

ALTERATION / IMPROVEMENT APPLICATION FORM

1) Address of property to be altered / improved

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

2) Name of tenants / sharing owners

\_\_\_\_\_

3) Detail of proposed alterations / improvements.  
Please provide full details including plans and specification

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Cost £ \_\_\_\_\_

4) Is planning permission or building warrant required for the work?

Yes [ ]      No [ ]

If yes, please provide copies of approval.

5) DECLARATION

I understand that the Association retains the right to insist on complete reinstatement of any fittings or fixtures removed or reimbursement of all costs incurred in the reinstatement works, unless otherwise agreed in writing by the Association.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_