



**Lochfield Park**  
Housing Association

## Application for Alteration(s) / Improvement(s)

Please give full Name(s) of Tenant(s)

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Address of Property to be Altered / Improved

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Contact Number(s)

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Details of Proposed Alteration(s) / Improvement(s)

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Is Planning Permission or a Building Warrant required for the work

YES / NO

(If yes please provide copies of the approval)

When do you want to start the work

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Signature of Tenant(s)

Date

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**PLEASE NOTE THAT YOU SHOULD ALLOW 28 DAYS FOR OUR RESPONSE AND THAT NO WORK SHOULD BE CARRIED OUT UNTIL PERMISSION IS GRANTED!**

**FOR OFFICE USE ONLY**

**PRE-INSTALLATION**

**Is prior inspection necessary? YES / NO**

**I agree that works should proceed? YES / NO**

**Is the proposed alteration reimbursable? YES / NO**

**Maintenance Manager / Housing Management Comments**

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**Signature(s) of Maintenance Manager / Housing Manager DATE**

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**Date permission granted and letter issued to Tenant(s) / /**

**POST INSTALLATION**

**Work completion date? / /**

**Is work carried out to a satisfactory standard? YES / NO**

**Is alteration reimbursable? YES / NO**

**If yes, have receipts been examined and amounts entered in file? YES / NO**

**Maintenance Manager / Housing Manager Comments**

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**Signature(s) of Maintenance Manager / Housing Manager DATE**

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**Date confirmation letter issued to Tenant(s) / /**