A GUIDE TO...
Making Alterations & Improvements
INCLUDING APPLICATION FORM

www.weslo-housing.org
Can I make alterations & improvements to my home?

Your Tenancy Agreement allows you to make alterations & improvements to your home provided you obtain written permission from Weslo first. We will not refuse permission unless it is reasonable to do so.

Examples of alterations and improvements that need to be applied for are:

- electric shower
- internal doors
- light fittings
- constructing a runway
- garage or shed
- satellite dish
- laminate flooring
- tiling
- fencing

Is there a procedure I should follow?

1. Complete the attached application form detailing the alterations & improvements you would like to undertake and return to:
   Weslo Housing Management
   66 North Bridge Street
   Bathgate
   West Lothian
   EH48 4PP
   Tel: 01506 634060
   Fax: 01506 639122

2. You will then receive an acknowledgement that your application has been received.

3. Weslo will assess your application and notify you within 28 days whether you have been granted permission to undertake this work. We may however need to contact you for further information regarding the works you wish to undertake.

How will I know if I require other consents for the works?

If you are carrying out any structural alterations you will need to contact West Lothian or Falkirk Council for further advice and guidance on whether the alteration requires Planning Consent and/or a Building Warrant.

We would advise you to obtain permission from Weslo before applying for Planning Consent and/or Building Warrant as you will require our approval before any other permissions are granted.

What happens if I carry out the work without getting permission from Weslo?

If we discover that work has been carried out without our permission or not to our agreed specification we may ask you to reinstate the works or we may recharge you for restoring the property to its original condition.

www.weslo-housing.org
Application for Alterations & Improvements

Name

Address

Post Code

Home Tel No.

Mobile Tel No.

e-mail

Description of alterations & improvements.
I would like to make the following alterations & improvements to the property. If the work involves structural alterations please attach relevant drawings.

I agree to carry out the above alterations & improvements to my home. If the alterations & improvements are altered from the description in this application form the consent given will not be valid.

Signature(s) ___________________________ Date __________

www.weslo-housing.org
Office Use Only

Date Received

Acknowledgement letter sent

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Pre-Installation

Should the work proceed?  Yes ☐  No ☐

Comments

Signature of Inspecting Officer

Date

Date permission / refused letter issued

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Post Installation

Is work to a satisfactory standard?  Yes ☐  No ☐

Comments

Signature of Inspecting Officer

Date

Date Quartet Updated