

I want to alter my property. Do I need to ask my landlord for permission?

You should make sure that the lease allows you to carry out alterations to the property. Landlord's consent is required for all structural changes to the property and consent is granted via a Licence to Alter. Please apply via our website for consent.

It is your responsibility to check whether additional consent is required from Planning Control and/or Building Control departments.

Major structural changes–Islington Council's Building Control approval

Thinking of carrying out the following works:

- *Excavation of garden area to create underground rooms*
- *Loft space alteration*
- *Flat roof / roof terraces alterations*
- *Cellar alterations*
- *Creation of basements by excavation*
- *Additional storey/room to property.*

If you are proposing to carry out any of the above works, you are required to first seek approval from **Islington Council's Building Control** team before we can process your alterations application.

The Islington Council's Building Control team must be engaged for building regulations approval via the Full Plans application route. The documents are required: full structural engineers report including drawings/plans, calculations and a method statement (method of excavation/construction) by a qualified structural engineer.

To apply, please visit Islington Council's website:

<https://www.islington.gov.uk/planning/building-control/application-forms-and-fees/submitonline>

Additional information including fees:

<https://www.islington.gov.uk/planning/building-control>.

Note: Any costs incurred during the alterations approval process are non-refundable irrespective of the outcome and does not constitute landlord's consent.



**Partners For Improvement
in Islington Ltd**

4-6 Colebrooke Place,
London N1 8HZ
t. 020 7288 8310
f. 020 7354 4765
e: enquiries@partnersislington.net
www.partnersislington.net

What will happen if I don't apply for all permissions required?

If you carry out any alterations or improvements without first getting consent you may be breaching the terms of your lease.

We may, if your lease permits alterations with consent, request that you apply for retrospective consent. You will need to follow the same process as requesting consent in advance including the payment of any fees.

If we are not satisfied with the works carried out we may request that further works/modifications are carried out for you to bring the property back to a safe standard before we can grant retrospective consent.

Failure to make good the property to the agreed standard could result in Islington Council pursuing legal action to stop any further works and to make you reinstate the property as it was. This could prove extremely costly for you as you would have to pay not only our legal costs and associated fees but also the additional cost of any re-instatement works.

What are the differences between a Landlords Consent, Planning Control and Building Regulations?

Landlords Consent

The formal consent in writing given by Islington Council for Improvements is known as a Licence to Alter. The Licence to Alter will specify what works have been granted. If you carry out further works that are not included in the Licence to Alter, you may have to apply for retrospective consent, therefore it is important that you review the Licence to Alter carefully before works commence. You must not start works until you have received the Licence to Alter from Islington Council.

Note: Landlord's consent (Licence to Alter) is independent of planning permission and building control approval. In some instances, landlord's consent can be refused even if you have been granted planning or building control approval.

If you have been told that landlord's consent has been refused you are not permitted to carry out the proposed works.

Planning Control

Planning seeks to guide the way our towns, cities and countryside develop. This includes the use of land & buildings, the appearance of buildings, landscaping considerations, highway access and the impact that the development will have

Leaseholder Alterations – Frequently Asked Questions (FAQs)

on the general environment. The Planning Department for Islington Council can be contacted on the details shown below:

Planning Department

222 Upper Street
Islington
London
N1 1YA

Phone: 020 7527 2774

Email: planning@islington.gov.uk

Website: <https://www.islington.gov.uk/planning>

Building Control

Building Regulations set standards for the design and construction of buildings to make sure the safety and health for people in or about those buildings. The Building Control department for Islington Council can be contacted on the details shown below:

Building Control Services

222 Upper Street
Islington
London
N1 1XR

Phone: 0207 527 5999

Email: building.control@islington.gov.uk

Website: <https://www.islington.gov.uk/planning/building-control>

What is a Deed of Variation?

A Deed of Variation is required when you make alterations to your property which would involve varying your lease. For example if you change the use of a room from a living room to a bedroom, you would require a Deed of Variation.

If you change the physical layout of the flat the original lease plans will not correspond to the actual layout of the flat and so the lease will need to be varied. A deed of variation in this instance would normally take the form of an amended plan which is registered at the Land Registry. If you do not obtain a deed of variation you may experience problems when you decide to sell the flat.

What is a Supplemental Lease?

A Supplemental Lease is required when you build for example an extension, convert a loft space or basement. The Supplemental Lease makes you responsible for all future repair, renewal and maintenance work.

Can I install my own windows?

Yes, Leaseholders are allowed to install their own windows however first they will be required to purchase them by means of a Deed of Variation from Islington Council. Please note that you will need to also comply with Planning Control should your property be a listed building or in a conservation area. Although you will take ownership of your property, you will still be expected to contribute to repairs to other windows in your building when carried out.

What costs are involved in making alterations to my property?

You will be responsible for costs such as inspections, valuations, Licence to Alter, Deeds of Variation and Supplemental Leases. You will be advised of the costs when you apply; however please note that costs are subject to change.

Note: Any costs incurred during the alterations approval process are non-refundable irrespective of the outcome and does not constitute landlord's consent.

Please visit our website for additional information:

<https://www.partnersislington.net/leaseholders/alterations-and-improvements-to-your-home/>