

## How to get in touch with us



### Write to us at:

North West Leicestershire District Council  
Housing Division  
Council Offices  
Coalville  
Leicestershire  
LE67 3FJ

### Call in and see us at:

The Council Offices, Whitwick Road, Coalville, any  
weekday from 8.45am-5pm.



**Telephone:**  
01530 454545



**E-mail:**  
[housing@nwleicestershire.gov.uk](mailto:housing@nwleicestershire.gov.uk)



**Website:**  
[www.nwleics.gov.uk](http://www.nwleics.gov.uk)

## Equality Statement

### Inclusion of availability:

This document is available in other languages,  
formats or on computer disc on request,

Please contact the Business Support Team on  
01530 454545 or e-mail:  
[housing@nwleicestershire.gov.uk](mailto:housing@nwleicestershire.gov.uk)

It will also be posted on the Council's website at:  
[www.nwleics.gov.uk](http://www.nwleics.gov.uk)

## Other leaflets in the 'How to...' series include:

- Apply for council housing
- Pay your rent
- Report a repair
- Deal with anti-social behaviour or nuisance
- Get permission for alterations or improvements
- Claim compensation for improvements
- Terminate your tenancy

## Printed and produced by

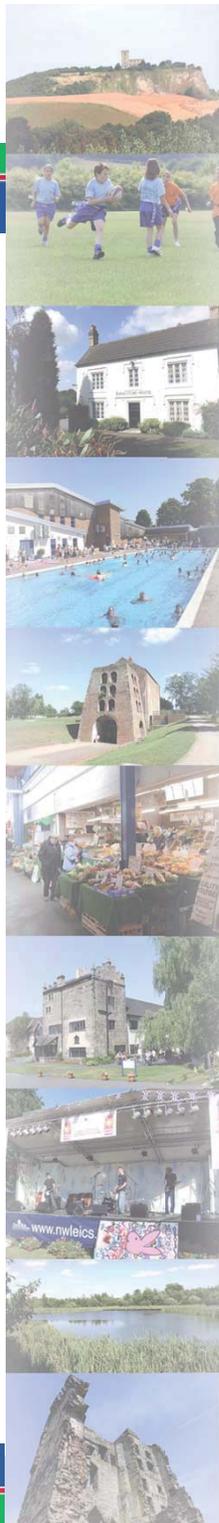
Communications Team,  
North West Leicestershire District Council,  
Council Offices,  
Whitwick Road, Coalville,  
Leicestershire,  
LE67 3FJ.



## How to...

Get permission  
for alterations and  
improvements to  
your home

[www.nwleics.gov.uk](http://www.nwleics.gov.uk)



## Where do I start?

The first thing you need to do is let us know you want to carry out an alteration or improvement to your home. You need to fill out the form within this leaflet - it has all the instructions you need.

Do tell us even if you think the work is insignificant. For example, we really do need to know if you are thinking of removing your banister, or fitting a satellite dish, just as much as we need to know when you are thinking of fitting a new kitchen or gas fire.

## What happens next?

A surveyor from the Council's Repairs Service will contact you, normally within five working days, and may make an arrangement to visit you. They will assess the improvement and tell you, in writing, what you need to do next.

## Planning permission and Building Regulation approval

It is your responsibility to ensure you have obtained the relevant consents for planning and building regulation approval. You can contact Building Control on 01530 454545. It makes sense to get the Repairs Service's consent first however.

## Once the work is complete

Once you have received the Repairs Service's written consent, and if applicable, you have received the relevant consents from Building Control, we will inspect the work on completion.

## Can I get compensation if I move out of the property and leave my alteration or improvement behind?

Yes. Providing you have followed the procedure above, if the alteration or improvement has cost you money and if it has increased the value of the property, the Council may offer compensation to you when you leave. Please see the separate leaflet entitled 'Compensation for improvements' for more information.

If you are planning an alteration or improvement to your home, please fill this form in and return to:

North West Leicestershire District Council,  
Repairs Service, Council Offices,  
Coalville, Leicestershire, LE67 3FJ

Alternatively, you can bring it to the Council Offices and hand it in at the housing desk.

Name:

Address:

Telephone (home)

Telephone (work/mobile)

Please put brief details of the alteration or improvement in the box below