



PEMBROKESHIRE HOUSING
TAI SIR BENFRO



**Your Right to Make
Improvements**

Mae'r daflen yma ar gael yn Gymraeg



Your Right to Make Improvements

Do you wish to make improvements to the property you occupy?

If so, this is what you need to do.

Step 1

What is an improvement?

1. Any work done or installation made which is for the benefit of the occupier.
2. It may include the replacement or upgrading of anything that is already there or addition.
3. It may include any fixture or fitting of a permanent or temporary nature which is attached to the land or building in which you live.

Step 2

Considerations

1. The improvement becomes the property of Pembrokeshire Housing upon completion of the work and Pembrokeshire Housing may accept the responsibility for future maintenance.
2. No compensation payment will be made for improvement work should you vacate the property.
3. If the improvement needs planning permission, this is your responsibility.
4. You must have Pembrokeshire Housing's permission before carrying out any improvement.
5. Permission to undertake an improvement will, in all circumstances, be given in writing and will set out any condition which must be met. You will be required to sign acceptance of any conditions prior to work commencing. All costs incurred will be your responsibility.
6. Pembrokeshire Housing will not increase the rent due to improvements, however Council Tax may be increased by the Local Authority





Step 3 How do I get permission?

1. You must apply in writing, enclosing a sketch giving details of dimensions and materials to be used. This should be sent to the Housing Manager.
2. Permission to make improvements will not be granted where:
 - The proposal would, in the opinion of the landlord, make the dwelling house, or any other premises, less safe for occupiers.
 - The improvement would cause Pembrokeshire Housing to incur expenditure which it would be unlikely to incur if the improvements were not made.
 - The improvement would reduce the value of the property in the open market or would reduce the rent which Pembrokeshire Housing would be able to charge on letting the dwelling.
 - If you fail to obtain any necessary approvals prior to the works commencing.
 - The improvement would be appropriate and would affect the efficient management of the dwelling and adjoining dwelling.
3. Pembrokeshire Housing will carefully consider the application and an inspection will be made. Pembrokeshire Housing will decide on whether permission is granted within 14 working days of receipt of your application.
4. All improvements must be carried out in a professional and competent manner, complying to all necessary standards and to the satisfaction of Pembrokeshire Housing.
5. On completion of the work, the Technical Officer will inspect the improvement to ensure work has been completed to Pembrokeshire Housing's satisfaction.



To: Housing Manager



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REQUEST TO MAKE IMPROVEMENTS

Nature of Improvement: _____

Materials to be used: _____

Plans/sketches enclosed: _____

Name: _____

Address: _____

Tel No: _____

Pembrokeshire Housing
Meyler House, St. Thomas Green, Haverfordwest,
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Pembrokeshire Housing is a Charitable Organisation
Gofynwch os ydych chi'n eisiau fersiwn Gymraeg o'r daflen yma

Office Hours: Monday to Thursday: 9:00 - 17:00 Friday: 9:00 - 16:30