



ALTERATIONS/IMPROVEMENTS APPLICATION FORM

1. Address of Property to be altered/improved _____

2. Please give full Name(s) of Tenant(s) _____

3. Type of Alteration: _____
4. When do you want to start the work? _____

In order to ensure that this application is promptly dealt with please give the fullest of details. See notes below as a general guide.

Notes

Outbuildings	Include plans and give size and details of materials used in construction.
Conversions	Include plans, give accommodation both prior to and after conversion.
Central Heating	Include plans, give manufacturer, type, number and position of radiators.
Others	Include plans, give as full details as possible.

4. Details of Alterations (include sketches, size etc of existing and proposed alteration).
Use separate sheets of paper if necessary.

5. If your alteration will involve changing or taking out existing fittings please give a brief description of these fittings.

6. When Building Warrant is obtained (and Planning Permission where necessary) enclose a service copy, together with a copy of approved plans, with this application.

7. Tenant(s) Signature(s) _____

Date _____

FOR OFFICE USE ONLY

Pre Installation

TO BE COMPLETED BY CLERK OF WORKS

Do you wish to make prior inspections YES NO

Do you agree that work should proceed YES NO

Further remarks? _____

Signature of Clerk of Works _____

Date _____

TO BE COMPLETED BY THE DIRECTOR

Directors approval YES NO

Directors signature _____

Post Installation

TO BE COMPLETED BY CLERK OF WORKS

Work was completed on _____

Is work to satisfactory standard? YES NO

Remarks: _____

Signature of Clerk of Works _____

Date _____

TO BE COMPLETED BY DIRECTOR

Is alteration reimbursable YES NO

Cost of Work _____

Company _____

Invoice Number _____

Date Installed _____

Directors Signature _____