

Application For Permission To Alter  
Home/Garage/Garden/Boundaries

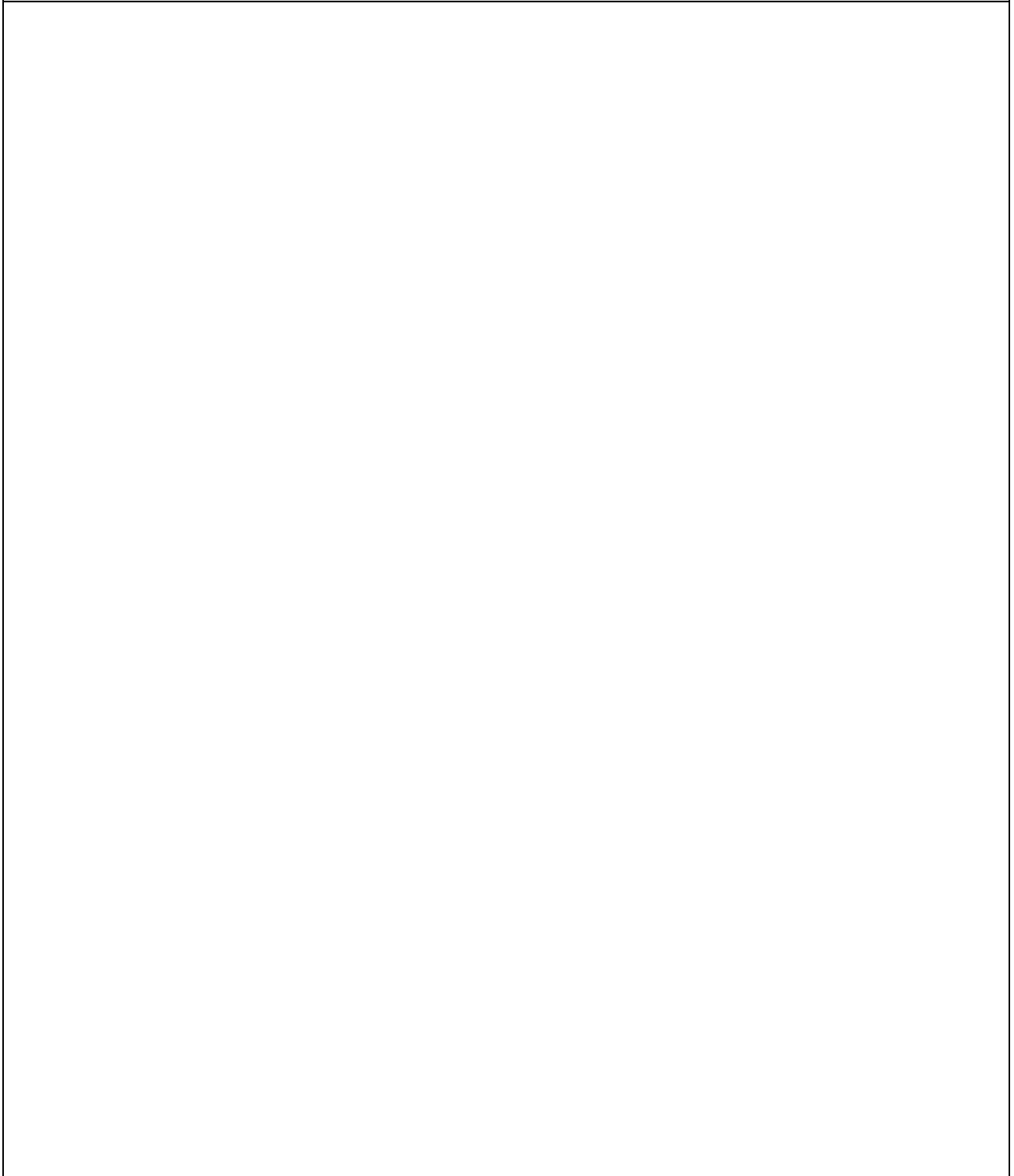
<b>PART A - APPLICATION</b>	
TENANT(S) NAME:	ADDRESS:
DAYTIME TEL. NO:	
DETAILS OF PROPOSED ALTERATION:	
PLEASE GIVE DETAILS OF MAIN MATERIALS WHICH WILL BE USED IN COMPLETING ALTERATION:	
PLEASE GIVE DETAILS OF TRADESMEN WHO WILL BE EMPLOYED BY YOU TO COMPLETE ALTERATION AND DETAILS OF REGISTRATIONS E.G. GAS SAFE REGISTERED, SELECT REGISTERED, ETC.:	

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*

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?

**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**

PROPERTY SERVICES OFFICER/CLERK OF WORKS REPORT:

RECOMMENDATION:

SIGNATURE:

DATE:

PROPERTY SERVICES OFFICER/CLERK OF WORKS COMMENTS:

APPLICATION APPROVED/DECLINED\* DELETE AS APPLICABLE

SIGNATURE:

DATE:

DECISION LETTER SENT TO TENANT:

DATE: