

A GUIDE TO...

# Making Alterations & Improvements

INCLUDING APPLICATION FORM





## Can I make alterations & improvements to my home?

Your Tenancy Agreement allows you to make alterations & improvements to your home provided you obtain written permission from Weslo first. We will not refuse permission unless it is reasonable to do so.

### Examples of alterations and improvements that need to be applied for are;

- electric shower
- internal doors
- light fittings
- constructing a runway
- garage or shed
- satellite dish
- laminate flooring
- tiling
- fencing

### Is there a procedure I should follow?

Yes – just follow the three steps below;

1. Complete the attached application form detailing the alterations & improvements you would like to undertake and return to:

Weslo Housing Management  
66 North Bridge Street  
Bathgate  
West Lothian  
EH48 4PP

or Weslo Housing Management  
15 North Street  
Bo'ness  
West Lothian  
EH51 0AQ

Tel: 01506 634060  
Fax: 01506 639122

Tel: 01506 639100  
Fax: 01506 822511

2. You will then receive an acknowledgement that your application has been received.
3. Weslo will assess your application and notify you within 28 days whether you have been granted permission to undertake this work. We may however need to contact you for further information regarding the works you wish to undertake.

### How will I know if I require other consents for the works?

If you are carrying out any structural alterations you will need to contact West Lothian or Falkirk Council for further advice and guidance on whether the alteration requires Planning Consent and/or a Building Warrant.

We would advise you to obtain permission from Weslo before applying for Planning Consent and/or Building Warrant as you will require our approval before any other permissions are granted.

### What happens if I carry out the work without getting permission from Weslo?

If we discover that work has been carried out without our permission or not to our agreed specification we may ask you to reinstate the works or we may recharge you for restoring the property to its original condition.



## Application for Alterations & Improvements

Name

Address

Post Code

Home Tel No.

Mobile Tel No.

e-mail

### Description of alterations & improvements.

I would like to make the following alterations & improvements to the property. If the work involves structural alterations please attach relevant drawings.

I agree to carry out the above alterations & improvements to my home. If the alterations & improvements are altered from the description in this application form the consent given will not be valid.

Signature(s)

Date



**Office Use Only**

Date Received

Acknowledgement letter sent

---

**Pre-Installation**

Should the work proceed?      Yes       No

Comments

Signature of Inspecting Officer

Date

Date permission / refused letter issued

---

**Post Installation**

Is work to a satisfactory standard?      Yes       No

Comments

Signature of Inspecting Officer

Date

Date Quartet Updated