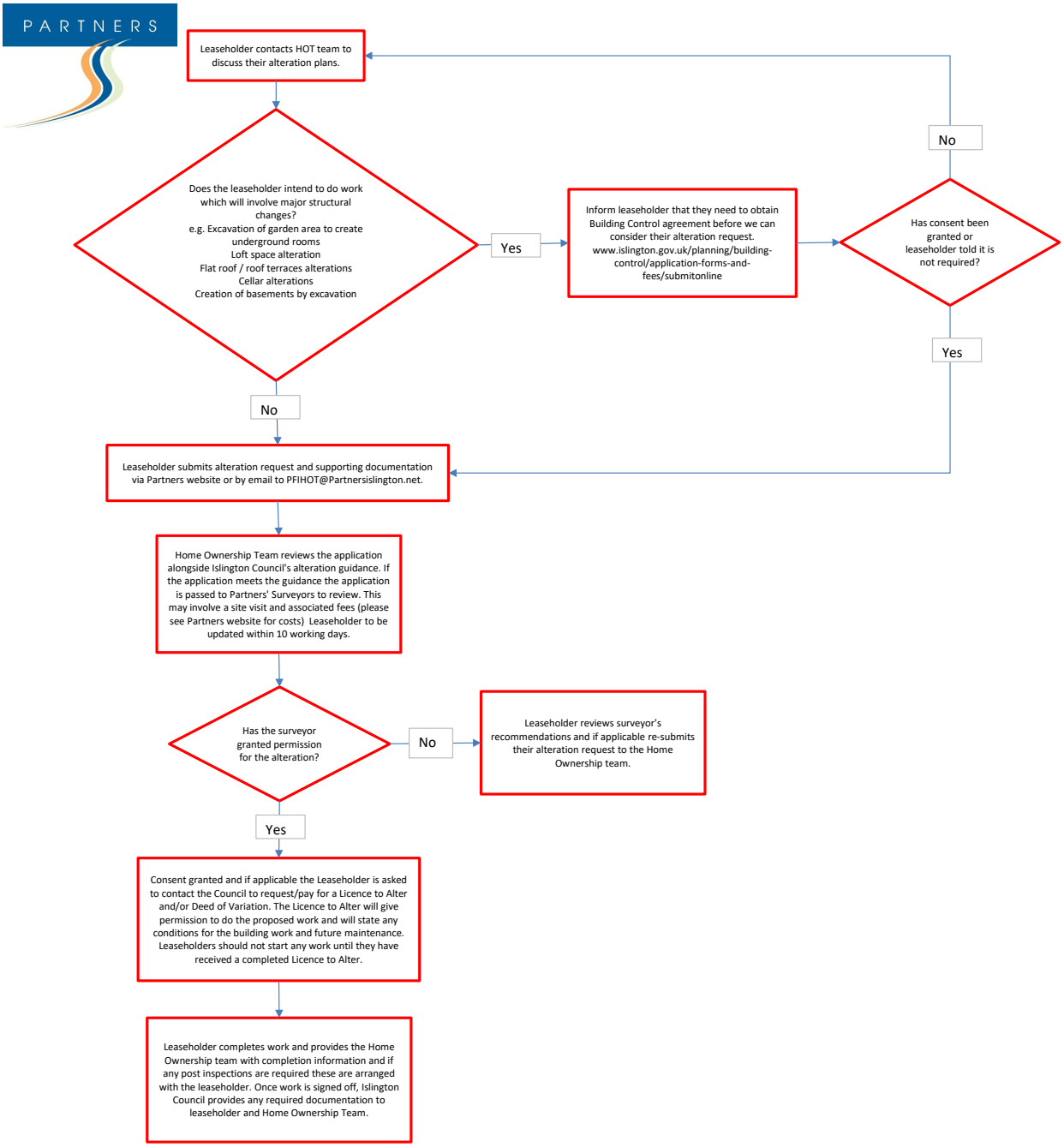
PARTNERS
Leaseholder contacts HOT team to discuss their alteration plans.
Does the leaseholder intend to do work which will involve major structural changes?
e.g. Excavation of garden area to create underground rooms
Loft space alteration
Flat roof / roof terraces alterations
Cellar alterations
Creation of basements by excavation
Yes
Inform leaseholder that they need to obtain Building Control agreement before we can consider their alteration request. www.islington.gov.uk/planning/building-control/application-forms-and-fees/submitonline
Has consent been granted or leaseholder told it is not required?
No
Yes
No
Leaseholder submits alteration request and supporting documentation via Partners website or by email to PFIHOT@Partnersislington.net.
Home Ownership Team reviews the application alongside Islington Council's alteration guidance. If the application meets the guidance the application is passed to Partners' Surveyors to review. This may involve a site visit and associated fees (please see Partners website for costs) Leaseholder to be updated within 10 working days.
Has the surveyor granted permission for the alteration?
No
Leaseholder reviews surveyor's recommendations and if applicable re-submits their alteration request to the Home Ownership team.
Yes
Consent granted and if applicable the Leaseholder is asked to contact the Council to request/pay for a Licence to Alter and/or Deed of Variation. The Licence to Alter will give permission to do the proposed work and will state any conditions for the building work and future maintenance. Leaseholders should not start any work until they have received a completed Licence to Alter.
Leaseholder completes work and provides the Home Ownership team with completion information and if any post inspections are required these are arranged with the leaseholder. Once work is signed off, Islington Council provides any required documentation to leaseholder and Home Ownership Team.