



## **Guidance for Gas, Electrical, Plumbing and other work**

You may want to make changes to your electrics, gas or plumbing that aren't considered repairs, such as installing an additional electrical socket or an outside tap. These types of work may be dangerous, and can cause damage to your home if they aren't done correctly. You should always make sure work carried out is done to industry standards, and those working on them are qualified.

### **Electrical work:**

If you want to change or add socket outlets, light switches or light fittings you will require permission from Ongo Homes but will not require permission from Building Control.

We will only give permission for electrical work to be completed using an electrician registered with a competent person scheme. Electrically approved contractors to be registered with domestic installer scheme (NICEIC, ECA or equivalent provider).

You will be required to provide evidence of their competency to carry out such works, for example an NICEIC registration number and also provide Ongo Homes with the Minor Works Certificate on completion of any electrical alteration work.

### **Gas work:**

We will also only give permission for works to a gas supply where a Gas safe engineer is being used to complete the works. You will be required to provide evidence of their competency to carry out such works, for example their Gas Safe registration number and also provide Ongo Homes with a Gas Safety Certificate on completion of any gas alteration work.

All works relating to the installation, removal or relocating of a gas appliance must be carried out by Gas SAFE registered engineer in accordance with Gas Safety (Installation and Use) Regulations 1998 (as amended).

\*Please note, the only gas alteration we would allow is for a tenant to change an electrical cooker to a gas cooker (without removing kitchen units) assuming the property is connected to gas mains\*

### **Plumbing and other work:**

All plumbing works must be carried out by a suitably qualified and competent plumber. Any other work must be undertaken by a suitably qualified contractor/person. We will require details of the contractor which may be in the form of a quote or invoice showing details of work proposed on letter headed paper.

### **Retrospective Permission:**

If at any time it becomes clear that an alteration had been completed without permission, then the tenant will be contacted and retrospective permission will be granted provided that the necessary

paperwork/certificate is completed and returned confirming that all of the above conditions have been met. We may ask you to remove, put back or make good any alteration we have not approved and/or which does not meet our standards.

**How to apply:**

<p>1) An alteration permission form must be completed and available by contacting our Customer Service Team. You will need to provide full details of the alteration you would like to carry out.</p>	
<p>2) The installation of any alteration must be carried out by a competent and qualified contractor and confirmation of your chosen contractor details must be provided. A permission form must be completed with information from the contractor as shown:</p>	<ul style="list-style-type: none"> <li>• Please provide a quote on letter headed paper with details of the contractor. Quote must include a plan/layout of the current area (where work is to be carried out) and the new proposed layout showing the alteration to be installed.</li> <li>• Quote from the contractor must also include a full description of the proposed work, materials to be used and how the works will be carried out.</li> </ul> <p>**The above list is not exhaustive. You will be advised of any further requirements when your application is being considered. For certain alteration works you will need to provide evidence that your contractor has appropriate insurance cover. We will request this where necessary**</p>
<p>3) Any pictures taken via phone can be emailed if necessary to <a href="mailto:Enquiries@ongo.co.uk">Enquiries@ongo.co.uk</a>. Please use your first line of address as reference e.g. 'Permission request for 20 Ongo Road'</p>	

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**If electrical or gas work is undertaken:**

- The standard of workmanship must be to the satisfaction of Ongo Homes Limited and carried out by an electrician to BS 7671 or a gas safe engineer who must provide the required certification which must be sent to Ongo Homes Limited.

- If we do not receive the relevant certification within 3 months or an earlier timeframe stated in the permission granted letter sent out to you then we may instruct our relevant contractors to carry out an inspection on the work you have carried out and you will be recharged for this inspection and test.

**If plumbing work is undertaken:**

- All fixings used to locate the tap (if fitting an outside tap) or other bracketing must be appropriate to enable fixing to the solid masonry or brickwork.
- The proposed tap location or any plumbing required for waste water must have appropriate access to drainage.

**For all types of alterations the following also apply:**

- A permission form must be completed including a sketch of the proposed layout and written method statement.
- The asbestos report must be checked to ensure Asbestos Containing Materials' (ACM's) are not being removed or encapsulated. Any removal required will be undertaken by Ongo Homes at your expense.
- The standard of products used must be to the satisfaction of Ongo Homes.
- All debris as a result of the improvements must be disposed of in an appropriate manner.
- Work must be carried out in a manner to ensuring it is in line with relevant Health and Safety guidelines.
- No costs in connection with the work to be incurred by Ongo Homes Limited.
- The work must be completed within 3 months of the initial request. Failure to do so will mean you having to apply again for permission.
- Once completed Ongo Homes may inspect the completed work and if the work is not completed to an appropriate standard may recharge to complete any remedial work required.
- Upon approval of works, Ongo will accept future responsibility for the maintenance of the alteration, but will only maintain with our standard stock.
- Permission is limited to the works specified in the initial request.