

HOME IMPROVEMENT FORM

We understand that you may want to make improvements to your home. In order for us to approve any works you need to provide us with the information requested on this form. We will assess your application and let you know if these works can go ahead.

You should not start any work on the property until we have given permission for you to do so. When you are finished, please return the form and any supporting documentation to our Assets and Sustainability Team by post to Cadarn Group, 5 Village Way, Tongwynlais, CF15 7NE or by email to enquiries@cadarn.co.uk. We will respond to your request within 30 days from receipt of the fully completed request form and all supporting documentation.

YOUR DETAILS

Your home address:

Your name:

Date:

REQUESTED IMPROVEMENT

Description of works

Please provide as much information as you can about the work you would like to complete.

Where in your home will the work be done?

Please tell us which part of the property the work will be completed in.

Why do you want to complete this work?

Please tell us why you would like to do the work

Please provide drawings, sketches or photos of the work you want to complete

Please attach these to the email or include them with this form when you send this application to us.

ABOUT THE WORK

Will the work alter or disturb any of the following?

- | | | |
|---------------------------|------------------------------|-----------------------------|
| Electrics | ☐ Yes | ☐ No |
| Gas | ☐ Yes | ☐ No |
| Water | ☐ Yes | ☐ No |
| Plumbing | ☐ Yes | ☐ No |
| Solid fuel | ☐ Yes | ☐ No |
| Structural | ☐ Yes | ☐ No |
| Access to property | ☐ Yes | ☐ No |
| Layout | ☐ Yes | ☐ No |
| Asbestos | ☐ Yes | ☐ No |
| Drainage | ☐ Yes | ☐ No |

When do you want to start the work?

If you have ticked yes to any of the adjacent, please provide details here:

When do you believe the work will be completed?

CONTRACTORS DETAILS

If known, please provide the name of the contractors that will be carrying out the works. They will need to provide a copy of their liability insurances before any work can be completed.

NOTES FOR TENANTS

All improvement work is subject to approval.

You must not start any improvement work until we have given you permission to do so. We may need additional information and will contact you to request this.

Depending on the work, you may also need to apply to other external bodies to obtain additional permissions for example local authority (planning, building control or highways etc.). This is your responsibility, you will need to pay any costs incurred and you should not start or complete any improvement works without the correct permissions.

You may also need to obtain additional reports before you start the work, for example a structural report. This is your responsibility, and you will need to pay any costs incurred.

If you are working in an area that may contain asbestos, you must use a qualified contractor. You will be required to provide us with a copy of the contractor's certificates and full risk assessments before any work can start.