



APPLICATION FOR PERMISSION TO CARRY OUT ALTERATIONS/IMPROVEMENTS

Please complete this form if you wish to carry out alterations or improvements to the Council house you occupy. Refer to the guidance notes overleaf.

NAME	
ADDRESS	
TELEPHONE NUMBER:	

PLEASE PROVIDE DETAILS OF THE WORK YOU WISH TO CARRY OUT (IF MORE THAN ONE ITEM PLEASE LIST)

IT IS OF ASSISTANCE TO US IF YOU ATTACH A RELEVANT PLAN AND/OR SPECIFICATION

PLEASE SUPPLY THE NAME, ADDRESS AND TELEPHONE NUMBER OF CONTRACTOR CARRYING OUT THE WORK

WHAT IS THE ESTIMATED COST OF THE PROPOSED WORK? £

HAVE YOU CONTACTED THE COUNCIL'S PLANNING SERVICE TO CHECK IF THE FOLLOWING ARE REQUIRED?

PLANNING PERMISSION

YES

NO

BUILDING WARRANT

YES

NO

IF YOU HAVE ANSWERED YES TO THE ABOVE, PLEASE PROVIDE FURTHER DETAILS OR APPLICATION REFERENCE NUMBER AND ANY OTHER RELEVANT INFORMATION.

PLEASE PROVIDE ANY FURTHER DETAILS AND/OR RELEVANT INFORMATION

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SIGNED **DATE**

Guidance Notes for completing this form

1. You should use this form to request permission from the Council for any improvements, alterations, etc which you propose to do at the property occupied by you. This includes improvements and alterations within the house eg. kitchen replacement, shower installation, change of heating type and those outside the house eg. replacement fences, walls, satellite or television aerials, garage, shed, car run-in.
2. Please allow the Council to fully assess your application by completing all sections of the application and enclose with it relevant plans, specifications and other relevant information relating to the proposed work. If you fail to do this it may delay assessment of your application.
3. We will acknowledge receipt of your application and then assess it. This may require a Clerk of Works to visit your property and or seek further information from you. Provided you have given the Council all the necessary information required to assess your application, you will be advised within 28 days of receipt of the Council's decision.
4. In granting consent the Council will normally impose certain conditions which you must adhere to. A time limit (normally 6 months) will be set for you to complete the work. When the work has been completed you will be asked to return a notification slip to the Council so that the work can be inspected by a Clerk of Works.
5. For certain types of work you be may be entitled to claim compensation when you terminate your tenancy, details of which you will find in The Secure Tenants (Right to Compensation) (Scotland) Regulations.
6. If consent is refused for the proposed work (or any part of it) you will be advised and the reasons for this.
7. **You should not start any work until you have obtained written permission from the Council.**

PLEASE RETURN THIS FORM TO YOUR LOCAL HOUSING OFFICE.