

Appendix 1. Flow Chart of new Landlord's Approval Process

<p><b>Stage 1A</b></p> <p>If you plan to do structural or electrical work, you must contact the District Surveyor</p> <p>Ensure your plans conform to the Building Regulations.</p>	<p><b>Stage 1</b></p> <p>Your initial enquiry Home Improvements Pack is sent to you by us or is available online <a href="#">here</a></p>	<p><b>Stage 1B</b></p> <p>For your planned improvements Refer to the Listed Building Management Guidelines If in doubt, contact the Planning Department regarding Listed Building Consent</p>
<p><b>Stage 2</b></p> <p>Send your completed forms from the Home Improvement Pack back to us You must read all the pack. You must provide all the forms including a signed declaration of compliance.</p>		
<p><b>Stage 3</b></p> <p>We will review your application and if acceptable, will provide a "Permission to Commence Work" letter. This stage may require a site visit from one of our Property Services staff. You must notify your neighbours before the works commences (with approximate start and finish dates if possible).</p>		
<p><b>Stage 4</b></p> <p>Your home improvements work may commence once you have received Permission to Commence has been granted. You must ensure your contractors follow the guidelines throughout your project.</p>		
<p><b>Stage 5</b></p> <p>We may wish to inspect during your project. We expect you and/or your contractors to grant access when requested. We reserve the right to halt your project if we consider works are not being carried out in accordance with standards of work as laid out in the Home Improvements Pack</p>		
<p><b>Stage 6</b></p> <p>Your home improvements are now finished. You must complete the Notification of Completion form and send to us within a week of the works being completed. We will carry out a Post-Works inspection alongside inspections of the Garchey and/or ventilation system (if appropriate)</p>		
<p><b>Stage 7</b></p> <p>Landlord's Consent will now be given. Or If works have not been carried out to your specification and our satisfaction You will be given 3 weeks to rectify A further inspection will be required to gain Landlord's Consent</p>		
<p><b>Stages 1-3</b> providing you have completed all the appropriate forms correctly, this process can take up to 6 weeks <b>Stages 1A&amp; 1B</b> Other consents can be applied for concurrently with <b>Stage 1</b> – most planning applications are decided within 2 months, but large and complex applications can take up to 3 months. You must ensure that all appropriate consents have been applied for – otherwise it could invalidate your Landlord's Consent.</p>		