

Appendix 2 – Alterations Application Form



Part A (to be completed by the tenant/leaseholder/resident)

Name

.....

Address

.....

.....

Telephone

.....

Email

.....

- 1. Information about your proposed alteration(s)** Please give a brief description of the works to be carried out (i.e. what will change and where will this be on your property?)

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- 2. Information about the works:**

Company name:.....

Company address:

Evidence of company's public liability insurance cover (please include/attach):

.....

Cost estimate to completion (please include/attach any written estimates received):

.....

Materials being used (if known):.....

.....

Estimated time of completion:

Any other relevant information:.....

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.....

If structural alterations are involved (e.g.: removal or repositioning of internal doors or load-bearing structures) please attach any architectural drawings you may have had drawn professionally. For any other alterations please provide a to scale line drawing (i.e. floor plan).

- 3. Does the work you are applying for require any kind of planning permission from your local authority? If so, have you applied for this permission as yet? If planning has already been granted, please provide the relevant documentation for this.**

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- 4. Does the work affect water, gas or electricity supply to you, or your neighbour's home? Has permission been granted by the relevant supplier(s)? Have you had the relevant inspection(s)? Please provide the relevant safety inspection certificate.**

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Conditions

1. I understand that this work is to be undertaken and maintained at my own expense and whatever alterations are carried out or alternative equipment installed become the property of Watford Community Housing WCH
2. I also undertake to make good at my own expense any damage which may arise from the work
3. I undertake to use only suitably qualified and competent contractors to carry out the work.
4. I understand that any approval given on this form does not cover the requirements of the Building Regulations and/or Planning Permissions (further information on the procedures can be obtained from your local authority). It is the responsibility of the tenant/leaseholder/resident to ensure that the appropriate permissions are obtained from the appropriate Local Authority
5. I will remove all debris and waste from the site during and on completion of the works and disposes of the same responsibly.
6. I understand an approval certificate must be sought should the works require it and I understand any approval given on this form does not cover this.
7. I understand the quality of materials and workmanship will need approval upon completion.
8. I understand additional conditions or restrictions may be applied to ensure that the works are carried out to the required standard and design, or to limit the environmental impact on adjacent properties.
9. I agree to reinstate the work at the end of my tenancy where required to do so by WCH.

Signed:.....Date.....

Please return to

By post : Customer Relations Team, Watford Community Housing WCH, 59 Clarendon Road, Watford WD17 1LA

By email to: customerrelationsteam@wcht.org.uk

Part B (to be completed by the Neighbourhood Officer)

Works approved? Yes No

If 'No' please give reason:.....
.....

Name:

Signed:..... Date.....

Part C (to be completed by Property Team)

Works approved? Yes No

If 'No' please give reason:.....
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Name:

Signed:..... Date.....