Application for alterations



Part A (to be completed by the Tenant/Shared Owner/Leaseholder/Freeholder)

Address		
Telephone		
Email		
Instructions for completing this form		
1. Please give a description of the works to be carried out		
2. If works are being done privately, give details of materials and other relevant information and estimate of cost.		
3. Where structural alterations are involved, please include drawings and plans and attach to this form		
4. Contractors' specification(s) and estimate(s) must also be attached to this form		
5. Please supply evidence that you have consulted with your Neighbours in regards to the alterations you are making to		
your property (informed them of your plan of works, any possible noise disturbance)		

Name

Conditions for Tenant/Shared Owner/Leaseholder/Freeholder (please read and sign)

1. I understand that these work(s) are to be undertaken at my own expense.

2. For tenants only – Any alterations carried out or alternative equipment installed become the property of Watford Community Housing.

3. I also undertake to make good any damage arising from the works at my own expense.

4. I undertake to maintain the works at my own expense.

5. I understand that any approval given on this form does not cover the requirements of the Building Regulations and/or Planning Permissions (further information on the procedures can be obtained from Watford Borough Council on 01923 226400). It is the responsibility of the Shared Owner/Leaseholder/Freeholder to ensure that the appropriate permissions are obtained.

Signed:	Date
Please return to	
Customer Relations Team	
Watford Community Housing, 59 Clarendon Road, Watford, Hertfordshire, WD17 1LA	
Alternatively, email: Customerrelationsteam@wcht.org.uk	
Part B (to be completed by the Customer Relations Team)	
Approval to pass to Repairs? Yes No	
If 'No' please give reason:	
Name:	
Signed:	Date
Part C (to be completed by Repairs Team)	
Works approved? Yes No	
If 'No' please give reason:	
Name:	
Signed:	Date