

## Procedural checklist to assess resident alteration applications

1	Checklist criteria	Notes	Yes	No
2	Is the tenant a secure tenant or Leaseholder?	If <b>Yes</b> , continue. If <b>No</b> , tenant is not currently eligible but may be in the future.		
3	Is any rent or other debt owed by the tenant/applicant to us?	If <b>No</b> , continue. If <b>Yes</b> , advise tenant/applicant to clear debt first before application can proceed.		
4	Is the application form fully completed?	If <b>Yes</b> , proceed to next checklist criteria. If <b>No</b> , return to customer and ask for further information.		
5	Has the Standard Conditions for Alterations been signed by the tenant/ applicant and returned with the application?	If <b>Yes</b> , proceed to next checklist criteria. If <b>No</b> , ask customer to sign and return Standard Conditions declaration		
6	Is <b>all</b> the information required to make a decision provided with the application form?	If <b>Yes</b> , proceed to next checklist criteria. If <b>No</b> , return to customer and ask for further information.		
7	Have all relevant permissions been obtained (where required), including:	If <b>Yes</b> , proceed to next checklist criteria. If <b>No</b> , return application to customer.		
	- Building regulations			
	- Planning (including conservation areas)			
	- Listed building permissions			
	- Gas, electricity or water companies			
	- Consent to prune or fell a tree			
	- Any others permissions that are required			
8	Are any of the refusal conditions listed in section 8.1 raised by the application?	If <b>Yes</b> , application will be refused. If <b>No</b> , continue to assess application.		
9	Does the application meet the overall policy requirements? If <b>Yes</b> , continue to assess, if <b>No</b> , consider refusal and note below your brief reasons:			
10	Application discussed with Housing Manager where application complex or decision to refuse/agree consent is not clear cut. (tick <b>Not Applicable</b> , <b>Yes</b> , or <b>No</b> )	N/A		

All applications/consent letters should be scanned to Iclipse/Northgate by the TMO and hard copies stored locally for audit purposes.