



ALTERATIONS and IMPROVEMENTS FORM

Please use this form to apply for permission for any internal/external alterations, roof aerials including CB aerials and satellite dishes:

NAME	
ADDRESS	
CONTACT NUMBER	

Please answer all the following questions by ticking the appropriate box:

1. What type of home do you live in?

Semi detached house	<input type="checkbox"/>	Terraced house	<input type="checkbox"/>
Detached house	<input type="checkbox"/>	Flat	<input type="checkbox"/>

2. Are any of the following services involved in your proposed alteration?

Electric	<input type="checkbox"/>	Gas	<input type="checkbox"/>
Water	<input type="checkbox"/>	None	<input type="checkbox"/>

Briefly explain how either electric, gas or water is involved:

3. (a) Only answer this question if you are applying for permission to erect an aerial or dish.

Please give brief details of the type and size of the aerial or dish, and indicate if the aerial or dish is to be fixed to the roof, wall or ground:

- (b) If you are interested in carrying out some internal/external alterations, please complete the following few questions.

- (i) Briefly describe what you are planning to do:

- (ii) Who is going to carry out the necessary work?

Now, please obtain a full specification of the planned internal/external alterations, which gives all the relevant details of the job, and submit it, with this application form to:

Helen Cartlidge, Stoke on Trent Housing Society, Dickson House, Ridgway Road, Hanley, Stoke on Trent, Staffordshire, ST1 3BA,

Remember, if your proposed alterations may require planning permission or Building Regulation Approval. It is your responsibility to ensure that enquiries are made before submitting your application. Any subsequent forms, inspections and documentation are to be completed in accordance with the application requirement and a copy sent to this office.

Planning permission required	Yes/No (delete as necessary)
Building Regulations compliance	Yes/No (delete as necessary)

Please provide a sketch here of proposed work:

Signature of Tenant: _____ Date: _____

OFFICE USE ONLY	PERMISSION YES/NO
DATE APPLICATION RECEIVED	_____
DATE RESPONDED:	_____
APPROVED BY:	_____