



PORT OF LEITH
HOUSING ASSOCIATION

**Making Improvements
To Your Home**

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Before carrying out any improvements to your home under your tenancy agreement you must get written permission from us. By Improvements we mean, for example: installing laminate flooring, a shower, satellite dishes, new kitchen units. In some cases you may also need to get planning permission or make sure your plans satisfy building regulations. We will advise you if this is needed when we see your proposals.

This leaflet outlines some of the specific approvals you may need to obtain before The Port Of Leith Housing Association will give its consent.

Alterations To Bathrooms:

Your plans must be approved by the Council's Environmental Health Department if the drainage and ventilation systems are to be altered.

Alterations To Kitchens:

Plans may need to be approved by the Council's Building Control Department

Alterations To The Water Supply:

Such alterations must comply with regulations issued by the water supplier.

Alterations to Gas and Electrical Supplies:

Strict legal rules apply to gas and electrical work; tenants should never tackle these jobs themselves. Alterations to electric wiring must be carried out by a qualified electrician.

Changes to gas pipes and appliances must be carried out by authorised fitters.

What To Do If You Would Like To Carry Out An Alteration Or Improvement:

Write to the Property Officer, and enclose details. They will check the technical details and any plans the department itself may have for the property. They will either be able to grant permission or contact you to arrange to discuss the matter in more detail.

A Note of Caution:

Any damage incurred to the premises or adjoining buildings in making improvements to the property is your responsibility.

It is always your responsibility to lift any floor coverings when necessary prior to any repairs being carried out and to relay them afterwards. Neither the Association nor its contractors will take any responsibility for damage to floor coverings

What Happens To The Improvement If You Give Up Your Tenancy?

If you wish to leave your home and take the improvements with you, you must reinstate the home to how it was before you made the changes.

If you leave any improvements in the home when you move, they will become the property of Port Of Leith Housing Association and you may qualify for a compensation payment .

If you make changes without first obtaining the necessary approvals and consents, you may be prosecuted by the local authority and you will not be eligible for a compensation payment from us. All cost incurred by Association rectifying unapproved changes will be recharged.

If In Doubt, Always Ask:

The Property Department are happy to give preliminary advice on your responsibilities in relation to improvements and alterations.



PORT OF LEITH
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