

TENANTS REQUEST FOR IMPROVEMENTS / ALTERATIONS

Applicants Name: _____

Address: _____

Daytime Telephone Number: _____

Email Address: _____

Type of Property: House Maisonette Bungalow Flat

Proposed Alteration/Improvement: (Please provide brief description of work) _____

Is the work on or directly adjacent to the boundary? Yes No

Are you applying for a Party Wall Notice (Party Wall etc Act 1996) Yes No

Who will be carrying out proposed works:

Contractor: _____

Address: _____

Contact Details: _____

Proposed Start Date: _____ Duration of Works: _____

Have you consulted other Council Departments (e.g. for planning consent)

Planning Yes No

Building Control Yes No

Highways Yes No

Other Yes No If 'Other' Please Specify: _____

Brief Details Please:

Applicants Signature: _____

Date: _____

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NOTES FOR COMPLETION OF TENANTS REQUEST FOR IMPROVEMENTS/ALTERATIONS FORM

This form is for use by residents who are seeking the Council's consent as your landlord for alterations and / or improvements to your dwelling.

The type of work for which you require consent would typically include such installations as electric showers, replacement kitchens and bathrooms, conservatories, removal of ladders etc.

Leaseholders should be aware that they require the Council's consent for any structural alterations or alterations to the appearance of their property, such as replacement windows, front doors etc.

Generally, the Council will agree to alterations being carried out to its dwellings, subject to the proposed alteration being technically sound, properly executed and not likely to reduce the amenity value of the property.

If the Council decline permission, you will be advised of the reason.

Please try to complete as many of the fields on the form as possible.

This form is intended to register your intention to carry out work. Submission and acceptance of the form does not imply that the Council have agreed to the works proceeding.

The form will be referred to the Council's Housing Maintenance Manager for consideration. For more complex proposals you may be contacted and requested to submit further information.

All applicants will receive a written response to their applications.

This form should not be used by tenants or leaseholders applying for retrospective consent for works they have carried out. Any such requests should be submitted in writing to the Housing Repairs and Maintenance Manager.

Any queries about this process can be emailed to jayne.thorne@dacorum.gov.uk.

Telephone enquiries can be made during office hours to 01442 228426.