

APPLICATION TO CARRY OUT AN ALTERATION OR IMPROVEMENT

Your name, address & phone number:

Please give full details of the work you wish to carry out. Continue on a separate sheet if required and enclose a copy of any sketch diagram or plans for the work if available.

Who will be carrying out the work? If you have not chosen a particular firm yet, please state whether you will be using a contractor, or doing the work yourself, etc.

What are the estimated costs of the proposed work? £
When do you plan to carry out the work?

Will the work require Planning Consent from your local Council? **YES/NO*** (* Circle one)
If yes, have you applied? **YES/NO*** If yes, have you received approval? **YES/NO***

Will the work require a Building Warrant?

YES/NO* (* Circle one)

If yes, have you applied?

YES/NO*

If yes, have you received approval?

YES/NO*

UNDERTAKING [* Delete whichever does not apply]

I/we* agree that if my/our* proposal is approved, I/we* will ensure that the work is carried out to:

- all current national standards and codes of practice, where applicable;
- any other standards and the quality that ARK HA requires.

I/we* agree that before any work starts I/we* will obtain and exhibit to ARK HA any Planning Consent and/or Building Warrant required, and that I/we* will obtain and pass to ARK HA all building, gas and/or electrical safety certificates required, following completion of the work.

I/we* agree that if the work does not meet the required standards I/we* will arrange for remedial work to be carried out at my/our* expense.

I/we* agree that if ARK HA has to undertake any remedial work because the work carried out by others has either not been finished, or is below the standards required (including the quality of the work) then I/we* will reimburse ARK HA for the costs of their work.

I/we* agree to ensure that the work is completed within any time limits set by ARK HA.

I/we* accept that at the end of my/our* tenancy ARK HA may required me/us* to reinstate the property to its original condition, and I/we* agree to do so at my/our* expense.

Signed 1. _____ (Tenant) Date _____

2. _____ (Joint Tenant) Date _____

FOR OFFICE USE

Ref no: _____

Date received: _____

Added to system on: _____

Acknowledged on: _____

Passed to PM on: _____

Application approved: **YES/NO***

This proposal is an: Alteration / Improvement* (*Delete whichever does not apply)

Signed: _____ (PM)

Date: _____

Reply due by: _____ Interim reply sent on: _____ Final reply sent on: _____

FOR OFFICE USE

Completed work inspected on: _____ Work satisfactory / not satisfactory* (**Delete one*)

Signed: _____ (PM) Date: _____

Where not satisfactory, tenant advised of remedial / additional work required. **YES/NO***

Remedial work inspected on: _____ Work satisfactory / not satisfactory*

Signed: _____ (PM) Date: _____