

Application for permission to carry out alterations

Please complete the enclosed form to request permission to carry out any alterations or improvements to your house and garden. Please return your form with any relevant plans or other specific information relating to the proposed work. Your application will be acknowledged upon receipt, and then assessed. This may require a member of the Housing or Asset team to visit your house to seek further information regarding your proposal.

If consent to carry out the alteration/improvement is granted, there may be certain conditions imposed which you must adhere to. This may involve a time limit for the work to be completed (normally three months). If the work has not been carried out in that time, you must re-apply for permission. You will be asked to return a signed completion slip when the work is finished, and upon receipt of this, an Asset Management Officer or Housing Officer will visit your house to inspect the work.

If you are refused permission for proposed work, you will be advised of this in writing, and the reason(s) for refusal will be stated in this letter.

PLEASE DO NOT CARRY OUT ALTERATIONS OR IMPROVEMENTS AT YOUR HOUSE BEFORE RECEIVING WRITTEN PERMISSION FIRST.

Should you have any queries or require assistance to complete this form, please contact our office.



ALTERATION AND IMPROVEMENT

APPLICATION FORM

Name: _____

Address: _____

Telephone Number: _____

1. This form should be used to request permission from Osprey Housing to carry out any alterations or improvements to your home or garden. This includes internal alterations such as new kitchen or bathroom fittings, heating system, electrical installations etc., and external alterations such as new or replacement boundary walls or fences, construction of a garage, shed, greenhouse or driveway, installation of satellite or television aerials etc.
2. To allow us to assess your application, please complete the form fully and enclose relevant plans or other specific information relating to the proposed work. If you fail to do this, it may result in a delay in the assessment of your application.
3. Your application will be acknowledged upon receipt, and then assessed. This may require an Asset Management Officer or Housing Officer to visit your home to seek further information regarding your proposal.
4. If consent to carry out the requested alteration/improvement is granted there may be certain conditions imposed upon you which you must adhere to. This may involve a time limit for the work to be completed (normally three months). If the work has not been carried out in that time, you must re-apply for permission.
5. You will be asked to return a signed completion slip when the work is finished, and upon receipt of this, a Housing Official will visit your home to inspect the work.
6. If you are refused permission for proposed work, you will be advised of this in writing, and the reason(s) for refusal will be stated in this letter.
7. **PLEASE DO NOT CARRY OUT ALTERATIONS OR IMPROVEMENTS AT YOUR HOME BEFORE RECEIVING WRITTEN PERMISSION.**

Proposed Alteration / Improvement

Please provide a brief description of the location and proposed works to be undertaken

Location: _____

Description of Works: _____

Materials to be used: _____

Please detail who will undertake this work

Name of Company/Person: _____

Address: _____

Telephone Number: _____

Please provide a sketch of the existing location where you propose to carry out the Alteration/Improvement:

Please provide a sketch of the location showing the Alteration/Improvement:

Additional pages, photographs and supporting documents can be attached to this form.