

Appendix 1: Permission form to make alterations to a Council property



If you would like to make an alteration or improvement to your home you need to get written permission from your housing office. Permission will not be refused unless there is a good reason, and we will explain this reason to you.

Name	
Address	
Telephone No.	
Property Type	House/Maisonette/Low-rise flat/Multi-storey flat
Tenant/ Leasehold/ Freehold Customer	
Please provide detail of the alterations you wish to make to your property. Please provide as much information as possible including supporting plans/ pictures/ documents	
Who is the competent person who will be carrying out the alterations?	
Does the competent person have Public Liability Insurance?	
Where the work will involve use of/ interference with/ modification to the gas supply, is the competent person a GasSafe registered engineer?	
Where the work will involve use of/ interference with/ modification to the electric supply, is the person a registered NICEIC or ECA installer?	

Where applicable have you applied for the relevant Planning/ Highway permission and/ or building regulations consents? Please give details.

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Signed (tenant):	
Date signed:	
Date received in office:	
Permission granted? – give conditions	
Permission refused? – give reasons	
Date acknowledgement letter sent:	
Date holding letter sent:	

Please return your completed form to your housing office.

We will consider your request, and where necessary we will arrange to inspect your property **within 28 days**. We will then notify you in writing of our decision.

Please do not start work before we inform you of our decision. If you do this will be considered a breach of tenancy and you may be subject to legal action