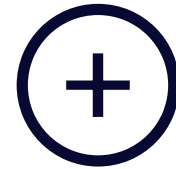


Licence to Alter

Leaseholders often undertake alterations to their demised property to suit their operational, occupational and layout requirements and preferences. Appropriate permissions and due process are important to help landlords manage leaseholder alterations with confidence and control.

Our expert team supports clients through the Licence to Alter process — ensuring proposed works are properly assessed, compliant with lease terms, and documented to protect asset value. From technical reviews to final certification, we help you stay in control, reduce risk, and safeguard long-term asset performance.



How SRVO adds value

Guided process from application to completion: We manage the full process on behalf of the landlord, liaising with leaseholders and specialist third parties where required, from initial notification through to technical review and final certification.

Expert insights to anticipate risk:

- ⊕ Unapproved works can jeopardise insurance, safety compliance, and future transactions.
- ⊕ Our technical reviews flag risks early, ensuring statutory compliance, and helping landlords document consent through a robust legal framework.
- ⊕ Our expert team identifies additional specialist teams as required, to provide the landlord with a comprehensive recommendation

Timely, thorough and coordinated: We help clients set clear expectations early and maintain compliance across their portfolio, considering design guides and site rules or constraints.



Why it matters

Safeguards landlord and leaseholder interests

Prevents unauthorised or unsafe alterations

Ensures long-term compliance and traceability

Avoids costly disputes or retrospective enforcement

Acting after leaseholders' works have begun – or only once works are completed – complicates the process and increases costs.

SRVO's Licence to Alter service ensures landlords retain control, mitigate risk, and future-proof their investments — while providing clarity and guidance to leaseholders.

We're an independent property advisory and surveying business operating across the length and breadth of the UK.



What does the Licence to Alter process entail?

1. **Notification:** We're informed of proposed works directly or via the landlord/managing agent. Early engagement prevents delays and sets expectations around timing and scope.
2. **Technical review:** We conduct comprehensive desktop or on-site analysis, depending on the nature of the alterations. We assess planning and building control requirements, health and safety, asbestos, insurance, and overall risk. We provide a Licence Recommendation Report with approval conditions, identifying any need for additional specialist consultants.
3. **Licence preparation:** Following the landlord's decision, a Licence to Alter is drafted and signed by all parties. Works may only proceed once the licence is in place and conditions are met.
4. **Completion and certification:** We carry out a final review — often including a site visit — to confirm compliance. Leaseholders must provide all relevant statutory and commissioning certifications. A Final Inspection Letter is issued to close out the process.

Key Notes:

- ⊕ Licence to Alter applications should be made after planning and building regulations, where statutory approval is required, and before any works commence.
- ⊕ The leaseholder is liable for costs for the licence application, regardless of outcome.

Recent outcomes:

Completed c. 50 Licence to Alter applications in the past 6 months

Advised across a wide range of assets from new builds to listed mansion blocks and warehouse conversions

Get in touch

To learn more, please contact
Ben Campbell on
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To arrange a quote, please raise a request through Dwellant and our team will respond within 3 working days.

