

APPLICATION FOR PERMISSION TO ALTER HOME/GARDEN/BOUNDARIES

PART A - APPLICATION	
1. TENANT(S) NAME:	3. ADDRESS:
4. DAYTIME TEL. NO:	
5. DETAILS OF PROPOSED ALTERATION:	
6. PLEASE GIVE DETAILS OF MAIN MATERIALS WHICH WILL BE USED IN COMPLETING ALTERATION:	
7. PLEASE GIVE DETAILS OF TRADESMEN WHO WILL BE EMPLOYED BY YOU TO COMPLETE ALTERATION AND DETAILS OF REGISTRATIONS E.G. CORGI REGISTERED:	

**8. HAVE YOU CONTACTED THE LOCAL AUTHORITY REGARDING ANY PLANNING PERMISSION REQUIRED FROM THEM TO PROCEED WITH PROPOSED ALTERATION? YES/NO* DELETE AS APPLICABLE
PLEASE PROVIDE DETAILS OF OUTCOME:**

IF PLANNING PERMISSION REQUIRED, PLEASE PROVIDE WITH THIS APPLICATION, COPIES OF OBTAINED CERTIFICATES

9. ADDITIONAL INFORMATION RELEVANT TO THIS APPLICATION: EG IF YOUR IMPROVEMENT WILL IMPACT ON ANY NEIGHBOUR(S), HAVE YOU DISCUSSED YOUR INTENTIONS WITH THEM, AND WHAT ARE THEIR VIEWS?

10. PLEASE PROVIDE BELOW DETAILED DRAWING OF PROPOSED ALTERATION:



PART B - DECLARATION

I declare that the information given on this form is correct.

TENANT'S SIGNATURE:

DATE:

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DATE:

OFFICE USE ONLY

HOUSING OFFICER (MAINTENANCE) REPORT:

RECOMMENDATION:

SIGNATURE:

DATE:

HOUSING MANAGER COMMENTS:

APPLICATION APPROVED/DECLINED* DELETE AS APPLICABLE

SIGNATURE:

DATE: