



Tenant's Alterations and Improvements

PART A

To be completed by the Tenant seeking permission to carry out any alteration or improvement.

Name:

Address:
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Tel No:

Description of proposed work:
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This application is submitted on the clear understanding that:-

1. (a) No work to be commenced until written approval has been given by the Technical Director, and;
- (b) Where appropriate, application must be made for Building Regulations and Planning Approval.
2. Full details of work to be carried out, together with working drawings and specification where required, will be given.
3. All work will be carried out by competent tradesmen at my own expense, and to the satisfaction of the Technical Director.
4. Community Housing will accept no responsibility for refunding any expenditure should they at some future date decide to carry out similar alterations to other properties.
5. On vacation of the property, the alteration or improvement will be left intact and in working order, unless instructed otherwise.
6. Notice of completion of the works must be sent to the Senior Maintenance Surveyor, after which an inspection will be made.
7. The execution of any work, removal or alteration will be regarded as an acceptance of these conditions.
8. Permission is valid for 12 months from approval date

Tenants signature:

Date:

Please return this form to:
Great Yarmouth Community Housing, Property Maintenance, Greyfriars House, Greyfriars Way, Great Yarmouth, Norfolk, NR30 2QE

PART B - *for office use only*

Inspected by:.....

Date:

Description of work, location, appliance, materials, etc

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Work to be carried out by

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Inspector's observation and recommendations

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DECISION - With conditions to which approval is subject or reasons for refusal

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Date: S E M:

Date: S M S:

Date: Tenant notified:.....