



Making Alterations to Your Home

The property you rent from us is your home. We want you to be able to make any alterations which may improve your quality of life. However for some things you need to get our permission first.

If you would like to carry out any of the following work, please make sure you meet our standards explained below. You should always ensure that any work is completed in a safe manner.

PERMISSION NEEDED

You need to get our written permission if you want to complete any of the following (you can request permission by completing a form available from our office or download one from our website at www.epichousing.co.uk):

Replacing any fixed electrical fitting e.g. light fitting, plug socket, shower, installing additional sockets

- If we allow you permission, you must use a qualified electrician who can supply you with a safety certificate - a copy of this should be given to us.
- To find a qualified electrician go to www.niceic.com or www.elecsa.co.uk.
- You must agree to reinstate the existing electrical fittings when you leave your home.

Fitting an external security light (PIR light)

- As above, you must use a qualified electrician to fit the light and also provide us with a safety certificate.
- We do not complete any repairs to faulty light fittings.

- If your light causes a nuisance to a neighbour, we may ask you to adjust, move or possibly remove it.

Carrying out any replastering for which EPIC is not responsible

Fitting a wheelchair ramp or other disability adaptations

Fitting your own bathroom or kitchen suite

Installing a shed in the back garden

NO PERMISSION NEEDED

You do not need to tell us if you are carrying out any of the following:

TV aerial, cable or satellite installation

- Work should be carried out by a competent tradesperson.
- Windows or door frames must not be drilled through.
- The hole through the brickwork must be neat and sealed.
- Cables should be secured in a tidy manner both inside and outside the property.

Fitting external gates

- They must match the adjacent fencing. If you are unsure - check with us first.
- The gates must open inwards, onto the property and should not be locked.

Fitting floor tiles in the bathroom or kitchen

- These must be non-slip tiles and sealed at the edges, to prevent any water getting underneath.

Fitting a water meter

- You do not need our permission for Severn Trent Water to install this.

Fitting additional loft or cavity wall insulation

- You must ensure that the person carrying out the work is competent. If this is yourself, you must have the right protective equipment to do the job safely.

Fitting laminate flooring

- If you live in an upstairs flat, you must fit an acoustic underlay, to help prevent noise travelling to the flat downstairs.
- We recommend you buy *AC3 grade* flooring which is suitable for domestic property.
- If you are fitting laminate flooring to the kitchen or bathroom, it must be moisture-resistant and non-slip.
- We must be able to remove the laminate flooring without also having to remove the skirting boards.

Replacing the skirting boards or architrave

- Some architraves are metal and cannot be removed - if there are no screws in the frame-side of the hinge, it may be metal and should not be replaced.
- If you fit new skirting boards, they must be fitted immediately above the floor, not over laminate or other floor coverings.
- Skirting boards/architraves must be fixed with plugs and screws. Adhesive or 'No More Nails' must not be used.
- All new woodwork should be painted or stained when finished.

Changing or removing internal doors

- If you remove any internal doors, you should keep them stored away and rehang them at the end of your tenancy.
- If you replace any internal doors, they must be at least of the same standard as the original doors.
- Glass in any internal doors must be toughened, safety glass to help prevent injury if the glass is damaged.

Kitchen and bathroom

- You may change the kitchen and bathroom taps.
- You may fit an extra cupboard or move an existing one, but you must not remove cupboards.
- If any redundant, hot water tank cupboard is empty, you may remove the doors from this to allow you to use the space.

NOT PERMITTED

A padlock to the rear garden gate

- If you lock this gate it makes it difficult for us to get access for maintenance and can cause problems if you share your garden.

Solid fuel fire or wood burner

- We will not give permission to install a solid fuel fire, wood burner or similar due to the fire risk from using such appliances.

Removing kitchen and bathroom extractor fans

- Fans are needed to remove moisture from the property to reduce condensation and must not be disconnected or removed.

For all work we ask that you:

- ✓ Are considerate to your neighbours - don't carry out any noisy work after 9pm, or before 8am.
- ✓ Dispose of your rubbish or spare materials properly. This means not leaving rubbish or materials outside your home.
- ✓ Complete the work to a good standard. If you are not able to do it yourself, you should get someone who can.
- ✓ You may still require planning permission or building regulations for the type of work you are doing. You should contact your local council about this.
- ✓ Provide us with a copy of any certificates following from qualified tradespersons carrying out any gas or electrical work.

If you need our permission, please complete a *Landlords Permission Request Form* which is available from our office or from our website at www.epichousing.co.uk.

For any further questions, please email us at mailbox@epichousing.co.uk or contact us on 01782 252575.

EPIC Contact Details

www.epichousing.co.uk

mailbox@epichousing.co.uk

01782 252575

Emergency Repair line
0800 694 0434

This leaflet can be provided in large print or on coloured paper on request

Revised November 2019 (Version 4.3)