



Guidance for application to installing an outbuilding (greenhouses, garages, kennels, summerhouses)

- 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 base of the structure must be adequate for its purpose that can be easily removed – e.g. slabs or timber.
- The Local Authority planning and building regulations must be satisfied and evidenced within the application.
- If replacing outbuilding a demolition license must be sought and provided within the application and you must refer to our demolition permission guidance.
- Regard should be made to potential impact upon electric, plumbing and drainage.
- All relevant safety compliance certificates must be provided to Ongo Homes following the completion of works.
- A completion slip from the contractor carrying out the work is provided to ongo homes following the work.
- All rubbish and debris relating to the works must be removed by the tenant to an appropriate disposal or recycling facility.
- 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.
- Future maintenance of the outbuilding will remain the responsibility of the tenant.



- Certain applications are automatically declined by Ongo Homes where the alteration requested cannot be insured by ongo or the tenant and therefore presents risk to the occupation of the property. This list includes (but is not exhaustive):

Conservatories

Extensions

Porches

Sauna Cabins

Hot Tubs

Car Ports