

HOME IMPROVEMENT REQUEST

Your Name:

Your Address:

.....

Telephone No: (daytime)

What is the proposed improvement or alteration?

Please give a description of the work you would like to carry out. Please provide as much information as possible and include details of materials to be used. Please provide a sketch plan of the improvement. Continue on a separate sheet of paper if necessary.

Who will carry out the work?

Give the name & address of the person who will carry out the work. Please note that if you intend to make any alterations to gas or electric fittings the work will need to be carried out by a registered contractor. (For gas they should be CORGI registered and electrical work NICEIC/ECA)

Does the work require planning permission? YES NO

Does the work conform to building regulations? YES NO

Please note that where necessary you should enclose copies of confirmation of planning permission and building regulations.

Signed: **Date:**

OFFICE USE ONLY:

Approved

Not Approved

Further Info Req'd

Comments:

Signed:
Property Services Manager

Date:

Signed:
Home Ownership Officer

Date: