

## Application form home improvements or alterations

Full name(s):

What type of lease agreement do you have? Please circle one of the below

Shared Ownership

Leaseholder

Address of home where the improvements are to be carried out:

Daytime phone number:

Email address (optional):

**Please don't complete this form if you are not going to start work within three months. Any permission granted for work will expire after three months and you would have to reapply. Please tick this box to confirm** ☐

Please give details of the type of improvements or alterations you're requesting permission for. Remember to include all supporting information, the more detail you provide up front will reduce queries to allow this to be processed, failure to provide all relevant information may delay the processing of your application.

The following is a guide of what to include (not exclusive to).

- Location
- Measurements and dimensions
- Image(s) of proposed work
- Plans, design and / or drawings
- Materials

**Please note – an application fee is payable on all lease applications which is payable in advance for processing all applications for home improvements.  
See fee structure below for fee's that apply to your application.**

**Improvements or alterations - declaration**

**Please be aware you must not carry out any work until permission is granted.**

**I declare the information given is a true representation of the improvements or alterations I wish to carry out and agree that I'll adhere to any conditions related to the granting of permission.**

**I agree to inform Vico Homes if the information given in the application changes.**

<b>Lease holder(s) signature(s):</b>	
<b>Print name(s):</b>	
<b>Date signed:</b>	

**If plans or drawings haven't been provided, use this section to sketch your proposal with approximate measurements and dimensions, remember to include any additional information.**

[illegible]

**Please return to:**

**Email:** [hsgassetssurveying@vicohomes.co.uk](mailto:hsgassetssurveying@vicohomes.co.uk) **or by post to:** Vico Homes, Survey Team, Merefield House, Whistler Drive, Castleford, WF10 5HX If you've any questions or queries, please contact us on 0345 8 507 507

## Leaseholder Home Improvements - Fee Structure

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### Preserved Right to Buy / Right to Buy / Right to Acquire and Shared Ownership

There is a standard administration charge of £33.33 inc VAT which is payable in advance for processing all applications for home improvements.

This payment can be made by:

- cheque made payable to Vico Homes Limited and returned with your application form to the Vico Homes Survey team, Merefield House, Whistler Drive, Castleford WF10 5HX; or
- using your credit or debit card, by phoning OneCALL on 0345 8 507 507, or over the counter at one of HUB, identifying the payment as 'administration charge for home improvement application'.

The large majority of applications will only incur the cost of the standard administration charge. However, there are certain circumstances where additional costs may be incurred in order to cover the specialist services required to process your application. These will generally apply to leaseholders who have purchased a flat under the right to buy, preserved right to buy or right to acquire schemes. Examples of this would be:

- extensive work within the individual apartment / flat, which would affect the lease agreement; or
- improvements, which will reduce the current service charges (that is, replacing wood or metal windows to UPVC).

If your application does fall into one of these categories, Vico Homes will tell you how much the costs will be, so you can make a decision as to whether you wish to go ahead with the application. The costs will need to be paid first before any legal work and adjustments are made or written permission granted to carry out the improvements you are proposing.

If unauthorised work has already been carried out permission will need to be applied for retrospectively, this will apply to all leasehold schemes including shared ownership.

Fee Structure	
Standard Administration Charge	£33.33 inc VAT
Applications requiring the re-calculation of existing service charges	£72 inc VAT
Applications for retrospective approval for unauthorised work already carried out	£72 inc VAT
Applications affecting the Lease Agreement and Plans	
Legal - £180 inc VAT Plans - £150 inc VAT	£330 inc VAT

The fees are subject to an annual review.