

REQUEST FOR PERMISSION TO UNDERTAKE AN IMPROVEMENT

HOUSING SERVICES

If you would like to carry out a home improvement, you must ask for permission from the Council before any work is undertaken. Your Housing Officer can tell you what type of improvements you can ask for permission to carry out.

Please complete this form, providing as much detail as possible about the proposed improvement, and return it to your Housing Officer at Dartford Borough Council, Civic Centre, Home Gardens, Dartford, Kent, DA1 1DR. You can also put your request in writing.

Depending on the nature of the improvement, some requests may require a Housing Officer or Technical Officer to conduct a home visit in order to inspect your property before a decision is reached. Some improvements may require planning permission or building regulation approval and you will be advised how to make an application.

When a decision is reached, we will write to you to inform you of the outcome of your request. If we consent to the proposed improvement, there may be certain conditions that you must comply with and these will be listed in the letter, such as for example:

- The quality of the materials to be used
- Obtaining planning permission or following building regulations or codes of practice
- Using qualified competent tradesmen, such as a Corgi registered gas engineer or a NICEIC approved electrical contractor

Once the improvement has been carried out, you should contact us so that we can arrange to inspect the work.

You are advised to keep receipts for the work in case you wish to claim compensation if you subsequently terminate your tenancy. Details of this can be provided by your Housing Officer or found by visiting www.dartford.gov.uk/housing.

You will be given a full explanation if permission is refused. The Council will not unreasonably refuse permission. You can ask us to reconsider our decision by following the Councils usual complaints procedure. Details of this procedure can be given by your Housing Officer or found at <http://www.dartford.gov.uk/complaints/index.htm>.

If you or anybody you know requires this or any other Council information in another language, please contact us and we will do our best to provide this for you. Braille, Audio tape and large print versions of this document are available upon request.

Tel: 01322 343434

Fax: 01322 343432

Email customer.services@dartford.gov.uk

Calls are welcome via Typetalk

⠆ ⠆⠆ ⠆⠆⠆ ⠆⠆⠆⠆ ⠆⠆⠆⠆⠆ ⠆⠆⠆⠆⠆⠆ ⠆⠆⠆⠆⠆⠆⠆

large print 



Your details

Your Name		
Your Address		
Daytime Telephone		
Are you a	Tenant <input type="checkbox"/>	Leaseholder <input type="checkbox"/>

Proposed Improvement

<p>Please describe the improvement that you would like permission to carry out. You should include details of how you propose to do it (i.e. what materials will be used etc)</p>	
---	--

Plan of the Improvement

Please draw a plan of the improvement work that you would like to carry out.

Data Protection Act 1998 Notification Clause

The information you have provided on this form will be used to help decide the outcome of your request to apply for permission to carry out a home improvement. It will be held securely and used in connection with your request.

All or part of the information provided may be disclosed or supplied to external organisations or bodies e.g. Audit Commission, Courts, Bailiffs, Department of Works and Pensions, HM Revenue & Customs and any other charging authority that are legally entitled to the information and may also be disclosed to the Council's external auditors for the following purposes;

- the prevention or detection of crime;
- the apprehension or prosecution of offenders;
- the assessment or collection of any tax or duty in any case where failure to disclose would be likely to prejudice any of those matters;
- data matching initiatives with other statutory bodies for the purposes of fraud prevention and detection.

All or part of the information you have provided may also be used for electoral registration purposes and by other Departments of the Council for purposes connected with the collection of Council debts or to assist in other statutory functions such as Environmental Health or Planning.

The Council may check information provided by you or information about you provided by a third party against other information held by the Council. The Council may also obtain information from third parties or provide information to them to check the accuracy of information supplied by you to the Council.

The Council may make a search (including making enquiries about principal directors) with a Credit Reference Agency. The Credit Reference Agency will keep a record of that search and may share the information with other businesses.

DECLARATION

I am aware that the Council will create and maintain computer and paper records on me and that these records will be processed in accordance with the Data Protection Act 1998 and may be used for the purposes detailed above, both internally within the Council and to external organisations/bodies.

By signing this form you are also agreeing to the following:

- a) That you will not carry out any improvement work unless you receive the permission of the Council
- b) That any improvement work that is given permission is to be at your own cost
- c) That any improvement work that is given permission is completed to a satisfactory standard and meets the Council's approval.

Signed

Date

All personal data is kept accurate, up to date and secure to prevent accidental loss destruction or damage. The extent of the measures taken by the Council will depend upon the sensitivity of the information. Personal data will not be kept for longer than is necessary for their purpose.

You have a right of access to your personal data and the right to check and correct the information and may pursue a query or complaint on matters related to your personal data.. Further information on your rights may be obtained by contacting The Data Protection Officer, Dartford Borough Council Civic Centre Home Gardens Dartford Kent DA1 1DR Email: dataprotection@dartford.gov.uk; Website <http://www.dartford.gov.uk/>