

- 5.9** Should any electrical or gas work be carried out, Horizon will require sight of the appropriate documentation to ensure the current Building Regulations are being met.
- 5.10** All completed work must be reported to the Association within 14 days with any relevant documentation, i.e. completion certificates.
- 5.11** Should the Association require access to check the works you must facilitate this request. Any works found to be unsatisfactory will be required to be made good within 28 days from the date of inspection.
- 5.12** Should the work be unsatisfactory the tenant will be advised of any necessary remedial work. A re-inspection will take place within 20 working days.

Should the tenant fail to take action or the work is still unsatisfactory, the Association will either arrange for the property to be returned to its original condition or complete the outstanding works and recharge the cost to the tenant, including any management and administration costs. The decision on whether to complete the works lies with the Housing Services Manager. Appeals can be made against his/her decision using the complaints procedure. A copy of the Association's Complaint Policy is available on request.

The rechargeable costs will be pursued under the appropriate recovery procedure.

Regulated by Financial Services Authority No: 1827R(s)  
Communities Scotland Registered No: HEP128



Horizon Housing is a registered Scottish Charity

# Conditions of Alteration/Improvements

This leaflet is available in other languages, audio or other electronic forms

房屋協會是一個已登記的蘇格蘭慈善組織  
房屋改裝/改良的條件

這單張有不同語言的版本，也有錄音或其他電子傳送方式提供

L'association d'habitation Horizon est une œuvre de charité écossaise enregistrée

## CONDITIONS POUR UNE DEMANDE DE MODIFICATIONS ET/OU DE RÉNOVATIONS

Cette brochure d'information est disponible dans d'autres langues, en format audio ou dans d'autres formats électroniques.

ਹੁਰਾਇਜ਼ਨ ਹਾਉਸਿੰਗ ਇਕ ਰਜਿਸਟਰਡ ਸਕਾਟਿਸ਼ ਚੈਰਿਟੀ ਹੈ

## ਤਬਦੀਲੀਆਂ/ਸੁਧਾਰਾਂ ਦੀਆਂ ਸ਼ਰਤਾਂ

ਇਹ ਲੀਫਲੈਟ ਹੋਰ ਭਾਸ਼ਾਵਾਂ, ਆਡੀਓ ਜਾਂ ਹੋਰ ਇਲੈਕਟ੍ਰਾਨਿਕ ਰੂਪਾਂ ਵਿਚ ਉਪਲਬਧ ਹੈ

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Horizon Housing is a Registered Scottish Charity

Inclusive, sustainable communities where people's particular needs are met

**5.1** Tenants wishing to make an alteration or improvement to their home, or wishing to remove or relocate a fixture or fitting must apply in writing using the 'Tenant Alteration/Improvement Application Form'.

**5.2** Alterations and Improvements include;  
(List not exhaustive)

- a) The removal of utility meters and the fitting of a credit meter.
- b) A change of utility supplier.
- c) The fitting of locks, including additional or replacement.
- d) The installation of a shower.
- e) The replacement of lights, ironmongery, kitchen units, doors, taps, electrical sockets etc., any original fixture.
- f) The erection of garden sheds, fences, satellite dishes, signs and other external structures.
- g) The relocation of kitchen units, bathroom suite and doors.
- h) The enlargement/reduction of door openings, rooms.

**5.3** If in doubt, an application should be submitted.

**5.4** Permission will normally be provided only if the property is returned to its original condition on termination of the tenancy.

The Association may require access prior to the commencement of works.

On occasions the Association may choose to adopt the alteration/improvement providing:

1. Permission was gained in writing
2. There has been continual maintenance carried out
3. The condition is satisfactory in the Association's opinion
4. No costs will be incurred by the Association, unless the Right to Compensation applies.

**5.5** Compensatory payments to tenants in respect of alterations/improvements at the end of a tenancy may be available. Such payment will be depreciated against the value of any improvement and although payable to the tenant or their relative. However, it will be offset against any maintenance work required within the property following termination or any other debt due to the Association.

**5.6** A leaflet on compensation payments is available on request.

**5.7** The agreement to provide a compensatory payment will be determined by the extent to which the rental value against the property is enhanced with reference to the Association's Rental Policy and will only be paid where the Association has provided written formal consent for the improvement.

**5.8** It is the tenant's responsibility to obtain all warrants and permissions prior to any works commencing.

If you fund this alteration/improvement there will be no increase in the rent.