

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

<p>Stage 1A</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>Stage 1</p> <p>Your initial enquiry Home Improvements Pack is sent to you by us or is available online here</p>	<p>Stage 1B</p> <p>For your planned improvements</p> <ul style="list-style-type: none"> • Refer to the Listed Building Management Guidelines • If in doubt, contact the Planning Department regarding Listed Building Consent
<p>Stage 2</p> <ul style="list-style-type: none"> • 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>Stage 3</p> <ul style="list-style-type: none"> • 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>Stage 4</p> <ul style="list-style-type: none"> • 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>Stage 5</p> <ul style="list-style-type: none"> • 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>Stage 6</p> <ul style="list-style-type: none"> • 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>Stage 7</p> <p>Landlord’s Consent will now be given.</p> <p>Or</p> <p>If works have not been carried out to your specification and our satisfaction</p> <ul style="list-style-type: none"> • You will be given 3 weeks to rectify • A further inspection will be required to gain Landlord’s Consent 		
<p>Stages 1-3 providing you have completed all the appropriate forms correctly, this process can take up to 6 weeks</p> <p>Stages 1A& 1B Other consents can be applied for concurrently with Stage 1 – most planning applications are decided within 2 months, but large and complex applications can take up to 3</p>		

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months. You must ensure that all appropriate consents have been applied for – otherwise it could invalidate your Landlord's Consent.