

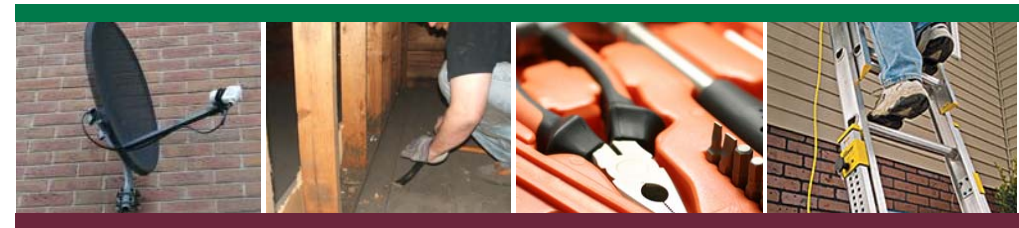
# Tenants Alterations

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## Contract & Asset Management Division

Babergh District Council  
Corks Lane, Hadleigh  
Ipswich IP7 6SJ  
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## Tenants Alterations

This is how the scheme works:

If you wish to carry out alterations to your home, you should fill in one of the application forms.

1. Tenants Alterations – Television Satellite Receiver
2. Tenants Alterations – Vehicular Crossing
3. Tenants Alterations – Internal/External Alterations

You should read the notes below and complete the application form.

The application form together with any appropriate planning permission approval, Building Regulations approval and/or Suffolk County Council approval and any drawings should be sent to:-

Repairs Section  
Contract & Asset Management Division  
Corks Lane  
Hadleigh  
IPSWICH  
IP7 6SJ

### Television Satellite Receiver

1. You will contact the Natural and Built Environment Division at this office to determine whether planning permission is required and ensure that this is obtained before installing the receiver.
2. You will be responsible for monitoring the receiver during your tenancy.
3. You will be responsible for removing the receiver on termination of your tenancy and making good any incidental damage to the structure.

## Tenants Alterations

### Vehicular Crossings

1. Planning permission is required for crossings onto A, B or C classified roads.
2. The permission of Suffolk County Council is required for most crossings and you should apply to the Council Engineer, Highways Section for the forms.
3. The crossing will require to be constructed of concrete or tarmac, shale or gravel crossings will be refused.
4. You will be responsible for monitoring the crossing during your tenancy.
5. You should submit a drawing showing the location of the crossing and form of construction.

### Internal/External Alterations

1. You should submit full details of the proposed alterations including details of materials and any necessary drawings.
2. Building Regulations approvals are required for any structural alterations.
3. You should note that it is an offence under the Building Act to carry out structural alterations without consent.
4. Planning permission may be necessary for certain works and you should check with the Natural and Built Environment Division before work commences.
5. You will be responsible for all the costs involved in the work.
6. You will be responsible for any maintenance of the work during your tenancy.
7. You will be responsible for reinstatement of the alterations on any termination of tenancy.
8. All the materials and workmanship will require to be to the relevant British Standards and Codes of Practice.