structural, external, internal (please include location e.g. kitchen) | Plans/drawings attached. Yes or No |
|  |  |  |

I have continued works on a separate sheet **Yes** 🞏 **No** 🞏

Works Continuation Sheet:

Property Address: ………………………………….……………………………………….

|  |  |  |
| --- | --- | --- |
| Description of alteration (please include location e.g. kitchen, hall) | Type of alteration, e.g. structural, external, internal to the flat. | Plans/drawings attached. Yes or No |
|  |  |  |

**Section 2 List details of all the proposed contractors, consultants, architects and tradespeople**

Property Address: ………………………………….………….......................................

|  |  |  |
| --- | --- | --- |
| Name | Contact Details - Telephone Numbers | Employed as e.g. architect, builder and plumber (include Gas Safe and NICEIC registration numbers, where appropriate). |
|  |  |  |
|  |  |  |
|  |  |  |

Attached are copies of my contractors’ Public Indemnity Insurance **Yes** 🞏 **No** 🞏

**I/We confirm that I/we have read this document in full and the guidance notes on the Homes for Haringey website, including the information relating to fees and hereby undertake to comply with the conditions outlined therein and any further conditions, which Homes for Haringey (acting on behalf of Haringey Council) deems appropriate.**

Leaseholder Name: ………………………….…..…………………………………………

Leaseholder Name: ………………………….…..…………………………………………

Date: ………………………………………………………………………………………….

Signature: ……………………………………………………………………………………

Signature: ………………….……………………….…..……………………………………

**Important information**

If you carry out works that require the landlord’s consent without obtaining written consent from us, you will have breached your lease agreement and this may cause you problems when you try to sell your home. Also, depending on the alteration, we may take action against you to remedy the breach.

If you, or a previous owner, have already carried out any works without landlord’s consent, you can put this right by applying for retrospective consent at your own expense.

For further enquiries on applying for consent or retrospective consent:

View Homes for Haringey’s website: [**www.haringey.gov.uk**](http://www.haringey.gov.uk)

Email the Homes Sales team [**homesales@haringey.gov.uk**](mailto:homesales@haringey.gov.uk)

Write to us at: **Leasehold Compliance and Homes Sales team, Haringey Council, Level 6, 10 Station Road, London N22 7TR**

**CHECKLIST:**

Before submitting your application, please confirm that you have enclosed:

1. **Completed Application form** 🞏
2. **Existing and proposed floor plans** 🞏
3. **Detailed specifications of proposed works** 🞏
4. **Contractors is registered under the Competent Persons Scheme** 🞏
5. **Building Control certificate** 🞏
6. **Planning permission (if applicable)** 🞏
7. **Administration fee (cheque made payable to Haringey Council)** 🞏

Property Address: ………………………………….……………………………………...

To:

Leasehold Compliance and Home Sales Team:

Sent to Housing Strategy & Commissioning ………………………………….…………. (date)

|  |
| --- |
| **For office use only.**  Tenancy Management comments received: **Yes** 🞏 **No** 🞏  Tenancy Caseworker (name) ………………………………………………………….  Email dated …………………………………………………………………………...…  Property comments received: **Yes** 🞏 **No** 🞏  Surveyor (name) ……………………………..………………………………………….  Email dated …………………………………………………………………………...…  Layout Plans included? **Yes** 🞏 **No** 🞏  Is building control approval required? **Yes** 🞏 **No** 🞏  Is planning required? **Yes** 🞏 **No** 🞏  Retrospective: Planning/Building Control included? **Yes** 🞏 **No** 🞏  Structural Engineer’s report included? **Yes** 🞏 **No** 🞏  Other comments: ……………………………………………………………………………………………………….  .………………………………………………………………………………………………………  LCHS recommendation regarding permission: .………………………………………………………………………………………………………  .………………………………………………………………………………………………………  Please return copy to **Leasehold Compliance & Homes Sales team, Homes for Haringey** |