



FirstPort Surveying Services: Licence to Alter

EXPERT ALTERATION ADVICE PROTECTING PROPERTY, LEASEHOLDERS AND LANDLORDS

Consent and compliance are key considerations for leaseholders who would like to make alterations – and landlords and freeholders who equally want to make sure any alterations to their apartments or properties are carried out correctly and safely.

That's why it makes sense to work with a property maintenance partner with the professional surveying skills to smooth out the process and ensure the application is thorough.

More than just bricks and mortar

Licence to Alter: protecting parties and properties alike

Under the majority of leases, the leaseholder must apply in writing to their landlord to ask for a license to alter before any alterations to a property can take place. Unsurprisingly, when a Licence to Alter has not been requested or issued, unexpected complications or conflicts can arise as a result of work that has subsequently been done without the necessary oversight and permissions.

- Some alterations made without consent and surveyor oversight could be dangerous or diminish the value of the property
- As a leaseholder, if you begin those physical changes without a License to Alter you may find yourself in breach of the terms of your lease – and thus exposed to the possibility of enforcement action or even eviction.

The FirstPort Property Transfer team is already able to provide a License to Alter – the formal, written consent that sets out the terms and conditions under which alteration can be made. However, sometimes when work is complex or significant, it's prudent to involve a qualified surveyor as part of the application process – a seamless in-house service we can offer for leaseholder or landlord applicants alike.

What you can expect from FirstPort Licence to Alter

Above all, you can expect a safe pair of hands backed by thorough and compliant advice that will recommend all the relevant recommendations for the terms and conditions. We can also work with solicitors as part of the Licence to Alter process and the application covers areas such as:

- An assessment of the works and a programme for their implementation
- A technical review of the current and post-alteration layout
- All structural considerations assessed
- Impact upon building services and other residents
- Specifications of infrastructure, materials and fittings
- Compliant risk assessments and methodology statements
- Compliance with Construction Design and Management (CDM) regulations
- Proof of applicable insurances
- Proof of planning permission, adherence to buildings regulations, all other relevant permissions and statutory approvals
- Photographic records of condition.



Welcome to FirstPort Licence to Alter

While others may outsource, our surveyors are all our own and each is RICS or Chartered Institute of Building (CIOB) qualified. At FirstPort, we have the full deck of specialist in-house surveying and maintenance resources that enable you to plan changes to the property you lease or lease out with total peace of mind. As the UK's most experienced property manager, we'll develop the fully compliant, Licence to Alter application that's right for any given scenario.

How does Licence to Alter benefit you?

We're an experienced property manager who knows how to optimise block, building or development opportunities day-to-day and year on- year. We take time to understand the properties we deal with and view them in the round, backed by mutually reinforcing professional surveying services of the highest quality. With the proven expertise that makes for sound and robust Licence to Alter applications, our surveyors will ensure you have the right help at the right time. We can even help you spec the right materials that are in complete sympathy with the original structure. The benefits include:

- Our trusted approach often helps achieve consent faster and more economically
- A seamless, end-to-end service that puts you in control
- Protects leaseholders and landlords alike with professional investigation and clear reporting
- Reduces risk of delays and minimises disruption for all parties, especially other residents
- Helps maintain the underlying value of the property and protects the building fabric.

Compliance reliance...

- The Licence to Alter process can be complex and building an optimised application is a core in-house competency. Thus we can help you identify then reduce the overall property risk exposures while maintaining inherent value
- Our systems and processes are specifically designed for alterations of any size and type within property developments, blocks or buildings
- We also ensure expert surveying liaison across all engineering, legal, environmental, regulatory, local authority, insurance and contractor frameworks.





We are FirstPort

FirstPort is the UK's premier property management group, spanning 180,000 homes across 3,700 developments in the residential, retirement and luxury markets. With a 30-year track record, we offer property planning, management and maintenance that blends national reach with local knowledge – and a personal touch.

With expert in-house teams and unparalleled technical capability, our integrated service adds value to every stage of your property development lifecycle. We aim to make life easier for our customers: providing a local, trusted and responsive service for residents that delivers not just bricks and mortar – but a place they love to call home.

Like to explore more?

If you would like to learn how FirstPort Licence to Alter can deliver superior on-demand care for your building and property assets, then come and talk to us..



01582 798194



surveyors@firstport.co.uk



www.firstport.co.uk