



## **Guidance for application to make alterations to electric installations**

- The standard of workmanship must be to the satisfaction of Ongo Homes, and carried out by qualified and competent trade person. A permission form must be completed including a sketch of the proposed layout and written method statement.
- The asbestos report must be checked to ensure Asbestos Containing Materials' (ACM's) are not being removed or encapsulated. Any removal required will be undertaken by Ongo Homes at your expense.
- The local authority planning and building regulations must be satisfied and evidenced within the application.
- Regard should be made to potential impact upon electric, plumbing and drainage.
- All rubbish and debris relating to the works must be removed by the tenant to an appropriate disposal or recycling facility.
- The standard of products used must be to the satisfaction of Ongo Homes.
- All relevant safety compliance certificates must be provided to ongo homes upon the completion of works at your expense.
- No costs in connection with the work to be incurred by Ongo Homes.
- The work must be completed within 3 months of the initial request. Failure to do so will mean you having to apply again for permission.
- Once completed Ongo Homes will inspect the completed work and if the work is not completed to an appropriate standard may recharge to complete any remedial work required.
- Upon approval of works, ongo will accept future responsibility for the maintenance of the alteration, but will only maintain with our standard stock.